



Risk Assessment for Workshop Operations During Covid 19

Project: Covid 19 Workshop	Activity: Organbuilding in the workshop	Sheet: 1	Completed By: DPM	Date: 13 May 2020
Project No: N/A	People affected / at risk of being harmed: Employees of Harrison & Harrison, delivery personnel and other visitors to the site.			

No	Hazards	Possible Affects / Harm	Pre Control Risk Rating			Required Controls	Post Control Risk Rating		
			High	Medium	Low		High	Med	Low
1	Covid 19	Virus transmission		✓		Do not enter the workshop if suffering any symptoms. Self-isolate at home and follow Government guidelines. If possible work from home.			✓
2	Travel	Virus transmission		✓		<p>Travel individually wherever possible.</p> <p>Avoid public transport wherever possible, and aim to travel outside of peak times; the workshop opening hours of 07.00 to 17.30 allow for flexible start and finish times. On public transport aim to maintain a safe distance of 2m from other passengers and wear a face covering. Sanitise before boarding and on leaving public transport.</p> <p>Shared use of vehicles is permitted if no other practical means of transport is available. Government advice suggests that you maintain good ventilation, do not vary those who travel together, limit numbers and establish a seating pattern that sets all at the maximum possible distance from each other. You should wash hands or sanitise before and after each journey and disinfect the vehicle interior, exterior door handles and touch points at regular intervals. Avoid use of the vehicle by others whenever possible and disinfect between uses if this is required.</p>			✓

3	Arrival and departure	Virus transmission		✓	<p>Check your temperature on arrival at work. If this exceeds 37.8°C refer to Colin Palmer or a duty First Aider who will supervise a second test. If a high temperature is confirmed go home and self-isolate as above, and arrange for a test as set out in the Self-Referral Portal. Details are available from the office.</p> <p>Stagger arrival and departure times to avoid crowding.</p> <p>Two points of entry to the building each with key-fob activated recording device and provision for sanitisation.</p>			✓
4	Contaminated surfaces	Virus transmission		✓	<p>Cleaning and disinfecting of common access surfaces is undertaken daily by our own staff and professional cleaners. Sanitise on entering the workshop. Sanitiser is provided at each workshop entry point.</p> <p>Use individual key-fob to register your presence and avoid use of the touch-screen.</p> <p>Wash hands and sanitise regularly during the day and after handling objects outside of the immediate bench area.</p> <p>Do not share personal tools.</p> <p>Common-use hand-held tools to be sanitised before use. Be aware that the virus may remain active for up to 72 hours on metal or hard lacquered surfaces, or certain fabrics. Disinfect or quarantine components that have to be handled by more than one individual.</p> <p>Door handles, push-plates and hand-rails to be cleaned and sanitised at least twice daily.</p> <p>Shared machinery to be cleaned down with disinfectant before each use; suitable materials to be stationed adjacent to each machine.</p> <p>Avoid shared use of computers, desks and phones. Sanitise shared equipment and desks if this cannot be avoided.</p> <p>Sanitise on departure from the workshop.</p>			✓
5	Airborne droplets	Virus transmission		✓	<p>So far as is practicable maintain a distance of at least 2m from anyone else in the workshop.</p> <p>Benches to be set apart with back to back working so far as this is practicable.</p> <p>Apply floor markings to create walkways at safe distances.</p> <p>Internal doors and curtains to be left open in the main workshop areas.</p> <p>If required to pass close to someone or be briefly in closer proximity aim to pass back to back.</p> <p>Sneeze or cough into the disposable tissues provided, which should immediately be placed in a suitable container for disposal. Sanitise after handling a soiled tissue.</p> <p>If unable to use a tissue aim to contain droplets by sneezing or coughing into the crook of the arm. Wash or sanitise immediately.</p>			✓

6	Common areas	Virus transmission		✓		<p>Frequent cleaning and sanitising of toilets and canteen area. An additional unisex toilet has been created.</p> <p>Avoid crowding in the canteen and toilet areas.</p> <p>Wash hands before using the hot-water boiler or microwaves and sanitise knobs and controls.</p> <p>Establish individual work zones that may also be used for meal breaks.</p> <p>Safe areas have been established for meal breaks for those who cannot take these in their work areas due to potentially hazardous materials.</p> <p>All cutlery and crockery to be properly washed between uses in the dishwasher.</p> <p>Clean tables between each use.</p> <p>Dispose of rubbish in the bins provided, and these to be emptied on a daily basis.</p>			✓
7	Offices	Virus transmission		✓		<p>Reduce numbers in offices by encouraging home working and providing equipment to support this.</p> <p>Avoid shared use of phones, desks and computers.</p> <p>Limit face to face meetings, or if required these to take place in well ventilated rooms while maintaining social distancing.</p> <p>Increase use of cleaning services to ensure each space is sanitised at least daily.</p>			✓
8	Accidents	Virus transmission		✓		<p>First aider to maintain 2m distance so far as is practical.</p> <p>Minor injuries such as small cuts to be dealt with by the injured party under distanced supervision by the first aider.</p> <p>Sanitise first aid boxes before and after use.</p> <p>Major injuries may require a first aider to provide close support. In such an event H&H masks and eye protection to be worn and after handing over the injured party to the emergency services the first aider may be required to wash thoroughly or travel home to shower after being provided with new uniform from stock. In this event soiled clothing to be bagged up for 72 hours and then laundered.</p>			✓
9	Visitors	Virus transmission		✓		<p>Avoid visitors to the workshop unless absolutely essential.</p> <p>Visitors to receive induction on arrival and be instructed to follow the site rules including having their temperature checked.</p> <p>Visitors to be accompanied at all reasonable times.</p> <p>Duration of visit to be kept as short as possible.</p>			✓
10	Workshop meetings	Virus transmission		✓		<p>Meetings to be kept as short as possible and avoided unless absolutely necessary.</p> <p>Small gatherings to take place in well ventilated rooms while maintaining 2m distance.</p> <p>Large gatherings to be held outside and with 2m distancing.</p>			✓

11	Delivery drivers	Virus transmission		✓		<p>Delivery drivers not to access the workshop unless needing to visit the toilet, in which case they are to follow the sanitising and hand-washing rules and be escorted.</p> <p>Avoid providing an electronic signature for goods received or despatched. Driver to take alternative proof by photographing the package adjacent to the door.</p> <p>Small packages delivered to be left outside the building and collected from there by a member of staff, who should then sanitise after taking the package in.</p> <p>Timber deliveries and such to be handled by H&H staff with the driver remaining at a distance of at least 2m</p>			✓
12	At risk individuals	Virus transmission		✓		<p>Identify staff who require shielding or who are living with an individual who is at risk and offer support through the furlough scheme.</p>			✓
<p>This risk assessment is made on the basis of information currently to hand. Constructive feedback is welcome and may be incorporated into a revision when this is required.</p>									

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