

RISK ASSESSMENT

Company Name: Advanced Engineering Techniques		Work Area: Unit 2, 9 & 15			Activity: COVID-19 Safety Controls			RA 01 V.10				
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Action By Who	Action by when	Transferred to CAPA List Yes/No. detail ref no.
Employees	Young	Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk				
Visitors	Persons											
Contractors	Pregnant											
Emergency	Women											
Services	Cleaners											
<p>1. Factors contributing to the spread of the virus: Poor hygiene Failing to adhere to advise Lack of information</p> <p>Virus symptoms (Flu like): Cough High temperature Shortness of breath Loss or change of smell & taste</p> <p>Who could it effect: Staff Visitors Contractors Pregnant women Cleaners Emergency Services</p> <p>Who are most at risk: Elderly People with: weakened immune systems, diabetes, cancer and chronic lung disease, asthmatics</p>		3	5	15	<p>A COVID-19 Safe Operational Practice (SOP) document has been developed and circulated to both operational staff and staff being recalled to work.</p> <p>Existing sanitary facilities provided and replenished on demand.</p> <p>Additional hand sanitising points have been made available in key areas (refer to AET COVID-19 SOP).</p> <p>Stocks are replenished on demand by the COVID-19 Management Team & Senior Managers.</p> <p>Public Health Advice Notices and NHS hand washing posters displayed in common areas IAW government advice.</p> <p>Managing Director, HR Manager & H&S Coordinator regularly review Government & NHS websites with any changes reflected within company RA, notices, staff letters and procedures.</p> <p>No.1 room in Unit 9 has been setup as a Medical Isolation Room. Self-Isolation and Decontamination Procedures have been provided.</p>	3	2	6	<p>SOP to be reviewed when new information becomes available.</p>	<p>H&S Coordinator</p>	<p>As and when required.</p>	No

RISK ASSESSMENT

Company Name: Advanced Engineering Techniques		Work Area: Unit 2, 9 & 15			Activity: COVID-19 Safety Controls				RA 01 V.10			
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Action By Who	Action by when	Transferred to CAPA List Yes/No. detail ref no.
Employees	Young Persons	Severity	Likelihood	Total Risk	Severity	Likelihood	Total Risk					
Contractors	Pregnant Women											
Emergency Services	Cleaners											
Factors contributing to the spread of the virus (continued)					<p>FFP3 Face mask - limited stocks available and therefore issue is restricted to essential users only (PO Director is controlling allocation).</p> <p>Nitrile gloves - limited stocks available and therefore issue is restricted to essential users only (Paint Shop Team Leader is controlling allocation).</p> <p>Non-permeable suits - limited stocks available and therefore issue is restricted to essential users only (Paint Shop Team Leader is controlling allocation).</p> <p>Safety Aid Team ensures soap/ hand sanitisers / detergents/ surface wipes etc. are available. Replenishing checks carried out twice a day. Stock runs carried out on a regular basis.</p> <p>Staff members have been instructed to sanitise/wash their hands frequently especially after handling parcels, letters & internal paperwork. And to refrain from touching their mouth, nose and eyes until their hands have been thoroughly cleaned in accordance with NHS guidelines/ posters</p> <p>A copy of this Covid-19 RA is shared with our customers and contractors and can also be viewed on the AET website.</p>							

RISK ASSESSMENT

Company Name: Advanced Engineering Techniques		Work Area: Unit 2, 9 & 15			Activity: COVID-19 Safety Controls				RA 01 V.10			
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Action By Who	Action by when	Transferred to CAPA List Yes/No. detail ref no.
Employees	Young	Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk				
Visitors	Persons											
Contractors	Pregnant											
Emergency	Women											
Services	Cleaners											
Factors contributing to the spread of the virus (continued)					All staff members (including furloughed and remote workers) are regularly updated on business concerns via posted memorandum or internal notices.							
2. Visitor Control:					All visitors have to complete and return a Covid-19 questionnaire within 24 hours of the visit and to provide any relevant Covid-19 risk assessment for their employee(s). All documentation is collated and recorded by H&S Coordinator.				Process must be maintained in the absence of the H&S Coordinator.	H&S Coordinator	As and when required.	No
Unnecessary spread of the contagion					Essential services and contractor visits are pre-planned so that each company arrives on site on different days/ weeks in order to keep the on-site headcount down to a minimum.				Process must be maintained in the absence of the H&S Coordinator.	H&S Coordinator	As and when required.	
Who could it effect: Staff Visitors Impromptu visitor Contractors Delivery drivers On site cleaners		3	5	15	Site access is restricted to approved appointments only (signage provided). Gatehouse notified of any approved visitors via email. Logistic Team Leader has the right to validate any person(s) coming onto site. Visitor Control procedures are covered within the AET COVID-19 SOP. Presently there is no requirement to review entry and exit routes for visitors and contractors as each visit is prearranged in order to control site numbers.	3	2	6	To be reviewed when manning levels increase.	Works Manager/ HR Manager/ H&S Coordinator	As and when required.	

RISK ASSESSMENT

Company Name: Advanced Engineering Techniques		Work Area: Unit 2, 9 & 15			Activity: COVID-19 Safety Controls				RA 01 V.10			
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Action By Who	Action by when	Transferred to CAPA List Yes/No. detail ref no.
		Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk				
Employees Visitors Contractors Emergency Services	Young Persons Pregnant Women Cleaners											
Visitor Control (continued)					All supply and demand delivery paperwork is now received electronically (paperless system).							
3. AET Transport Drivers Guidance (Pick-ups/ drop-offs/ convenience breaks): Unnecessary exposure to Covid-19. AET Company drivers Customer staff General Public		5	3	15	Drivers instructed to remain in their vehicles on pick-ups & drop-offs. If the driver has to leave the vehicle then they must adopt the 2 metre social distancing rule wherever possible. Hygiene cleaning kits provided for each vehicle. Cleaning procedures are covered within the AET COVID-19 SOP.	3	2	6				No
4. Stakeholders (visiting customers & suppliers). Unnecessary exposure to Covid-19. Directors Senior Management Sales staff		3	3	9	All external visits are restricted to essential business needs only. However, operatives that do need to go off-site must wherever possible adopt the 2 metre social distancing rule. No passengers allowed in corporate vehicles (one person per vehicle rule in place). Hygiene cleaning kit provided for the pool car. Cleaning procedures are covered within the AET COVID-19 SOP.	3	1	3				No

RISK ASSESSMENT

Company Name: Advanced Engineering Techniques		Work Area: Unit 2, 9 & 15			Activity: COVID-19 Safety Controls				RA 01 V.10			
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Action By Who	Action by when	Transferred to CAPA List Yes/No. detail ref no.
Employees	Young	Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk				
Visitors	Persons											
Contractors	Pregnant											
Emergency Services	Women Cleaners											
5. Cleaning Operations (general cleaning, rubbish collections, WC replenishing). Unnecessary exposure to Covid-19. Caretaker All other staff Visitors Cleaners Contractors		3	5	15	Contractor cleaners work from 08:00 – 16:00 and clean all factory areas on a continual daily regime. Cleaning staff are expected to sign-off daily inspection sheets. All surplus waste is suitably bagged IAW Government Guidelines.	3	2	6				No
6. AET FLT Drivers: Unnecessary exposure to Covid-19. FLT drivers Contractors		3	5	15	All drivers are expected to clean all known hand contact areas before and after using the truck. Hygiene replenishing stocks are available from the Production Team Leader on request. Cleaning procedures are covered within the AET COVID-19 SOP.	4	2	8				No

RISK ASSESSMENT

Company Name: Advanced Engineering Techniques		Work Area: Unit 2, 9 & 15			Activity: COVID-19 Safety Controls				RA 01 V.10			
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Action By Who	Action by when	Transferred to CAPA List Yes/No. detail ref no.
Employees	Young	Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk				
Visitors	Persons											
Contractors	Pregnant											
Emergency Services	Women Cleaners											
7. Shop floor (social distancing and production line set-ups). Unnecessary exposure to Covid-19. Staff Contractors Visitors		4	3	12	Social distancing rule in enforced IAW government advice. Senior Management reaffirm the safety rule as and when required and will issue non-conformance reports for unsafe acts if deemed necessary. Production layouts / line set-ups have been assessed with additional controls put in place where the 2 metre social distancing rule cannot be maintained. Advisory Notices displayed in key areas.	3	2	6	To be reviewed and monitored as and when necessary.	C19 Management Team / Team Leaders	As and when required.	No
8. Open Plan Offices (social distancing and workstation set-ups): Unnecessary exposure to Covid-19. Staff Contractors Visitors Cleaners		4	5	20	Social distancing rule in enforced IAW government advice. Senior Management reaffirm the safety rule as and when required and will issue non-conformance reports for unsafe acts if deemed necessary. Workstations/ seating arrangements comply with government advice. Desks shields have been installed where the 2 metre social distancing rule cannot be maintained. Advisory Notices displayed in key areas.	3	3	9				No

RISK ASSESSMENT

Company Name: Advanced Engineering Techniques		Work Area: Unit 2, 9 & 15			Activity: COVID-19 Safety Controls				RA 01 V.10			
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Action By Who	Action by when	Transferred to CAPA List Yes/No. detail ref no.
		Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk				
Employees Visitors Contractors Emergency Services	Young Persons Pregnant Women Cleaners											
9. Upstairs Kitchen (social distancing measures): Unnecessary exposure to Covid-19. Staff Contractors Visitors Cleaners		4	4	16	Social distancing rule in enforced IAW government advice. Senior Management reaffirm the safety rule as and when required and will issue non-conformance reports for unsafe acts if deemed necessary. Kitchen restricted 2x staff members at any one a time. Advisory notices displayed in key areas.	3	2	6				No
10. Downstairs Kitchen (social distancing measures): Unnecessary exposure to Covid-19. Staff Contractors Cleaners		4	4	16	Social distancing rule in enforced IAW government advice. Senior Management reaffirm the safety rule as and when required and will issue non-conformance reports for unsafe acts if deemed necessary. Kitchen restricted 1x staff member at any one a time. Advisory notice displayed.	3	2	6				No

RISK ASSESSMENT

Company Name: Advanced Engineering Techniques		Work Area: Unit 2, 9 & 15			Activity: COVID-19 Safety Controls				RA 01 V.10			
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Action By Who	Action by when	Transferred to CAPA List Yes/No. detail ref no.
Employees	Young	Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk				
Visitors	Persons											
Contractors	Pregnant											
Emergency	Women											
Services	Cleaners											
11. Common areas (social distancing measures and set-ups): Unnecessary exposure to Covid-19. Staff Contractors Visitors Cleaners		4	4	16	Social distancing rule in enforced IAW government advice (refer to AET COVID-19 SOP for further details). Senior Management reaffirm the safety rule as and when required and will issue non-conformance reports if deemed necessary for unsafe acts. Correspondence received stating that all vending machines are safe to use. However, staff must adhere to the advisory notices. Managing Director has the right to close canteens and remove vending machines if staff fail to comply with government advice on social distancing. This information has been published in a company letter. Cleaning procedures are covered within the AET COVID-19 SOP. Advisory notice displayed.	3	2	6				No

RISK ASSESSMENT

Company Name: Advanced Engineering Techniques		Work Area: Unit 2, 9 & 15			Activity: COVID-19 Safety Controls				RA 01 V.10			
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Action By Who	Action by when	Transferred to CAPA List Yes/No. detail ref no.
Employees	Young	Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk				
Visitors	Persons											
Contractors	Pregnant											
Emergency Services	Women Cleaners											
12. Shop floor staff toilets (social distancing measures and set-ups): Unnecessary exposure to Covid-19. Staff Contractors Visitors Cleaners		3	4	12	Social distancing rule in enforced IAW government advice. Senior Management reaffirm the safety rule as and when required and will issue non-conformance reports for unsafe acts if deemed necessary. Existing sanitary facilities provided and replenished on demand. 2 metre tape distancing markers fitted and reapplied as and when required. Staff encouraged to use paper towels rather than the powered hand dryers. Relevant signs affixed in order to restrict numbers entering the facilities. Public Health Advice Notices displayed.	3	2	6				No
13. Office staff toilets (social distancing measures and set-ups): Unnecessary exposure to Covid-19. Staff Contractors Visitors Cleaners		3	4	12	Toilets can only facilitate one person at a time. Public Health Advice Notices displayed. Existing sanitary facilities provided and replenished on demand. Staff encouraged to use paper towels rather than the powered hand dryers.	3	2	6				No

RISK ASSESSMENT

Company Name: Advanced Engineering Techniques		Work Area: Unit 2, 9 & 15			Activity: COVID-19 Safety Controls				RA 01 V.10			
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Action By Who	Action by when	Transferred to CAPA List Yes/No. detail ref no.
Employees	Young	Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk				
Visitors	Persons											
Contractors	Pregnant											
Emergency Services	Women Cleaners											
14. Two man operation task assessment (social distancing measures and set-ups): Unnecessary exposure to Covid-19. Staff		4	5	20	Any two man operation where the 2 metre social distancing rule cannot be maintained have been assessed. Where it is not possible to remain 2 metres apart, staff have been informed to work side by side, or facing away from each other, rather than face to face if possible. Team Leaders should consider cohorting methods for such work, so that where contact is unavoidable, this happens between the same individuals. Face masks & face shields have been provided where face-to-face contact cannot be avoided. Team Leaders have been instructed to introduce cohort methods for such work. Shift manning levels are setup in reduced numbers with integration switches avoided or kept to an absolute minimum.	3	3	9	To be monitored and reviewed as and when necessary. To be monitored and reviewed as and when necessary. RPE & PPE stock levels to be monitored and replenished as and when required. Shifts to be evaluated as and when additional manning is required.	C19 Management Team/ Team Leaders C19 Management Team/ Team Leaders C19 Management Team/ Team Leaders Team Leaders/ Senior Management	As and when required. As and when required. As and when required. As and when manning levels increase.	No

RISK ASSESSMENT

Company Name: Advanced Engineering Techniques		Work Area: Unit 2, 9 & 15			Activity: COVID-19 Safety Controls				RA 01 V.10			
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Action By Who	Action by when	Transferred to CAPA List Yes/No. detail ref no.
		Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk				
Employees Visitors Contractors Emergency Services	Young Persons Pregnant Women Cleaners											
15. Social distancing measure in place (common areas): Unnecessary exposure to Covid-19. Staff Contractors Visitors Cleaners		4	5	20	Floor markings provided to facilitate compliance, particularly in the most crowded areas. This includes gatehouse cabin, outside the HR office, drink/ vending machines, toilets, meeting areas and clock machines. Team Leaders & Senior Managers periodically check for compliance	3	2	6				No
16. Respiratory Protection Equipment (RPE) air fed users on two man operations: Unnecessary exposure to Covid-19. Welder operatives Spray paint operatives		4	4	16	All RPE users have been instructed not to lift or remove their helmets in order to communicate with others unless they are at a safe distance to do so. Team Leaders & Supervisors monitor compliance and ensure that complacency does not set in. Non-conformance reports for unsafe acts will be issued if deemed necessary.	3	2	6				No

RISK ASSESSMENT

Company Name: Advanced Engineering Techniques		Work Area: Unit 2, 9 & 15			Activity: COVID-19 Safety Controls				RA 01 V.10			
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Action By Who	Action by when	Transferred to CAPA List Yes/No. detail ref no.
Employees	Young	Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk				
Visitors	Persons											
Contractors	Pregnant											
Emergency Services	Women Cleaners											
19. Coming to work and leaving work safety measures: Unnecessary exposure to Covid-19. Staff		3	4	12	2 metre social distancing markers provided where required across the business. Only one active clock machine available in each building to promote single file queues. Fob only for clocking on/ off the premises (keypad functionality buttons taken out of service). Department arrival and departure times have been staggered in order to reduce crowding at clock machines and walkways. Cycle shed provided if members of staff wish to ride to work.	3	2	6				No
20. Moving around buildings and other business premises (minimise foot traffic, non-essential meetings and gatherings): Unnecessary exposure to Covid-19. Staff		3	4	12	Team Leaders have been instructed to: Communicate with other departments via phones and electronic mailing systems and to control staff movement as much as is reasonably practicable. Senior Managers will act upon any signs of increased non-essential activities. Non-compliance incident reports for an unsafe act will be issued where required.	3	2	6				No

RISK ASSESSMENT

Company Name: Advanced Engineering Techniques		Work Area: Unit 2, 9 & 15			Activity: COVID-19 Safety Controls			RA 01 V.10				
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Action By Who	Action by when	Transferred to CAPA List Yes/No. detail ref no.
Employees	Young	Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk				
Visitors	Persons											
Contractors	Pregnant											
Emergency Services	Women Cleaners											
21. Meetings (social distancing precautions): Unnecessary exposure to Covid-19. Staff Visitors Contractors		3	4	12	Meetings are kept to an absolute minimum and must be for essential business. Meeting numbers are kept to a minimum. Production stand-up meetings are arranged in intervals over the course of the day (maximum of 4 persons permitted within the meeting area). Video calls are encouraged. New web camera being trialled. If deemed a success then a further 12 will be ordered. Outdoor meetings are encouraged (weather permitting).	3	2	6	Awaiting on trial results.	Managing Director	08/06/2020	No
22. Accidents, security and other incidents guidance: Unnecessary exposure to Covid-19. Staff Visitors Contractors Trespassers		3	5	15	What staff should do in the following situations: In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2 metre apart if it would be unsafe to do so. People involved in the provision of assistance to others (first aiders) should pay particular attention to sanitation measures immediately afterwards, including washing hands.	3	2	6	All three Units should be provided with an RPE & PPE storage locker (first aider use only). Lockers should be appropriately labelled and located in a clean and accessible area. A competent person(s) should be assigned to carry out regular stock checks (still ongoing).	Managing Director/ Works Manager	25/05/2020	No

RISK ASSESSMENT

Company Name: Advanced Engineering Techniques		Work Area: Unit 2, 9 & 15			Activity: COVID-19 Safety Controls				RA 01 V.10			
Hazards & People Exposed		Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be implemented)	Action By Who	Action by when	Transferred to CAPA List Yes/No. detail ref no.
Employees	Young	Severity	Likelihood	Total Risk		Severity	Likelihood	Total Risk				
Visitors	Persons											
Contractors	Pregnant											
Emergency Services	Women Cleaners											
23. Cleaning the workplace arrangements: Unnecessary exposure to Covid-19. Staff Visitors Contractors Cleaners		3	4	12	Shop Floor Staff have been instructed to clear workstations and remove all waste and belongings from the work area at the end of each shift. A COVID-19 procedure - cleaning after a known or suspected case has been provided. Changing rooms Due to current manning levels there is no requirement to change layout or introduce further measures.	3	2	6	To be reviewed when manning levels increase.	Works Manager/ HR Manager/ H&S Coordinator	As and when required	No
24. How to raise a concern: Control of exposure to Covid-19. Staff		3	5	15	Reporting Escalation Procedure: 1 st point of contact – Team Leader. 2 nd point of contact – C19 Management Team or H&S Coordinator. 3 rd point of contact – Managing Director. Note: Staff are activity encouraged to bring forward any concerns.	3	2	6	Procedure to be reviewed as and when required.	Senior Management	As and when required.	No

RISK ASSESSMENT

Company Name: Advanced Engineering Techniques		Work Area: Unit 2, 9 & 15			Activity: COVID-19 Safety Controls				RA 01 V.10				
Hazards & People Exposed		Risk			Current Controls (measures already in place)			Residual Risk		Future Controls (things to be implemented)	Action By Who	Action by when	Transferred to CAPA List Yes/No. detail ref no.
Employees Visitors Contractors Emergency Services	Young Persons Pregnant Women Cleaners	Severity	Likelihood	Total Risk	Severity	Likelihood	Total Risk						
Date:	28.05.20			Severity <i>(nature of injury)</i> 1. Minor injury – no time off work 2. Minor injury – time off work 3. Injury resulting in over 7 days off work 4. Major injury 5. Fatality			Likelihood <i>(chance of injury occurring)</i> 1. No chance 2. Unlikely 3. Possible 4. Likely 5. Definite		Risk <i>(Severity x Likelihood)</i> 1-4 = Low 6-9 = Medium 10-12 = Significant 15-25 = High				
Assessor:	Jason Fox												
Review Date:	As and when required												