

TASK RISK ASSESSMENT RECORD SHEET

Department / Line	Whole Site Activities at MAN-ES UK Colchester	 TASK RISK ASSESSMENT RECORD SHEET	Reference	RA-COL-001
Workstation / Activity	All		Assessment Completed by	Adam Green Paul Todd Ana Mitoi

Scope of Assessment	Consideration of All Activities in and Around Site, with Special Focus on the Risks Introduced by Covid-19	DATE	21/05/2020
		Revision History	Rev 2

Hazard reference	Hazard Description (what could do harm?, who is at risk?, harm hazard could do?)	Who could be harmed	Severity rating	Existing Workplace Precaution/Comments	Likelihood rating	Risk	Additional precautions required?	Severity rating	Likelihood rating	Risk
1	Travel to and from work using overcrowded public transport. Risk of contracting Covid-19 from members of the public. (leading to infection)	All Staff	5	Offer hand sanitiser at entrances and other prominent locations around site.	4	20	Supply PPE (Surgical Mask - min of 2 per day) to employees who have no alternative but to use public transport. Provide communication and guidance in compliance with the current UK GOV guidelines	5	1	5
2	Contact with multiple external visitors who may be asymptomatic. (leading to infection)	1. Security staff 2. Goods In Department Staff 3. Despatch Department Staff 4. Facilities Department Staff 5. Any Staff with Visitors	5	Display signs with instructions for drivers at the site entrance. Question all visitors to site using the Covid19 questionnaire. Cancel all unimportant visitors. Establish routine for delivery and collection drivers to follow. Request visitors stay 2 meters apart in line with current guidance. Ensure that the information presented in the: Return to work plan_Covid-19- current revision and MAN ES - COVID 19 return to work preparation plan checklist - current revision are followed: e.g. - cleaning stations and hand sanitiser is available at the point of work; - limit number of people in one area; buddy system; shifts where feasible; - define one way systems; - provide communication and information to employees re hygiene measures and social distancing etc.	1	5	Place any additional floor markings at 2 meters to provide waiting points when a larger number of employees / contractors are on site Establish procedures for contractors when visiting site, check and arrange remotely to reduce physical contact.	5	1	5
3	Contracting COVID -19 from Handling of packages and parcels from an external supplier that may be infected or contaminated (leading to infection)	Security staff Goods In Department Staff	5	Current guidance recommends washing of hands, not touching face.	2	10	Use nitrile gloves when handling delivered packages / parcels. Where different PPE is required, these MUST be worn in place or in addition to nitrile gloves. Remove external packaging and dispose of wrapping. If that is not possible, disinfect with spray and wipe down.	5	1	5
4	Contracting Covid-19 from shared surfaces:e.g. Door handles & Controls, Vending machines, Shared equipment or shared tools, Light Switches, Handrails, Photocopiers & Printers (MFD's), Kitchen appliances. Etc	All Staff & Visitors.	5	Cleaning schedule routinely performed by contract cleaners Increase cleaning schedule with cleaning company. Encourage hand washing as per NHS guidance but also provide hand sanitiser. Provide sanitiser spray and paper towel for employees to use on tools and equipment. Provide disposable wipes for use on vending machines, drinks machines, copiers & kitchen appliances. Alternatively provide cleaning stations.	1	5	When the number of employees / contractors increases - the company MUST Scale the controls to cater for the increase in numbers and introduce additional controls like: - buddy system; - staggered breaks;	5	1	5

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5	Not able to safely maintain the 2 meter social distance guidance in certain locations (leading to infection) location like Meeting Rooms and other small Offices, Corridors, Canteen areas, Changing rooms, Smoking Area, Toilets, Lifts etc.	All Staff & Visitors.	5	Limited number of employees working within the different areas currently; Identified the process / operations that require closer interaction Display maximum occupancy limits for canteens and changing rooms and provide waiting positions at safe distancing.	2	10	Define strict maximum occupancy limits for meeting rooms and offices. Make corridors one way or single direction where possible, provide site maps if necessary. If one way is not possible, please turn and face the wall to allow for other employees to pass by. Position signs in the smoking shelter, 2 people maximum occupancy. Additional signage / communication to remind people to maintain social distancing.	5	1	5
6	Not able to safely maintain the 2 meter social distance guidance in certain situations (leading to infection):- 1. Assisting with engine strip / assembly process / testing areas in a workshop, 2. Administering Emergency First Aid, 3. Not being alert and walking into someone, 4. Working as part of a team in an enclosed area, 5. Others not respecting your space and coming too close,	All Staff	5	Display posters to remind people to social distance and respect others, Workers should be working side by side if unable to adhere to the 2 meter rule Test Console separated by a Plexy wall. Facial Masks - available to be used - when unable to maintain the 2 m social distance Issue C19 PPE to all first aiders with spare PPE in First Aid Kits. Issue instructions regarding when and how to use and distribute PPE to the casualty.	1	5	Relevant work instructions or working procedures should be re-visited and new safe (socially distant) methods used whenever possible, irrespective of extended timescales. Where close working is unavoidable, these areas / tasks should be identified and highlighted, providing guidance on safe methods of work e.g. side by side ; back to back	5	1	5
7	Some employees may be in a high risk groups and more prone to infection or the effects of Covid-19	People who have been contacted by their doctor to state they are clinically extremely vulnerable. (Elderly, Pregnant workers, those with existing underlying health conditions)	5	People in this group have been sent home and "shield", This means they must:- Not leave your house. Not attend any gatherings, including gatherings of friends and families in private spaces, Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough.	1	5	NA			0
	Employees that have been deemed by MAN ES as vulnerable due to being: - the sole carer of a vulnerable or at risk individual - having a family member that is in the High risk category	People who have been sent home as being part of this categories	5	Comply with the current UK gov. requirements.	1	5				
8	Some employees may be suffering from heightened anxiety due to uncertainties about their health and attending work and ultimately suffering from stress.	All Staff	3	The MAN-ES EAP (Employee Assistance Program) should be promoted my line managers and complemented with local posters and signage.	2	6				0
9	Accident casualties or any people injured on site requiring hospital treatment may experience extended wait times for the Emergency Services to arrive due to the exceptional demands placed upon them by COVID-19.	All Staff Contractors Visitors	4	First aid cover as prescribed by standard operations.	2	8				0

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10	Any persons exhibiting Covid-19 symptoms while on site.	All Staff & Visitors.	5	<p>Communication to all employees that - if unwell at work - employees / contractors / visitors must leave the MAN ES UK locations and call their MAN - ES UK Manager / contact .</p> <p>Immediately report the sudden onset of any of the previously mentioned symptoms to the person in charge of the job/site</p> <p>Stop working straight away and separate yourself from workmates or other people in the area.</p> <p>If you are coughing, wear a mask to protect other people who you may have to pass by on your way home.</p> <p>Use your own vehicle to return home or the place you are staying and contact your manager and MAN –ES representative, via phone for instructions.</p> <p>You must then follow the guidance on self-isolation and not return to work until the period of self-isolation has been completed.</p> <p>USE THE NHS 111 ONLINE CORONAVIRUS SERVICE TO FIND OUT WHAT TO DO NEXT.</p>	2	10	<p>Process to identify the people, employee / contractor entered in contact with</p> <p>Ensure that employees / contractors are self isolating awaiting testing</p> <p>Cleaning / disinfecting the work area where the employee / contact worked</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	5	2	10
11	MAN ES Employees travelling to other countries.	MAN ES Staff	5	<p>Clarification with the local MAN ES office whether local staff can be deployed;</p> <p>Preliminary check if an accommodation and flight is available</p> <p>Check immigration and return requirements by public authorities (e.g. quarantines); Customer confirmation that the work is urgent and can be carried out on site; Customer confirmation on his Covid-19 precautions signed and received</p> <p>Travel registration to MAN ES Travel Security Team (travelsecurity@man-es.com)</p> <p>Approval by Executive Board and booking of trip</p> <p>Any business travel within the UK can be approved by an employee’s Line Manager/Supervisor.</p> <p>All inter-site travel is to be put on hold.</p> <p>Follow the FCO provides advice for travellers: https://www.gov.uk/foreign-travel-advice</p>	2	10				0
12	Returning from travelling abroad - Employees Returning to the UK after travelling abroad for work or for a private holiday from an area with a higher risk of COVID 19	Employees travelling	5	<p>MAN ES provides advice for travellers returning to work in compliance with the FCO guidance</p> <p>Self isolating for 14 days prior to accessing any of the MAN ES UK Locations</p>	1	5				0
13	Lack of accurate information / a failure to disseminate information - Employees are not aware of the risks from COVID 19 and become infected due to lack of awareness of control measures.					0				0
14	Sales employees going on customer sites	Sales employees		<p>No customer visit undertaken at the moment - to be revisited once this are retaken</p>		0				0

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Hazard Prompt List

Slip	Trip	Fall	Fall From Height	Manual Handling	Sharp Edges																																											
Entrapment	Hand Tools	Falls Of Objects From Height	Moving Machinery	Noise	Dust																																											
Chemicals	Burns	Flammable Materials	Mechanical Energy	Stored Mechanical Energy	Electrical Energy																																											
Stored Electrical Energy	Fluid Energy	Stored Fluid Energy	Vibration	Temperature, High / Low	Lighting																																											
Confined Space	Vehicles	Ergonomics	Environment	Acids & Corrosives	Radiation																																											
Enclosed Space	Biological Hazards	Stress	Violence	Fire	Sunlight & UV																																											
Arc Flash	Magnetic Field Exposure	Chemical reaction	<table border="1"> <thead> <tr> <th colspan="2" rowspan="2">Risk Matrix</th> <th colspan="5">Likelihood</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td rowspan="5">Severity</td> <td>1</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>2</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>3</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>4</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>5</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> </tbody> </table>			Risk Matrix		Likelihood					1	2	3	4	5	Severity	1	1	2	3	4	5	2	2	4	6	8	10	3	3	6	9	12	15	4	4	8	12	16	20	5	5	10	15	20	25
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Fumes	Explosion	Asbestos																																														
Pressurised Systems	Spillages	Humidity																																														
Communication	Disintegration	Access / Egress																																														
Struck By	Fatigue / Capability	lone Working																																														
Vibration	Manual Handling	Weather																																														
Vermin	Sharps	Asphyxiation																																														
Drowning	Lifting Operations	Behaviour																																														

Likelihood ratings

Rating	Description
1	Only in exceptional circumstances
2	Several factors needed for an incident
3	Normal conditions no incident, an abnormality necessary to cause incident
4	Under present conditions incident difficult to avoid
5	Accident almost certain to occur

Severity ratings

Rating	Description
1	Discomfort Minor cut/bruise requires first aid treatment
2	Extended discomfort e.g. rash continues beyond exposure Severe cut/minor burn a medical treatment injury
3	Impairment e.g. sensitisation to a chemical Back injuries/ fractures reportable LTA
4	Permanent disability e.g. industrial asthma Permanent disability serious amputation reportable LTA
5	Death e.g. asbestosis Fatality

Sign off

Name	Signature	Date	Comments