











Zone / Area:	GKN Telford	Equipment:	Site	Date:	01/09/2021
Process:	Site COVID-19 Risk Assessment				
Date of Review:	31/10/2021	Persons Involved:	E Mason / C Hoofe		
Assessment No:	HSE903revJ	Accepted by:	M Smith / D Dobson / E Mason		

Mandatory Safety Precautions

Operators MUST continue to wear PPE / RPE as stated in their specific zone / process risk assessment. The controls in this assessment are additional and do not override operational control measures.

Operative PPE requirements for this operation

									
Safety Shoes	Gloves	Hearing Protection	Hard Hat	Overalls	Eye Protection	Face Protection	High Visibility Clothing	Dust Masks	Other (please specify)

Specific PPE comments or requirements

Site risk assessment reviewed due to release of UK Govt Step 4 Working Safely during Cornoavirus and the requirement to manage Covid-19 risks on site.

Hazard Identified	Who might be harmed ?	How might they be harmed ?	Current Control Measures	L	S	RR	Additional Control Measure Required
Spread of Covid-19	All persons on site; not limited to staff, visitors, contractors, delivery drivers	Physical contact with COVID-19 by touching contaminated surfaces	<p>Suitable and sufficient handwashing facilities are available throughout the site.</p> <p>Users of all facilities must raise areas of concern in the first instance with their Zone Leader / Line Manager or Union H&S Representative.</p>	3	3	9	
			<p>Hand gel sanitisers are available where washing facilities are not readily available.</p>				
			<p>Hand gel sanitiser pump dispensers are located throughout the site at key locations. Where dispensers are found to be empty you must report immediately to your Zone Leader / Line Manager or Union H&S Representative; all have been issued with dispenser keys.</p>				
			<p>Provision of hand gel sanitisers will be on a case by case base to support control of stock.</p>				
			<p>All staff have been advised on the UK Government recommended handwashing regime through communication notices. Posters have also been display at key locations around the site as reminders to all employees.</p> <p>All staff must wash hands for 20 seconds each time with soap and water, or hand sanitiser when:</p> <ul style="list-style-type: none"> • Get home or into work • Blow your nose, sneeze or cough • Eat or handle food 				
			<p>All staff are to cease shaking hands as a greeting gesture with immediate affect.</p>				

Hazard Identified	Who might be harmed ?	How might they be harmed ?	Current Control Measures	L	S	RR	Additional Control Measure Required
			Work overalls or any protective clothing must not be taken home. All work overalls are to be placed in lockers. You must still wear hearing and eye protection inside the building on start and finish of shift when clocking.				
			Hybrid working, where this can be accommodated, will be agreed departmentally with the Functional Manager				
Spread of Covid-19	All persons on site; not limited to staff, visitors, contractors, delivery drivers	Physical contact with COVID-19 due to failure in cleaning regimes on likely contaminated surfaces	GKN Telford directly employs cleaning staff and also outsources cleaning to contract. Areas of concern must in the first instance be raised with your Zone Leader / Line Manager or Union H&S Representative.	2	3	6	
			All cleaning staff have been advised on additional cleaning regimes; this includes increased frequencies in areas of high contact such as door handles, light switches, toilets, kitchen areas and vending machines. Additional cleaning resources are also available, if required, where the COVID-19 isolation area is used.				
			Within the canteens and toilets, visible sign off sheets are in place to help communicate the frequency of cleaning for all users. This will also provide evidence for reporting a break down in cleaning activities.				
			Where required operators have been provided with cleaning material for equipment consoles, Flt and pump trucks. Areas of concern must in the first instance be raised with your Zone Leader / Line Manager or Union H&S Representative.				
			To support official cleaning regimes, all staff have been asked to clean rest area tables prior to leaving i.e. after coffee / lunch break. Cleaning materials have been provided.				

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Spread of Covid-19	All persons on site; not limited to staff, visitors, contractors, delivery drivers	Physical contact with COVID-19 due to working arrangements within workshop, office and rest areas and configuration of site pedestrian areas	Site social distance of 2 metres is to be maintained where possible.	3	3	9	
			Team / Shift briefings must be carried out in line with social distancing rules. Where possible hold meetings outdoors or in a well-ventilated area / room.				
			Where possible work stations, both shop floor and office areas are to be relocated / repositioned to support the site 2 metre distancing rules.				
			Rest area seating arrangements limit 1 person to a table.				
			Where the operational layout / requirements do not allow for a 2 metre separation, consideration must be given to staff working in changed positions such as side by side and facing away from one another.				
			Visual aids which support 2 metre distancing rules are to be adhered to.				
			Hybrid working, where this can be accommodated, will be agreed departmentally with the Functional Manager				
			Posters are displayed throughout the site reminding staff of the 2 metre rule.				
			Staff are permitted to wear their own supplied face coverings when not carrying out a work task which requires RPE. Staff owned face coverings must not interfere with provided PPE / RPE				
			Where possible windows and bay doors should be opened to allow fresh air ventilation; this includes offices, rest areas and toilet and locker room facilities. Desk or ceiling fans can be used provided the area is well ventilated; they must not be used in poorly ventilated areas				

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			GKN encourages employees to get vaccinated when invited by the NHS once their age group becomes entitled to it. □				
Understanding COVID-19 Symptoms	GKN Staff	Lack of understanding / not recognising symptoms putting others at risk	All staff feeling / becoming unwell due to COVID symptoms should leave the workplace immediately and book a COVID test. The test booking should be forward to HR as evidence as should the test result which will determine whether the individual should return to work or self isolate as advised in the test result communication. Line Manager / HR will remain in contact with individuals as per standard procedures as a minimum requirement.	2	2	4	
			The site management team will review current UK Government guidelines regarding actions and / or precautions that should be taken.				
			All employees are to raise concerns over any changes to their NHS vulnerable status or where they have concerns over a protected characteristic which may expose them to different degrees of risk.				
			Communication will be issued to employees; both proactive and reactive in line with UK Government advice.				
First Aid Treatment	GKN Staff / Visitors	Physical contact with COVID-19 due to First Aiders administering treatment in close proximity to the injured person	Additional PPE has been provided for first aiders.	3	3	9	
			Additional First Aider PPE kits have been located in the operations (Zone Leaders) office in the East End Building.				
			Individuals will be asked to support first aiders by self-administering where possible. First aiders will be on-hand to provide advice and supply first aid provisions from the first aid kit.				
			Where first aiders are required to administer first aid to an individual they must don all applicable PPE before approaching the injured person (entering the 2m social distancing zone).				

Hazard Identified	Who might be harmed ?	How might they be harmed ?	Current Control Measures	L	S	RR	Additional Control Measure Required
			Where applicable, windows and doors are to be opened to allow fresh air into the treatment area.				
Spread of Covid-20	GKN Staff / Visitors	Transmission from external persons and work related travel	COVID-19 health screening questionnaire completed at gatehouse for all visitors. Site NHS QR Code is located at North Gate security office.	2	3	6	
			Drivers to remain in cabs where possible. Paperwork to be left in pickup points. Delivery drivers must still be able to access welfare facilities when required and must be escorted and instructed on site COVID-19 control measure by area staff.				
			Where staff are car sharing on company business the passenger is required to wear a face covering. Drivers may wear a face covering if they feel it is safe to do so and will not impede driving safety. Vehicle is to remain ventilated throughout the journey by opening window and or use of air conditioning. All vehicle interior touch points must be cleaned down prior to returning vehicle keys to HR.				

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Spread of Covid-19	GKN Staff / Visitors	Transmission through ignorance	Advisory signage has been displayed throughout the site / buildings.	2	3	6	
			Signage displayed will be reviewed and replaced as deemed necessary to support site control measures and UK Government guidance.				
Spread of Covid-19	GKN Staff / Visitors	Emergency evacuations	In an emergency, for example mass evacuation due to fire, all persons are to evacuate immediately and report to their nearest assembly point. Individual should only stay 2m apart if it is safe to do so.	2	3	6	
Removal of hearing protection leading to hearing damage	All persons on site; not limited to staff, visitors, contractors, delivery drivers	Removal of hearing protection due to increased communication distance to 2m	As a mandatory hearing protection site hearing protection must not be removed. Where communication is impeded by the 2m social distancing rules persons must vacate to a non-mandatory area; such as an office or external area	2	3	6	
Spread of Covid-19	IT Staff	Physical contact with COVID-19 by touching contaminated surfaces IT related equipment	Where possible IT staff must log on to computer accounts remotely as an administrator and not attend the call location. No 'drop-in' queries will be accepted by the IT Team; appointments will be arranged as required.	2	3	6	
			IT staff where possible are to ensure the 2m social distancing rule is maintained at all times.				
			Workstations must be assigned to individuals. No sharing or 'hot-desking' is allowed.				
			Where possible meeting rooms should be ventilated before, during and after a meeting.				

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Spread of Covid-19	GKN staff hosting visitors / contractors	Physical contact with COVID-19 due to persons being unfamiliar with site COVID-19 control measures; host responsibilities	Host is responsible for communicating site control measures on social distancing and hygiene prior to or on arrival. Host must ensure full compliance.	3	3	9	
			Where a visitor fails to comply with site COVID-19 control measures they must be removed from site.				
			Host must inform all external person who are wearing personal face covering that they must be prepared to removed it if asked to do so by security staff or any GKN employee for the purpose of identification.				
			Host must ensure that entry / exit routes used by visitors / contractors minimise contact with GKN staff wherever possible; avoid high traffic areas during shift change over.				
			COVID-19 health screening questionnaire must be completed at gatehouse for all visitors.				
		Transmission due to face to face meetings	Only absolutely necessary participants should physically attending meetings and all participants must maintain 2m social distancing throughout the meeting.				
			During meetings items such as pens, laptops / keyboards and phones must not be shared.				
			Meeting chair / lead must ensure hand sanitiser is available in the meeting rooms or ensure pump units have been pointed out and used by participants.				
			Where meetings are scheduled for extended periods of time may be provided where it is provided in individual sealed catering boxes.				
			Cleaning materials have been provided to support cleaning regimes where required. With conference room tables and non fabric chairs and/or arm rests. being cleaned down after every use.				