


Transmission of Covid-19 from inadvertant close contact	TWI employees and visitors	<p>Individuals will be seated at a safe distance (as per government regs) from others during their visit.</p> <p>Meetings will be held in large open areas to facilitate social distancing.</p> <p>Meeting rooms are limited to one person only, signage stating this is on every meeting room door.</p> <p>Although lifts can be used they are limited to a maximum of one persons unless special circumstances dictate otherwise such as persons with limited mobility are using them.</p> <p>The number of persons have been restricted within the toilets across TWI, the numbers vary due to the different sizes of the toilet blocks. In all cases every other cubicle/urinal and sink are taped off stating 'not in use due to social distancing'.</p> <p>Signs reminding people to wash their hands are displayed in all of the toilet areas.</p> <p>Users are instructed to clean showers (contact points) after use, Signs in the shower/changing rooms state this and cleaning materials provided.</p>	5	1	5			
Lifting and moving of heavy specimens: Severe crushing injuries	Operator	<p>In the event of lifting and positioning of any heavy specimens/thick section plates for NDT inspection etc., 2 or more person lifts are not to be performed, instead seek assistance from Technician, in order to perform safe single person lift, with mechanical aids. 2nd person should still be on hand, in case of an accident.</p> <p>All lifting equipment must have an update date inspection tag, and all pre-lift checks must be performed.</p> <p>Only trained and competent personnel are to use the mechanical lifting aids.</p> <p>Safety shoes will always be worn in lab areas, as in compulsory.</p> <p>In the event of multi-personnel manual lifts, these must be assessed case by case, assuming worst case scenario regarding infection/spread. Members of the Technician team will be on hand to utilise mechanical aids (i.e. cranes), to eliminate the need for manual lifts, ensuring 2m working distances are maintained.</p> <p>A risk assessment for working under 2m is to be followed.</p>	5	1	5			
Coronavirus generally spreading around TWI premises	All personnel	<p>TWI are following updates issued by Public Health England https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 (See notes section at the bottom of the form.)</p> <p>Information by sinks on hand washing practices have been put in place.</p> <p>Multiple hand sanitising stations have been installed around site (stores, engineering hall and southern entrance). Limited access to some areas (eg labs) and shift/team working implemented.</p> <p>Hand sanitising stations are spread across the site at multiple locations including all entrances, visitors are encouraged to use them. Signage informing persons what to do are also located across the site and at entrances.</p> <p>Signs are located around site reminding persons to wash their hands frequently.</p>	5	1	5			
Staff or colleagues report contact with a person who is confirmed as contracting Coronavirus	All personnel	<p>Staff or colleagues to follow government advice (eg via Test and Trace) on action to take via Public Health England and to make TWI aware of the situation.</p>	4	1	4			
Report of confirmed case of coronavirus at TWI	All personnel	<p>TWI will follow guidance from PHE and cascade arising actions as required.</p> <p>A deep clean will be arranged by the PUR department in the specific area that affected colleague/student is based (including all areas of typical movement)</p> <p>Visitor contact details held for 21 days to enable sharing of information.</p>	5	1	5			
Visitors and contractors	All personnel	<p>TWI's rules state.</p> <p>"In line with the government's response to the coronavirus pandemic, visitors are welcome to visit TWI sites provided:</p> <ul style="list-style-type: none"> • you and members of your household are symptom free; • you have not knowingly been in contact with a confirmed/suspected case in the past 14 days; • you have not been advised to self-isolate by any health professional or via a message from a member of the Test and Trace team. <p>If you feel unwell with flu-like symptoms whilst on TWI premises, please notify your host and leave site immediately.</p> <p>Visitors are asked to inform their host in the event of developing Covid-19 symptoms within 14 days of their visit to TWI.</p> <p>Visitors and contractors as well as their hosts must wear a mask whilst on site.</p> <p>Visitors also have to read and follow TWI's "Covid-19: Visitors (Including contractors) to TWI sites"</p>	5	1	5			
Management of maintaining social distancing in TWI	Spread of infection; reputational damage for TWI	<p>Staff instructed to adhere to social distancing and ensure all persons visiting site are mindful to comply with 2m distancing.</p> <p>Signage and one way systems have been implemented.</p> <p>Seating arrangements, welfare facilities, etc modified to ensure 2m distancing.</p>	5	1	5			
Spread of virus due to travel in and out of work	All personnel	<p>Employees are allowed to use public transport but are advised to wear face coverings as per government rules.</p>	5	1	5			
Mental health and wellbeing affected through isolation or anxiety about coronavirus	All personnel	<p>Workers and managers are involved with their own return to work risk assessments.</p> <p>Managers have regular meetings with employees working from home so that they can keep in touch and discuss and issues.</p> <p>Workers are kept up to date with information bulletins which helps keep people involved.</p> <p>Workers are encouraged to take regular breaks whether they are home based or office based.</p>	5	1	5			
Increased risk of infection and complications for vulnerable workers	Workers	<p>TWI has identified the following and has implemented either working from home or other measures as discussed with the individuals.</p> <p>Clinically extremely vulnerable</p> <p>People self-isolating</p> <p>People with symptoms of coronavirus</p> <p>Groups who may be of higher risk.</p>	5	1	5			
Inadequate management of health & safety onsite due to working at home	Illness and or injury	<p>Health and Safety team are available by telephone, Jabber, email. Health and safety team will be attending site on an ad hoc basis. (At least one H&S advisor is on site each day.) Health and safety team will continue to monitor, maintain and implement statutory inspections, fire risk assessments etc.</p>	4	1	4			

ENVIRONMENTAL SECTION				
Please put environmental risks in this section such as spillages (including spill kits), discharge down drains, bunding and disposal methods.				
Notes				
<p>TWI Have implemented the five point plans this consists of.</p> <ul style="list-style-type: none"> •Only attend site for essential tasks and if you have permission from your manager to be on site •You have completed a Risk Assessment and this has been approved - please allow 2 working days for QAS to process •Before coming to site, ensure you are symptom free and have not been in contact with anyone that has tested positive or exhibiting symptoms or is awaiting test result. •When on site maintain social distancing •Wash or sanitise your hands on arrival, departure and throughout the day <p>TWI does not use cohorts for staff</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p>				
Total Risk Rating Key:	1-4 LOW		No further action but ensure controls are maintained.	
	5-9 LOW - MEDIUM		Look to improve at next review.	
	10-16 MEDIUM		Look to improve within specified timescale.	
	17 - 25 HIGH		Stop activity, seek advice and make immediate improvements.	
Original Assessors Name:	Mark Caswell		Assessor Signature:	
Authorised by:	Mark Caswell		Authoriser Signature:	