

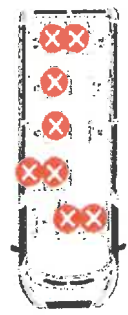
RISK ASSESSMENT RECORD

SITE: **WORKSHOP**
Elite Aluminium Systems Ltd

DATE OF ASSESSMENT: 21/05/2020 ASSESSMENT No.: COVID 1



TASK / ACTIVITY	WHO IS AT RISK	ASSOCIATED HAZARDS	HAZARDOUS EVENTS	Likelihood Low 1 - 5 High	Consequence Low 1 - 5 High	Risk Ranking	ACTION REQUIRED TO REDUCE / CONTROL RISK	Likelihood after Control	New Risk Ranking
CONTACT WITH COVID-19 AT HOME	ALL FAMILY MEMBERS	FAMILY MEMBERS BRINGING THE VIRUS INTO THE HOME	INFECTION FROM FAMILY MEMBERS	3	5	15	STAY AT HOME AND FOLLOW GOVERNMENT GUIDELINES ON ESSENTIAL TRAVEL AND SHOPPING. WASH HANDS WHEN LEAVING AND ENTERING YOUR HOME. DO NOT COME TO WORK if the symptoms become apparent at home?	1	5
CONTACT WITH COVID-19 WHILE TRAVELLING TO WORK	ALL OPERATIVES	CONTACT WITH VIRUS EN-ROUTE TO WORK	INFECTION FROM SERVICE STATIONS, SHOPS, OTHERS	3	5	15	ONLY STOP FOR FUEL AND ESSENTIAL FOOD OR MEDICAL ITEMS. TRAVEL ALONE WHERE POSSIBLE, WERE IT IS NOT POSSIBLE TO TRAVEL ALONE DO NOT MIX TRAVEL PARTNERS AND ADHERE TO SOCIAL DISTANCING GUIDELINES. WERE POSSIBLE WE WILL USE THE SEATING GUIDE OPPOSITE. (FOR VEHICLES WITH FRONT CAB ONLY, THERE WILL BE A MAXIMUM OF 2 OCCUPANTS WITH MIDDLE SEAT EMPTY) WINDOWS WILL BE OPENED AND ALL OCCUPANTS TO WEAR FACE COVERING DURING JOURNEY	1	5
ARRIVING AND WORKING ON SITE	ALL OPERATIVES	CONTACT WITH VIRUS IN COMMUNAL AREAS	INFECTION FROM KEYPADS, WELFARE UNIT TOILETS, TOOLS ETC.	3	5	15	WIPE DOWN KEYPADS AND WASH HANDS ON ARRIVAL	1	5



Seating arrangements to maximise distance between workers

Likelihood = High (5)... Event occurs frequently
Likelihood = Medium (3)... Event occurs sometimes
Likelihood = Low (1)... Event very seldom occurs
Consequence = High (5)... Absence for 7+ days, reportable injury
Consequence = Medium (3)... Absence for 1 day, medical attention required
Consequence = Low (1)... No absence, first aid treatment only

ASSESSOR: Sean Tennant SIGNATURE: *Sean Tennant*
SITE MANAGER: SIGNATURE: *Sean Tennant*
REVIEW DATE: WEEKLY



RISK ASSESSMENT RECORD

SITE: **WORKSHOP**

Elite Aluminium Systems Ltd

Elite Aluminium Systems Ltd

DATE OF ASSESSMENT: 21/05/2020 **COVID 5**

HAZARD	WHO IS AT RISK	HAZARDOUS EVENTS	Likelihood Low 1 - 5 High	Consequence Low 1 - 5 High	Risk Ranking	ACTION REQUIRED TO REDUCE / CONTROL RISK	Likelihood after Control	New Risk Ranking
OPERATIVES WITH EXISTING UNDERLYING HEALTH CONDITIONS	ANY OPERATIVE WHO HAS RECEIVED A LETTER STATING THAT THEY ARE IN AN EXTREMELY VULNERABLE CATEGORY	INFECTION FROM EXPOSURE TO COVID-19	4	5	20	STAY AT HOME DO NOT RETURN TO WORK. FOLLOW GOVERNMENT GUIDELINES	0	0
	ALL OPERATIVES OVER 70 and/or WITH UNDERLYING HEALTH ISSUES SUCH AS BUT NOT LIMITED TO THE FOLLOWING ANY LUNG CONDITION (EG, Asthma, COPD) ANY ORGAN DISEASE ANY BRAIN or NERVE DISEASE DIABETES TAKING MEDICATION WHICH CAN AFFECT IMMUNE SYSTEM ANY CONDITION WHICH HAS HIGHER RISK OF YOU GETTING INFECTIONS	INFECTION FROM EXPOSURE TO COVID-19	3	5	15	ALL OPERATIVES WILL BE ASKED TO COMPLETE AN OCCUPATIONAL HEALTH MONITORING QUESTIONNAIRE INDIVIDUAL P&C RISK ASSESSMENTS WILL BE CARRIED OUT WERE UNDERLYING CONDITIONS ARE IDENTIFIED INDIVIDUAL RISK ASSESSMENTS MAY RESULT IN RE-ALLOCATION OF TASKS WERE THE RISK OF BREACHING SOCIAL DISTANCING PROCEDURES IS CONSIDERED HIGH	2	10

Likelihood = High (5)... Event occurs frequently

Likelihood = Medium (3)... Event occurs sometimes

Likelihood = Low (1)... Event very seldom occurs

Consequence = High (5)... Absence for 7+ days, reportable injury

Consequence = Medium (3)... Absence for 1 day, medical attention required

Consequence = Low (1)... No absence, first aid treatment only

ASSESSOR: 

ASSESSOR: Sean Tennant

SITE MANAGER:

REVIEW DATE: WEEKLY



RISK ASSESSMENT RECORD

SITE: **WORKSHOP**

Elite Aluminium Systems Ltd

DATE OF ASSESSMENT: 21/05/2020 ASSESSMENT No.: WS02

TASK / ACTIVITY	WHO IS AT RISK	ASSOCIATED HAZARDS	HAZARDOUS EVENTS	Likelihood Low 1 - 5 High	Consequence Low 1 - 5 High	Risk Ranking	ACTION REQUIRED TO REDUCE / CONTROL RISK	Likelihood after Control	New Risk Ranking
ELECTRICAL EQUIPMENT	OPERATORS & PERSONS CLOSE TO OPERATION	FAULTY EQUIPMENT	ELECTRIC SHOCKS BURNS	3	5	15	<ol style="list-style-type: none"> All portable electrical equipment must be tested for electrical safety at correct intervals and labelled with the date of the test. Electrical cables and plugs should be regularly visually inspected by the user for damage. Any defective equipment should be reported to the Supervisor-in-charge and taken out of use until the repair has been effected. Electrical equipment must always be operated in accordance with manufacturers' instructions 	1	5
		SHARED HAND HELD EQUIPMENT	TRANSFER OF COVID-19	2	5	10	Allocate hand tools to individuals where possible, where tools have to be shared try not to share amongst different workstations. And wipe down before and after	1	5

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 Likelihood = Medium (3)... Event occurs sometimes
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 Consequence = High (5)... Absence for 3+ days, reportable injury
 Consequence = Medium (3)... Absence for 1 day, medical attention required
 Consequence = Low (1)... No absence, first aid treatment only

ASSESSOR: Sean Tennant SIGNATURE: 

SITE MANAGER: SIGNATURE: 

REVIEW DATE: 21/05/2021

The Site Manager must ensure that all the actions to reduce / control risks are implemented and observed.




RISK ASSESSMENT RECORD

Elite Aluminium Systems Ltd

SITE: **WORKSHOP**
 Elite Aluminium Systems Ltd

DATE OF ASSESSMENT: 21/05/2020 ASSESSMENT No.: WS05

TASK / ACTIVITY	WHO IS AT RISK	ASSOCIATED HAZARDS	HAZARDOUS EVENTS	Likelihood Low 1 - 5 High	Consequence Low 1 - 5 High	Risk Ranking	ACTION REQUIRED TO REDUCE / CONTROL RISK	Likelihood after Control	New Risk Ranking
WORKPLACE EXPOSURES NOISE VIBRATION DUST/VAPOURS	ALL OPERATIVES & VISITORS	LOUD MACHINERY VIBRATING MACHINERY DUST/ VAPOUR PRODUCING PROCESSES HAZARDOUS MANUAL HANDLING TASKS	OCCUPATIONAL HEALTH PROBLEMS	3	4	12	NOISE: ALL THOSE AFFECTED SHOULD WEAR HEARING PROTECTION WHEN DECIBEL LEVELS IN THE WORKSHOP EXCEED 80db HAVS: REDUCE USAGE OF VIBRATING EQUIPMENT WHENEVER POSSIBLE. RECORD TRIGGER TIMES AND MONITOR USAGE IF EXPECTED EXPOSE IS ABOVE THE ESTIMATED ACTION VALUE (EAV)	1	4
				3	4	12	DUST/FUMES OPERATIVES WILL BE PROVIDED WITH FACE FITTED RESPRATORS/DUST MASK AS IDENTIFIED IN COSHH ASSESSMENTS	1	4
		COVID-19	INFECTION THROUGH EXPOSURE IN THE WORKPLACE	2	10	20	SEE COVID RISK ASSESSMENTS. CLEAN SURFACES REAND WASH HANDS REGULARLY	1	5

ASSESSOR: Sean Tennant SIGNATURE: 

SITE MANAGER: SIGNATURE: _____
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REVIEW DATE: 21/05/2021

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RISK ASSESSMENT RECORD

SITE: **WORKSHOP**

Elite Aluminium Systems Ltd

Elite Aluminium Systems Ltd

DATE OF ASSESSMENT: 21/05/2020 ASSESSMENT No.: COVID 2

TASK / ACTIVITY	WHO IS AT RISK	ASSOCIATED HAZARDS	HAZARDOUS EVENTS	Likelihood Low 1 - 5 High	Consequences Low 1 - 5 High	Risk Ranking	ACTION REQUIRED TO REDUCE / CONTROL RISK	Likelihood after Control	New Risk Ranking
LOADING & OFFLOADING MATERIALS FROM VEHICLES	ALL OPERATIVES INVOLVED IN LOADING PROCESS	CONTACT WITH PERSONS LESS THAN 2m AWAY	INFECTION FROM OTHERS	3	5	15	<p>All materials must be loaded/offloaded mechanically where it is reasonably practicable to do so</p> <p>Where mechanical lifting is not possible the appropriate control measure below should be implemented:</p> <p>Individual Loading: Individuals to load materials within their own capability following manual handling training techniques. Remain at least 2m apart from other operatives while loading</p> <p>Team Loading 1: Where it is reasonably practicable to do so, team lifting should be carried out with operatives remaining at least 2m apart during the lift</p> <p>Team Loading 2: If it is not possible to remain 2m apart during the loading, then the operation should be assessed to determine whether it is Essential.</p> <p>Non-Essential Loading within 2m: Postpone until after government imposed social distancing rules are relaxed</p> <p>Essential loading within 2m: This should be classed as hazardous manual handling. A TILE assessment needs to be carried out on the task. The TILE assessment should consider personal health such as heart disease, asthma and any other underlying health conditions along with the requirement for Suitable Face Covering and washing hands before and after the lift as appropriate measures to prevent COVID 19 infection</p>	1	5

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SITE MANAGER: SIGNATURE: _____
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REVIEW DATE: WEEKLY

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RISK ASSESSMENT RECORD


SITE: WORKSHOP

Elite Aluminium Systems Ltd

Elite Aluminium Systems Ltd

DATE OF ASSESSMENT: 21/05/2020 ASSESSMENT No.: COVID 3

TASK / ACTIVITY	WHO IS AT RISK	ASSOCIATED HAZARDS	HAZARDOUS EVENTS	Likelihood Low 1 - 5 High	Consequence Low 1 - 5 High	Risk Ranking	ACTION REQUIRED TO REDUCE / CONTROL RISK	Likelihood after Control	New Risk Ranking
CARRYING MATERIALS TO THE WORKFACE	OPERATIVES AND OTHER TRADES	CONTACT WITH PERSONS LESS THAN 2m AWAY	INFECTION FROM OTHERS	3	5	15	All materials must be transported mechanically and set down as close as possible to the cordoned off workface. This will prevent crossing paths with other trades and third parties. Where mechanical lifting is not possible Co-ordinate and co-operate with other contractors ensuring they are not working or transiting on your planned carrying route. Check the route for other hazards and follow the same hierarchy of controls set out for Loading and Off-loading	2	3
FIXING & INSTALLING MATERIALS	OPERATIVES	CONTACT WITH PERSONS LESS THAN 2m AWAY	INFECTION FROM OTHERS OR FROM MATERIALS	3	5	15	Essential Installing within 2m: This should be classed as hazardous manual handling. A TILE assessment needs to be carried out on the task. The TILE assessment should consider personal health such as heart disease, asthma and any other underlying health conditions along with the requirement for Suitable Face Covering or P3 Dust Mask if also exposed to Construction dusts such as silica and washing hands before and after the lift as appropriate measures to prevent COVID-19 infection We ar required PPE including gloves and do not share tools with others unless absolutely essential Follow existing task specific risk assessments for installation procedures	2	3

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REVIEW DATE: WEEKLY

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RISK ASSESSMENT RECORD

SITE: **WORKSHOP**
 Elite Aluminium Systems Ltd

Elite Aluminium Systems Ltd

DATE OF ASSESSMENT: 21/05/2020 ASSESSME COVID 4

WHO IS AT RISK	ASSOCIATED HAZARDS	HAZARDOUS EVENTS	Likelihood Low 1 - 5 High	Consequence Low 1 - 5 High	Risk Ranking	ACTION REQUIRED TO REDUCE / CONTROL RISK	Likelihood after Control	New Risk Ranking
OPERATIVES AND OTHER TRADES	CONTACT WITH PERSONS LESS THAN 2m AWAY CONTAMINATED SURFACES	INFECTION THROUGH CONTACT WITH SURFACES AND OTHER PERSONS	3	5	15	Regular disinfecting and cleaning of surfaces is required throughout the day. Provide hand sanitiser, handwash and towels. Provide notices on entrances instructing visitors and contractors of preventative hygiene procedures during the outbreak Stagger break times. Ensure seats and tables are positioned to adhere to 2m social distancing rules Restrict non-essential visitors to the site High levels of hygiene to be observed by all contractors – Wash hands when entering and leaving toilets and canteens, wipe down surfaces regularly Isolate in own vehicles: Operatives travelling alone can follow correct hygiene procedures then eat lunch in own vehicles	2	10
OPERATIVES OTHER TRADES VISITORS	CONTACT WITH PERSONS LESS THAN 2m AWAY CONTAMINATED SURFACES	INFECTION THROUGH CONTACT WITH SURFACES AND OTHER PERSONS	3	5	15	Regular updates, information, instruction and training on COVID-19 protection via toolbox talks & morning briefings	2	10

Sean Tennant SIGNATURE: 
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 WEEKLY

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