

Name of assessor	Kevin McCormick	Date	24th October 2023
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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	1. Cleaning of door Panels and Handles. 2. Wedge doors open permanently. 3. Provide Sanitized units outside the toilets	2	1	2	None	2	1	2	Andrew Dolwer / Kevin McCormick	Closed
Transmission of the virus via visitors or contractors	Current Employees, Visitors and Contractors	Contracting the Coronavirus	1. Advise customers, visitor and contractors of our updated policy. 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 prior authorisation. 4. Unauthorised entry Notices.	2	2	4	None	2	1	2	1. Valerie Quinn, Andrew Dowler & Kevin McCormick 2. Kevin McCormick	Closed
Transmission of the virus through close contact	Current Employees, Visitors and Contractors	Contracting the Coronavirus	1. Communicate the need for maintaining a safe distance. 2. Keep contact at a minimum	2	1	2	None	2	1	2	Andrew Dolwer / Kevin McCormick	Closed
Transmission of the virus through lack of cleanliness	Current Employees, Visitors and Contractors	Contracting the Coronavirus	1. Provide Hand Sanitising Units and ensure they are maintained 2. Strategically placed notices communicating an effective procedure for washing hands.	2	1	2	None	2	1	2	Andrew Dolwer / Kevin McCormick	Closed
Transmission of the virus due to lack of working segregation (Inspection/Staff)	Current Employees	Contracting the Coronavirus	1. Utilising the new CMM room in Unit 31, split the number of Inspector in a small confined place. 2. Considered the job function of each of the staff and reviewed the opportunity to work from home. 3. Continued use of 'Safe Distance Bibs' for senior members of staff and visitors. 4. Continued limit on the number of personnel allowed into the inspection room at any one time.	2	1	2	None	2	1	2	Stephen Smolak	Closed
Transmission of the virus due to lack of shopfloor segregation	Current Employees	Contracting the Coronavirus	1. Install sanitation units. 2. Communicate to employees the need to continue to socially distance 3. Maintain the reduced working wotk/shift patterns to reduce the time at work. 4. Provide masks on request.	2	1	2	None	2	1	2	Christopher Robinson / Andrew Dowler / Kevin McCormick	Closed

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				L	C	R		L	C	R		
Transmission of the virus to vulnerable staff	Staff with existing medical conditions	Contracting the Coronavirus, Inability to breath, hospitalisation, long COVID.	1. Install sanitation units. 2. Communicate to employees the need to continue to socially distance 3. Maintain the reduced working wotk/shift patterns to reduce the time at work. 4. Provide masks on request. 5. Consider vulnerable employees and continue to discuss options with them.	4	4	16	Identify those individual with pre-medical conditions. Through personnel records.	3	4	12	Kevin McCormick	Self Monitored
Isolation	Vulnerable employees or those working from home	Stressed, emotionally disconnected, worried	Communicating current company policy, discussing employees well being, review options at return to work interviews.	3	2	6	None	3	2	6	Kevin McCormick / Christopher Robinson / Andrew Dowler	Closed
Transmission of the virus due to meetings	Current Employees	Contracting the Coronavirus	1. Provide the opportunity for attendees via alternative means, phone, skype, facetime, team, etc.	2	1	2	Ensure adequate ventilation in the meeting rooms, doors or windows open.	2	1	2	Kevin McCormick / Christopher Robinson / Andrew Dowler	Closed
Transmission through confined operating space.	Current Employees	Contracting the Coronavirus	Ensure where possible doors and or windows are open to allow in as much freash air as possible.	2	1	2	None	2	1	2	Kevin McCormick / Christopher Robinson / Andrew Dowler	Closed

Review date	May-24	Signature	Kevin McCormick
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