

Name of assessor	Kevin McCormick	Date	01st July 2021
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Time	12:50pm	Work area	Summit Engineering (Birmingham) Ltd
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Task being assessed	Working Safely During Covid 19
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What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Transmission of the virus through contact with Toilet Doors	Current Employees, Visitors and Contractors	Contracting the Coronavirus	none	4	4	16	1. Daily cleaning of door Panels and Handles. 2. Wedge doors open permanently. 3. Provide Sanitized units outside the toilets	2	1	2	Andrew Dolwer / Kevin McCormick	Daily - Factory walk
Transmission of the virus via visitors or contractors	Current Employees, Visitors and Contractors	Contracting the Coronavirus	none	4	4	16	1. Advise customers, visitor and contractors of the new policy preventing them from visiting site. 2. Where a customer, visitor or contractor is required to attend site ensure briefing of: 1. Social Distancing, 2, Other applicable policies including no hand shaking. 3. Instigate and communicate a no visitor policy without authorisation. 4. Procure Notices and add them to each Unit back door to prevent unauthorised entry.	2	1	2	1. Valerie Quinn, Andrew Dowler & Kevin McCormick 2. Kevin McCormick	As Applicable
Transmission of the virus through close contact	Current Employees, Visitors and Contractors	Contracting the Coronavirus	none	5	4	20	1. Communicate the Government message of maintaining 2 mtrs distance. 2. Devise a policy and communicate our approach. 3. Keep contact at a minimum	2	1	2	Andrew Dolwer / Kevin McCormick	Audit weekly
Transmission of the virus through lack of cleanliness	Current Employees, Visitors and Contractors	Contracting the Coronavirus	none	4	4	16	1. Institute a communication/information campaign for washing hands safely, strategically place notices in toilets to ensure the proper cleaning procedure.	2	1	2	Andrew Dolwer / Kevin McCormick	Audit weekly
Transmission of the virus due to lack of working segregation (Inspection/Staff)	Current Employees	Contracting the Coronavirus	none	4	4	16	1. Utilise the new CMM room in Unit 31 to reduce the number of Inspector in a small confined place.	2	1	2	Stephen Smolak	Audit weekly
							1. Consider the job function of each of the staff and review the opportunity to work from home or Furlough	2	1	2	Andrew Dolwer / Kevin McCormick	Weekly
							Procure 'Safe Distance Bibs' and introduce a must wear policy for all office staff when moving around the site.	2	1	2	Andrew Dolwer	Daily
							Limit the number of personnel allowed into the inspection room to two above the two inspectors.	2	1	2	Stephen Smolak	Daily

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				L	C	R		L	C	R		
Transmission of the virus due to shopfloor segregation	Current Employees	Contracting the Coronavirus	none	4	4	16	1. Install sanitation units and wipes 2. Communicate to employees the social distancing policy 3. Change working shift patterns to reduce the time at work 4. Procure masks and issue on request. 5. Consider vulnerable employees and discuss the options with them.	2	1	2	1. Kevin McCormick 2. Andrew Dowler/Kevin McCormick 3. Andrew Dowler/Kevin McCormick 4. Christopher Robinson 5. Andrew Dowler/Kevin McCormick	Weekly
Isolation	Vulnerable employees or those working from home	Stressed, emotionally disconnected, worried	Communicating current company status, discussing employees well being, encouraging them to contact work colleagues.	3	3	9	None	3	2	6	Kevin McCormick Christopher Robinson Andrew Dowler	Regularly
Transmission of the virus due to meetings	Current Employees	Contracting the Coronavirus	none	4	4	16	1. Cancel all non essential meetings and move to one to one contact meeting discussion where appropriate. 2. Conduct all customer and supplier meetings remotely or by email.	2	1	2	1. Kevin McCormick 2. Andrew Dowler/Kevin McCormick	Weekly

Review date	30th September 2021	Signature	Kevin McCormick
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