

## RISK ASSESSMENT



<b>Location / Dept:</b> Centrax LTD		<b>Date Assessed:</b> 12/05/2020		<b>Assessed By:</b> Damien Hodge			
<b>Task / Activity:</b> Returning to work at Centrax LTD		<b>Review Date:</b> 02/06/2020		<b>Reference:</b> Covid-19 Factory Secure Rev 002			
<b>Legislation:</b>	<ul style="list-style-type: none"> <li>• The Health and Safety at Work etc. Act 1974</li> <li>• Equality Act 2010</li> <li>• Electricity at Work Regulations 1989</li> <li>• Health and Safety (First Aid) Regulations 1981</li> <li>• The Health Protection (Coronavirus) Regulations 2020</li> <li>• Management of Health and Safety at Work Regulations 1999</li> <li>• Manual Handling Operations Regulations 1992</li> <li>• Provision and Use of Work Equipment Regulations 1998</li> <li>• Workplace (Health, Safety and Welfare) Regulations 1992</li> </ul>						
<b>Other sources of information</b>	<ul style="list-style-type: none"> <li>• Working Safely During coronavirus (COVID-19) <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></li> <li>• Working Safely During the Coronavirus Outbreak – A short Guide <a href="https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf">https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf</a></li> </ul>						
Task / Activity	Hazard / Risk	Persons at Risk	Control Measures (Excludes mitigations of furlough and homeworking.)	Risk Rating			Additional Controls Required / Person Responsible / Implementation Date
				L	C	R	
Protecting people who are at higher risk	Contracting / Transmitting Covid-19	Employees who fall into the vulnerable categories	A list of vulnerable persons has been identified and those listed will continue to work from home or remain furloughed.	2	5	10	If work from home is not possible, an individual risk assessment will be conducted.
Enabling people who need to self-isolate	Contracting covid-19	All Employees	If any person falls ill at work or is informed that a member of their household or anyone else that has been within 2m of the individual has Covid-19 symptoms then they must alert their supervisor / manager and follow the self-isolation protocol listed in the 'Return to Work Operational Guidelines'.	2	4	8	
Equality in the workplace				Determine if we have any new or expectant mothers and take measure as per above.	2	4	8
Physical / Mental Wellbeing	Increased Stress / Anxiety as a result of Covid-19	All employees	Occupational Health Welfare Clinic available from June 01 <sup>st</sup> . Appointments made by email to: Occupational.Health@centraxgt.com	2	3	6	

Coming to and leaving work.	Spread of Covid-19 Coronavirus	All Employees	<p>Where possible, walking or cycling to work. If this is not possible and you have to drive, then travel alone, avoid public transport.</p> <p>All employees to clock in and out at the clocking station nearest to their place of work.</p> <p>Always maintain 2m distance between employees e.g. when ascending / descending the steps from the car park and whilst waiting to clock in and out.</p> <p>MB Aerospace showers are not to be used.</p> <p>Assembly personnel will have staggered start and end of shift times to minimise numbers using changing facilities. All overalls and work clothes to be either removed from site or kept in a locker.</p>	2	4	8	<p>Staggered start times throughout the business where possible.</p> <p>If avoiding car sharing or public transport is not possible then they must alert their supervisor / manager and an individual risk assessment will be conducted.</p>
Moving around buildings and work sites.		All Employees	<p>2m social distancing to be maintained.</p> <p>Risk assessments to be carried out for all areas where maintaining 2m social distancing requires additional control measures. Guidance and mitigations will be implemented e.g. signage, implementation of systems to reduce surface touching in shared areas and hand cleaning after touching surfaces such as handrails. This will include corridors, doors, stairways, walkways, lifts etc.</p> <p>Restricted areas to be adhered to minimise personnel in any one area e.g. only Stores</p>	2	4	8	<p>Reduce contact with surfaces by opening fire doors where possible - under review.</p> <p>Individuals must dynamically risk assess each situation while moving around site.</p> <p>Review swipe card access and limit to essential personnel.</p> <p>Review re-introduction of the swipe card access control to stores.</p>

			<p>personnel allowed inside Stores, others permitted upon invitation by Stores personnel.</p> <p>floor markings provided to give visual example of 2m.</p>				
Shared workplaces and workstations	Spread of Covid-19 Coronavirus	All Employees	<p>Good housekeeping, cleaning of workstations and work area at the start and end of every shift.</p> <p>Sharing of workstations to be avoided where possible, where this cannot be avoided then stations must be cleaned prior to and after each use.</p> <p>Following guidance on hand washing/sanitising.</p> <p>Risk assessments to be carried out for all areas where maintaining 2m social distancing requires additional control measures.</p>	2	4	8	
Shared Equipment (Tools/Machinery/ Controls)		All Employees	<p>Avoid touching equipment used by others where possible if remote access, phones etc could be used.</p> <p>Clean down before and after each use. (Tools, Photocopiers, Crane Controls/Lifting Equipment/Strops, Pallet Trucks, Forklifts, Shuttles, Access Equipment).</p> <p>No loaning of personal tools.</p> <p>Following guidance on hand washing/sanitising.</p>	2	4	8	

<p>Conducting meetings / Team briefings</p>	<p>Spread of Covid-19 Coronavirus</p>	<p>All Employees</p>	<p>Meeting to be held virtually where possible.</p> <p>Where this is not practicable meetings/briefings should be held such that 2m social distancing can be maintained e.g. outside where possible.</p> <p>Where a meeting room must be used, attendee numbers must be limited to maintain 2 metres. Wipes will be located in meeting rooms, and chairperson of meeting will clean area pre and post meeting.</p> <p>No face to face meeting with non –Centrax employee's currently being held.</p>	<p>2</p>	<p>4</p>	<p>8</p>	
<p>Using common areas e.g. Welfare facility</p>		<p>All Employees</p>	<p>Kitchens - use must be limited to one person at a time, a cleaning rota will be provided.</p> <p>Toilets - Guidance and mitigations will be implemented for different buildings.</p> <p>Individual Portable toilets - Toilets to be cleaned and maintained by toilet supplier one time per week.</p> <p>Visual tool for toilets engaged/not engaged Sign requesting all surfaces touched wiped with anti-bacterial wipes.</p> <p>Assembly welfare room to be cleaned twice a day, to include anti-bacterial wipe down of all touch surfaces, cleaning rota will be provided.</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Employee rep in each department to monitor and complete check sheet</p>

			<p>No more than 4 personnel at any one time to use the Assembly Welfare area.</p> <p>Coffee machine and microwave to wiped with anti-bacterial wipes after each use.</p> <p>Personnel are encouraged to take coffee and lunch breaks individually.</p> <p>Shop floor lunch breaks to be staggered and to fit into work schedule. To be controlled by the WCH's.</p>				
Responding to emergencies e.g. Fire evacuation		All Employees	Existing evacuation procedures remain.	2	4	8	Review list of roles and responsibilities (primes/ controllers etc). Re-allocate responsibilities, after giving training, to those who will be on site. Conduct fire drills wc 18/05/20 and assess effectiveness.
Provision of first aid		All Employees and Visitors	<p>There are sufficient first aiders planned to be on site.</p> <p>Full PPE will be issued to all first aiders.</p> <p>Mouth to mouth ventilation will not be performed.</p>	2	4	8	
Managing visitors (customers, suppliers etc.)		All Employees and Visitors	<p>Only essential visitors allowed on site, to be risk assessed on a case by case basis.</p> <p>Temperature monitoring to be carried out by security, in the event that a high temperature is measured then the visitor will not be allowed on site.</p>	2	5	10	Visitors to be risk assessed on a case by case basis.

			All visitors to shop floor to be briefed and to wear blue visitor bib issued at security				
Managing contractors and non Centrax personnel		All Employees, Contractors and non Centrax personnel	<p>Only essential contractors allowed on site.</p> <p>Temperature monitoring to be carried out by security, in the event that a high temperature is measured then an individual risk assessment must be carried out.</p>	2	5	10	<p>Contractors to be risk assessed on a case by case basis.</p> <p>Review and revise where necessary the Site Contractor Induction Form</p>
Hygiene – handwashing		All Employees, Visitors, Contractors and non Centrax personnel	Following guidance on hand washing/sanitising.	2	5	10	<p>Signs as a reminder.</p> <p>Review of required hand washing/sanitising stations.</p>
Handling goods and other materials		All Employees.	<p>Following guidance on hand washing/sanitising.</p> <p>Where practicably possible components to be left for a minimum of 72 hours.</p> <p>Where practical, sanitising parts on receipt and onward distribution.</p> <p>Where interaction required, maintain 2m distance.</p>	2	4	8	
Work related travel		All Employees particularly Service Engineers	<p>Only essential travel to be undertaken.</p> <p>Cleaning down vehicle prior to and after each use.</p> <p>People travelling together in any one vehicle must be minimised, where this isn't practicable, fixed travel partners shall be</p>	2	4	8	Cleaning packs within all company vehicles and cleaning check sheet.

			<p>used. This is to be risk assessed by Management on a case by case basis.</p> <p>Any visits to customer/supplier sites should be risk assessed on a case by case basis including review of site-specific measures such as Risk Assessments, PPE requirements etc ahead of any visit.</p>				
Communication and training		All Employees	<p>Briefing on arrival on return.</p> <p>Safety Media training.</p> <p>Centrax Return to work operational guidelines issued.</p> <p>Risk Assessment issued. Consult with employee forum members.</p> <p>Regular email from director.</p> <p>Toolbox talks, consultations with employees daily.</p>	2	4	8	<p>Checklist to ensure each employee has completed and signs to acknowledge.</p> <p>Other training to be either postponed or through virtual training.</p> <p>Review processes to reduce face to face interaction by utilising technology where possible.</p>
Managing delivery personnel - Goods inwards and goods outwards (We either have small deliveries that are off-loaded outside Goods Inwards or larger deliveries that have to offloaded		Goods Inwards or Production Support Operatives and delivery drivers etc.	<p>No delivery or courier drivers allowed inside the facility. Unless absolutely necessary, they should stay in their vehicles.</p> <p>When the drivers need to deal with their deliveries or collections, this must happen outside (Apart from craned on or off items) Keep the interaction to a minimum and keep to the social distancing guidelines (2 meters apart)</p>	2	5	10	Investigate introducing a booking a delivery slot, and we need the details of what is arriving and by who

by Forklift in the yard or craned off in the facility)			<p>If they need to use the toilet, direct them to the most suitable toilet.</p> <p>Temperature monitoring to be carried out by security, in the event that a high temperature is measured then an individual risk assessment must be carried out.</p>			
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## RISK / PRIORITY INDICATOR KEY

**CENTRAX**  
GAS TURBINES

LIKELIHOOD
1. Very Unlikely
2. Unlikely
3. Fairly Likely
4. Likely
5. Very Likely

CONSEQUENCE
1. Insignificant – No Injury
2. Minor – Minor Injuries Needing First Aid
3. Moderate – Up to Three Days Absence
4. Major – More Than Seven Days Absence
5. Catastrophic - Death

SUMMARY	SUGGESTED TIMEFRAME
<b>20 - 25</b>	<b>STOP</b> – Stop activity and take immediate action
<b>15 - 16</b>	<b>URGENT ACTION</b> – Take immediate action and stop the activity if necessary, maintain existing controls
<b>8 - 12</b>	<b>ACTION</b> – Improve within specified timescale e.g. 3 – 6 months
<b>3 - 6</b>	<b>MONITOR</b> – Look to improve at next review or if there is a significant change
<b>1 - 2</b>	<b>NO ACTION</b> – No further action but ensure controls are maintained and reviewed

		RISK RATING = L x C				
Increasing Consequence →	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
			1	2	3	4
Increasing Likelihood →						