

Site Specific Risk Assessment Record

<b>SSRA/AAL/ COVID-19</b>		<b>Aughton Automation Limited – Head Office</b>					<b>AUGHTON AUTOMATION</b> CONTROL INSTRUMENTATION, ELECTRICAL, MECHANICAL & CIVIL ENGINEERS							
<b>Site Address:</b>		115 Evans Road, Venture Business Park, Liverpool L24 9PB					16 Pages							
<b>Date Prepared</b>		13-05-2020		<b>Supporting Documentation:</b> See "Further Actions" Below		Method Statement		<b>Date Reviewed</b>			11-03-2021 <b>Monthly Review</b>			
<b>Project Manager</b>			Keith Corcoran			<b>Assessors</b>			Michael Latchford					
<b>Existing Measures Taken to Control Risks from the Hazard</b>						<b>Risk Score 1- 5</b>			<b>Controls required to allow task to start /continue</b>			<b>Residual Risk Score 1- 5</b>		
1	2	3	4	5	6	7	8	9			10	11	12	13
<b>Hazard</b> (something with the potential to cause harm)	<b>Hazard Cause</b> (how will the hazard be realised)	<b>Hazard Effect</b> (the potential injury sustained)	<b>Who</b> (who may be at risk during the activity)	<b>Existing Control Measures</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Risk Rating</b>	<b>Further Control Measures</b>			<b>Consequence</b>	<b>Likelihood</b>	<b>Risk Rating</b>	<b>Acceptance</b>
Reception Area  Spread of COVID - 19	Virus contact through surfaces, through not social distancing, through bodily contact, through droplets in the air, sneezing, coughing	Sickness, hospitalization, death  Mild, moderate, severe or fatal  Symptoms include – shortness of breath, fatigue loss of smell and taste, some may progress to acute respiratory distress syndrome (ARDS), Multi organ failure, septic shock and blood clots, incubation period 2- 14 days typically around 5 days	Staff, Visitors, Cleaners, Drivers, Contractors and Sub-contractors	Social Distancing in operation  Increased hand washing  Reduced number of people/ personnel in reception at any one time.  Vulnerable personnel given special attention (work from home, different job)  Staggering arrival and departure times of any Clients and Visitors  Use of face masks when moving between other office/work areas until the end location is reached  All visitors to the premises will undergo a temperature check and be asked to fill out a health questionnaire on arrival	5	3	15	Social distancing markers on floor (2 metres)  Sanitizing wipes, sprays available on arrival.  Any activity kept as short as possible  Signs advising of hand washing and distancing.  Encourage staff to report any problems  All surfaces frequently cleaned and sanitised including high use items for example door handles and light switches  If distancing can't be maintained PPE should be used mask, gloves  Under emergency procedures the nearest exits must be used as indicated  Stay Alert!!	5	1	5	Y		

<p><b>Design office</b></p> <p>Spread of COVID - 19</p>	<p>Virus contact through surfaces, from not social distancing, through bodily contact, through droplets in the air, sneezing, coughing</p>	<p>Sickness, hospitalization, death</p> <p>Mild, moderate, severe or fatal</p> <p>Symptoms include – shortness of breath, fatigue loss of smell and taste, some may progress to acute respiratory distress syndrome (ARDS), Multi organ failure, septic shock and blood clots, incubation period 2- 14 days typically around 5 days</p>	<p>Staff, Visitors, Cleaners, Drivers, Sub-contractors</p>	<p>Design office workers should enter through front door and go directly up stairs to avoid walking through reception and the canteen</p> <p>Social Distancing in operation</p> <p>Increased hand washing</p> <p>Any activity time involved as short as possible</p> <p>Multiple entrances for other personnel</p> <p>Remove the need to hot desk</p> <p>Reduce movement between areas of the building</p> <p>Use of face masks when moving between other office/work areas until the end location is reached</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>Social distancing markers on floor (2 metres)</p> <p>Sanitizing wipes, sprays available on arrival placed in each room</p> <p>Using back to back or side to side working rather than face to face</p> <p>Reduce the number of personnel in the office at any one time</p> <p>All personnel who can work from home do so</p> <p>All desks, computers etc cleaned on a regular basis</p> <p>Review work layout plans if needed</p> <p>If distancing can't be maintained PPE should be used mask, gloves</p> <p>All personnel undergo temperature check by line manager and fill out health check list</p> <p>Stay Alert !!</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>Y</p>
<p><b>First Floor Offices Accountants/ CPD</b></p> <p>Spread of COVID - 19</p>	<p>Virus contact through surfaces, from not social distancing, through bodily contact, through droplets in the air, sneezing, coughing</p>	<p>Sickness, hospitalization, death</p> <p>Mild, moderate, severe or fatal</p> <p>Symptoms include – shortness of breath, fatigue loss of smell and taste, some may progress to acute respiratory distress syndrome (ARDS), Multi organ failure, septic shock and blood clots, incubation period 2- 14 days typically around 5 days</p>	<p>Staff, Visitors, Cleaners</p>	<p>First floor office workers should enter through side door and go directly up the stairs to avoid walking through reception and the canteen</p> <p>Staggered working introduced</p> <p>Social Distancing in operation</p> <p>Increased hand washing</p> <p>Any activity time involved as short as possible</p> <p>Multiple entrances for other personnel</p> <p>Remove the need to hot desk</p> <p>Reduce movement between areas of the building</p> <p>Use of face masks when moving between other office/work areas until the end location is reached</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>Social distancing markers on floor (2 metres)</p> <p>Sanitizing wipes, sprays available on arrival placed in each room</p> <p>Using back to back or side to side working rather than face to face</p> <p>Reduce the number of personnel in the office at any one time</p> <p>All personnel who can work from home do so</p> <p>All desks, computers etc cleaned on a regular basis</p> <p>If distancing can't be maintained PPE should be used mask, gloves</p> <p>Review work layout plans if needed</p> <p>All personnel undergo temperature check by line manager and fill out health check list</p> <p>Stay Alert!!</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>Y</p>

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<b>Site Address:</b>		115 Evans Road, Venture Business Park, Liverpool L24 9PB				16 Pages						
<p><b>Ground floor front offices</b></p> <p>Spread of COVID - 19</p>	<p>Virus contact through surfaces, from not social distancing, through bodily contact, through droplets in the air, sneezing, coughing</p>	<p>Sickness, hospitalization, death</p>	<p>Staff, Cleaners, Visitors</p>	<p>Ground floor office personnel enter through front door</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>Social distancing markers on floor (2 metres)</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>Y</p>
		<p>Mild, moderate, severe or fatal</p>		<p>Symptoms include – shortness of breath, fatigue loss of smell and taste, some may progress to acute respiratory distress syndrome (ARDS), Multi organ failure, septic shock and blood clots, incubation period 2- 14 days typically around 5 days</p>				<p>Social Distancing in operation</p> <p>Increased hand washing</p> <p>All work stations assigned to individuals</p> <p>Signs placed advising of hand washing and social distancing</p> <p>Reduce movement between areas of the building</p> <p>Staggered working introduced</p> <p>Use of face masks when moving between other office/work areas until the end location is reached</p>				

<p><b>Refectory</b></p> <p>Spread of COVID - 19</p>	<p>Virus contact through surfaces, from not social distancing, through bodily contact, through droplets in the air, sneezing, coughing</p>	<p>Sickness, hospitalization, death</p> <p>Mild, moderate, severe or fatal</p> <p>Symptoms include – shortness of breath, fatigue loss of smell and taste, some may progress to acute respiratory distress syndrome (ARDS), Multi organ failure, septic shock and blood clots, incubation period 2- 14 days typically around 5 days</p>	<p>Staff, Cleaners, Drivers, Visitors, Sub-contractors,</p>	<p>Social Distancing in operation</p> <p>Increased hand washing</p> <p>Number of personnel allowed in canteen at any one time limited to 4</p> <p>Signs placed advising of hand washing and social distancing</p> <p>Markers on tables and chairs that should not be used</p> <p>Use of face masks when moving between other office/work areas until the end location is reached</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>Social distancing 2 metre markers on floor</p> <p>Sanitizing wipes, sprays available on arrival</p> <p>Staggered break times to allow no more than 4 personnel in the canteen</p> <p>All personnel to use and wash own utensils and cutlery</p> <p>If distancing can't be maintained PPE should be used mask, gloves</p> <p>Encourage all personnel to bring their own food and drink to avoid cross contamination</p> <p>Remove water machines to stop hand to mouth contamination</p> <p>Stay Alert!!</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>Y</p>
<p><b>Toilets</b></p> <p>Spread of COVID - 19</p>	<p>Virus contact through surfaces, from not social distancing, through bodily contact, through droplets in the air, sneezing, coughing</p>	<p>Sickness, hospitalization, death</p> <p>Mild, moderate, severe or fatal</p> <p>Symptoms include – shortness of breath, fatigue loss of smell and taste, some may progress to acute respiratory distress syndrome (ARDS), Multi organ failure, septic shock and blood clots, incubation period 2- 14 days typically around 5 days</p>	<p>Staff, Cleaners, Visitors, Drivers, Contractors, Sub-contractors</p>	<p>Social Distancing in operation</p> <p>Increased hand washing</p> <p>Downstairs toilets strictly for personnel on the ground floor</p> <p>Upstairs Toilets to be used by first floor personnel</p> <p>Disabled toilets to be used for disabled personnel all handles etc wiped clean on a regular basis</p> <p>Cleaning personnel to be involved in all site requirements and communications</p> <p>Use of face masks when moving between other office/work areas until the end location is reached</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>All toilets to be cleaned twice daily with "sign- off" sheets to be filled in morning and afternoon</p> <p>2 metre Social Distancing markers to be applied on floor area</p> <p>Signs posted advising of hand washing</p> <p>If distancing can't be maintained PPE should be used mask, gloves</p> <p>Stay Alert!!</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>Y</p>

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Site Address:		115 Evans Road, Venture Business Park, Liverpool L24 9PB				16 Pages						
<b>Calibration Laboratory &amp; Office Area</b>  Spread of COVID - 19	Virus contact through surfaces, from not social distancing, through bodily contact, through droplets in the air, sneezing, coughing	Sickness, hospitalization, death	Staff, Cleaners, Visitors, Drivers	Ground floor back office personnel enter through side door	5	3	15	2 metre Social Distancing markers to be applied on floor area	5	1	5	Y
		Mild, moderate, severe or fatal		Social Distancing in operation				Sanitizing wipes, sprays available in all rooms . Using back to back or side to side working rather than face to face				
		Symptoms include – shortness of breath, fatigue loss of smell and taste, some may progress to acute respiratory distress syndrome (ARDS), Multi organ failure, septic shock and blood clots, incubation period 2- 14 days typically around 5 days		Increased hand washing  All work stations assigned to individuals  Signs placed advising of hand washing and social distancing  Reduce movement between areas of the building  Use of face masks when moving between other office/work areas until the end location is reached  Stay alert				Reduce the number of personnel in the office at any one time  All desks, computers etc cleaned on a regular basis  If distancing can't be maintained PPE should be used mask, visors and gloves  Markers on desk that should not be used  All personnel undergo temperature check by line manager and fill out health check list  Stay Alert!!				

<p><b>Construction/ Project offices</b></p> <p>Spread of COVID - 19</p>	<p>Virus contact through surfaces, from not social distancing, through bodily contact, through droplets in the air, sneezing, coughing</p>	<p>Sickness, hospitalization, death</p> <p>Mild, moderate, severe or fatal</p> <p>Symptoms include – shortness of breath, fatigue loss of smell and taste, some may progress to acute respiratory distress syndrome (ARDS), Multi organ failure, septic shock and blood clots, incubation period 2- 14 days typically around 5 days</p>	<p>Staff, Visitors, Cleaners, Contractors, Sub-contractors</p>	<p>Ground floor back office personnel enter through side door</p> <p>Social Distancing in operation</p> <p>Increased hand washing</p> <p>All work stations assigned to individuals</p> <p>Signs placed advising of hand washing and social distancing</p> <p>Reduce movement between areas of the building</p> <p>Use of face masks when moving between other office/work areas until the end location is reached</p> <p>Stay alert</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>Social distancing markers on floor</p> <p>Sanitizing wipes, sprays available in all rooms</p> <p>Using back to back or side to side working rather than face to face</p> <p>Reduce the number of personnel in the office at any one time</p> <p>All personnel who can work from home do so</p> <p>All desks, computers etc cleaned on a regular basis</p> <p>If distancing can't be maintained PPE should be used mask, gloves</p> <p>Markers on desk that should not be used</p> <p>All personnel undergo temperature check by line manager and fill out health check list</p> <p>Stay Alert!!</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>Y</p>
<p><b>Workshop/Test bays</b></p> <p>Spread of COVID - 19</p>	<p>Virus contact through surfaces, from not social distancing, through bodily contact, through droplets in the air, sneezing, coughing</p>	<p>Sickness, hospitalization, death</p> <p>Mild, moderate, severe or fatal</p> <p>Symptoms include – shortness of breath, fatigue loss of smell and taste, some may progress to acute respiratory distress syndrome (ARDS), Multi organ failure, septic shock and blood clots, incubation period 2- 14 days typically around 5 days</p>	<p>Staff, Visitors, Cleaners, Contractors, Sub-contractors</p>	<p>Ground floor personnel enter through side door</p> <p>Social Distancing in operation</p> <p>Increased hand washing</p> <p>Teams working in the workshop should be encouraged to stay together reducing contact time with other personnel</p> <p>Restrict movement between other areas of the building</p> <p>Reduce job location/ rotation</p> <p>Personnel working in kiosks/confined spaces should be working alone otherwise the use of PPE masks/gloves are essential</p> <p>Use of face masks when moving between other office/work areas until the end location is reached</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>Ensure all personnel use own equipment, tools etc.</p> <p>Encourage all personnel to bring their own lunch food etc.</p> <p>Signs placed advising of hand washing and social distancing</p> <p>If distancing can't be maintained PPE should be used mask, visors and gloves</p> <p>Staggered canteen breaks in operation</p> <p>Keep all tools materials close to the job/task at hand to avoid unnecessary movement in the workshop</p> <p>All personnel undergo temperature check by line manager and fill out health check list</p> <p>Staggered start times</p> <p>Stay Alert!!</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>Y</p>

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Site Address:		115 Evans Road, Venture Business Park, Liverpool L24 9PB			16 Pages							
<b>Conference Rooms</b>  Spread of COVID - 19	Virus contact through surfaces, from not social distancing, through bodily contact, through droplets in the air, sneezing, coughing	Sickness, hospitalization, death  Mild, moderate, severe or fatal  Symptoms include – shortness of breath, fatigue loss of smell and taste, some may progress to acute respiratory distress syndrome (ARDS), Multi organ failure, septic shock and blood clots, incubation period 2- 14 days typically around 5 days	Staff, Visitors, Cleaners, Contractors, Sub-contractors	Upstairs Conference rooms should be accessed through the main front door and go directly up the stairs to avoid walking through reception or refectory areas. Ground floor Conference Room can be accessed through reception area.	5	3	15	2 metre Social Distancing in force in all Conference Areas  Use remote meetings to avoid person to person meetings  Avoid transmission during meetings do not share pens and other objects within the meeting  Hold meetings in a well-ventilated area/room where possible  Hand sanitising facilities in all Conference Rooms  In the event of any emergency the escape plan for the building takes precedent over the 2-metre rule  All conference rooms shall be limited to 6 participants ant any one time  Consider floor plans for seating  Limit visit to a specific time window  Stay Alert!!	5	1	5	Y
				Social Distancing in operation  Increased hand washing  Any activity time involved as short as possible  Sanitizer/hand wipes available on arrival and in rooms  Only absolutely necessary participants should attend on site meetings  Limit the number of visitors at any one time  Any communal phones need to be cleaned on a regular basis  Use of face masks when moving between other office/work areas until the end location is reached  Essential visitors only onsite								

<p><b>Stores/Hire /Deliveries</b></p> <p>Spread of COVID - 19</p>	<p>Virus contact through surfaces, from not social distancing, through bodily contact, through droplets in the air, sneezing, coughing</p>	<p>Sickness, hospitalization, death</p> <p>Mild, moderate, severe or fatal</p> <p>Symptoms include – shortness of breath, fatigue loss of smell and taste, some may progress to acute respiratory distress syndrome (ARDS), Multi organ failure, septic shock and blood clots, incubation period 2- 14 days typically around 5 days</p>	<p>Staff, Visitors, Cleaners, Contractors, Sub-contractors</p>	<p>Social Distancing in operation</p> <p>Increased hand washing</p> <p>Essential wearing of gloves when receiving any materials goods from outside vendors</p> <p>Minimise contact with outside personnel</p> <p>Ask drivers to drop the item, material etc. and leave without contact</p> <p>If distancing can't be maintained PPE should be used mask, gloves</p> <p>Encourage drivers to stay in their vehicles where this does not compromise safety and safe working practice</p> <p>Use of face masks when moving between other office/work areas until the end location is reached</p>	<p>5</p>	<p>3</p>	<p>15</p> <p>Maintain the same person concerning deliveries from certain suppliers</p> <p>Encourage personnel to report any health, skin problems etc.</p> <p>Rigorous checks to ensure procedures are being carried out</p> <p>If possible, wipe down deliveries with a bacterial wipe.</p> <p>Hold new deliveries in a containment area for a period of time if possible</p> <p>Ensure companies delivering to our premises are aware of our procedures</p> <p>Consider methods to reduce frequency of deliveries, order more etc.</p> <p>If possible one worker load and unload any vehicle</p> <p>Stores will be manned by the same member of personnel throughout each day to avoid unnecessary contact from different members of the team</p> <p>All personnel undergo temperature check by line manager and fill out health check list</p> <p>Stay Alert!!</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>Y</p>
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<b>Site Address:</b>		115 Evans Road, Venture Business Park, Liverpool L24 9PB				16 Pages						
<b>Vehicles</b>  Spread of COVID - 19	Virus contact through surfaces, from not social distancing, through bodily contact, through droplets in the air, sneezing, coughing	Sickness, hospitalization, death  Mild, moderate, severe or fatal  Symptoms include – shortness of breath, fatigue loss of smell and taste, some may progress to acute respiratory distress syndrome (ARDS), Multi organ failure, septic shock and blood clots, incubation period 2- 14 days typically around 5 days	Drivers/Personnel	Social Distancing in operation  Increased hand washing  Minimise non-essential travel consider remote options first  Minimise the number of personnel travelling together in any one vehicle, used fixed travel partners.  Put windows down if possible, to increase ventilation and avoid sitting face to face  Contactless refuelling cards  Limit exposure to large crowds and rush hours  Use of face masks when moving between other office/work areas until the end location is reached  Ensure drivers clean the interiors of their own vehicles	5	3	15	If travelling in a vehicle with more than one person in the vehicle face masks and gloves should be worn.  Reduce the distant travelled if possible  Ensure vehicles are cleaned on a regular basis.  Provide clear, consistent and regular communication to improve understanding and consistency of ways of working  Pre-agreed drop off points  Hand sanitizer and wipes in vans  Fixed pairings in any vehicle should be considered  When parking vehicles or cycles it is essential that thought is given to situational distancing  Stay Alert!!	5	1	5	Y

<p><b>First Aid During COVID- 19</b></p>	<p>Virus contact through surfaces, from not social distancing, through bodily contact, through droplets in the air, sneezing, coughing</p>	<p>Sickness, hospitalization, death</p> <p>Mild, moderate, severe or fatal</p> <p>Symptoms include – shortness of breath, fatigue loss of smell and taste, some may progress to acute respiratory distress syndrome (ARDS), Multi organ failure, septic shock and blood clots, incubation period 2- 14 days typically around 5 days</p>	<p>First Aider/Personnel</p>	<p>Try to assist from a safe distance from the casualty.</p> <p>Minimise the time you share in the breathing zone.</p> <p>If capable advise the person to complete certain things for the first aider, treating the injured person correctly must be the first concern</p> <p>3P MODEL, Preserve life, prevent worsening and promote recovery</p> <p>Discard disposable items correctly</p> <p>Wash hands properly after being in contact with injured person</p> <p>Sanitize hands on a regular basis</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p><b>PRESERVE LIFE – CPR</b></p> <p>Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms</p> <p>Ask for help. If a portable defibrillator is available, ask for it. Before starting CPR, to minimise transmission risk</p> <p>Use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation.</p> <p>If available, use: - a fluid-repellent surgical mask - disposable gloves - eye protection - apron or other suitable covering</p> <p>Only deliver CPR by chest compressions and use a defibrillator (if available) – <b>do not</b> do rescue breaths</p> <p><b>PREVENT WORSENING, PROMOTE RECOVERY</b> – all injuries or illnesses</p> <p>If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms.</p> <p>If giving first aid to someone, you should use the recommended equipment listed above if it is available.</p> <p>You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible.</p> <p>Ensure you safely discard disposable items (disposing of them as contaminated items) and clean reusable ones thoroughly.</p> <p>Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.</p>	<p>5</p>	<p>2</p>	<p>10</p>	<p>Y</p>
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<b>Site Address:</b>		115 Evans Road, Venture Business Park, Liverpool L24 9PB				16 Pages						
<p><b>All Personnel Classed as Extremely Vulnerable</b></p> <p>Spread of COVID - 19</p>	<p>Virus contact through surfaces, from not social distancing, through bodily contact, through droplets in the air, sneezing, coughing</p>	<p>Sickness, hospitalization, death</p> <p>Mild, moderate, severe or fatal</p> <p>Symptoms include – shortness of breath, fatigue loss of smell and taste, some may progress to acute respiratory distress syndrome (ARDS), Multi organ failure, septic shock and blood clots, incubation period 2- 14 days typically around 5 days</p>	<p>All personnel</p>	<p><b>Extremely Vulnerable personnel include but are not limited to:</b></p> <p>Organ Transplant</p> <p>Chemotherapy or antibody treatment for cancer including immunotherapy</p> <p>Are having intense course of radiotherapy for lung cancer</p> <p>Having targeted cancer treatments that can affect the immune system (such as kinase inhibitors or PARP inhibitors)</p> <p>Have a blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)</p> <p>Have had bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine</p> <p>Have been told by a doctor they have severe lung condition (such as cystic fibrosis, severe asthma or COPD)</p> <p>Have condition that means they have a very high risk of getting infections (such as SCID or sickle cell)</p> <p>Are taking medicine that makes them much more likely to infection (such as doses of steroids)</p> <p>Have serious heart condition and are pregnant</p>	5	5	25	<p>Always impose a minimum of 2 metre Social Distancing.</p> <p>If you are at high risk from Corvi-19 you should have received a letter form the NHS</p> <p>Speak to your GP or hospital care team if you have not been contacted or think you should have been</p> <p>Take extra care to protect yourself</p> <p>Do not leave home for any reason (Shielding)</p> <p>Follow Government and NHS guidelines</p> <p>Stay Alert!!</p>	5	2	10	Y

<p><b>All Personnel Classed as Clinically Vulnerable</b></p> <p>Spread of COVID - 19</p>	<p>Virus contact through surfaces, from not social distancing, through bodily contact, through droplets in the air, sneezing, coughing</p>	<p>Sickness, hospitalization, death</p> <p>Mild, Moderate, severe or fatal</p> <p>Symptoms include – shortness of breath, fatigue loss of smell and taste, some may progress to acute respiratory distress syndrome (ARDS), Multi organ failure, septic shock and blood clots, incubation period 2- 14 days typically around 5 days</p>	<p>All personnel</p>	<p><b>Clinically Vulnerable personnel include but are not limited to:</b></p> <p>People 70 or older</p> <p>Personnel who are pregnant</p> <p>Have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)</p> <p>Have heart Disease (such as heart failure)</p> <p>Have diabetes</p> <p>Chronic kidney disease</p> <p>Liver failure (such as hepatitis)</p> <p>Have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)</p> <p>Have a condition that means they have a high risk of getting infections</p> <p>Are taking medicine that can affect the immune system (such as low doses of steroids)</p> <p>Are very obese (a BMI of 40 or above)</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>Follow advice on Social distancing</p> <p>Stay at home as much as possible, but if you can go out to work (if you can't work from home) exercise and food</p> <p>Increased Handwashing</p> <p>Staggered start times</p> <p>Use of PPE mask, gloves</p> <p>Sanitizing wipes, sprays available in all rooms</p> <p>Using back to back or side to side working rather than face to face</p> <p>Reduce the number of personnel in the office at any one time</p> <p>Teams working in the workshop should be encouraged to stay together reducing contact time with other personnel</p> <p>Restrict movement between other areas of the building</p> <p>Reduce job location/ rotation</p> <p>All personnel to use and wash own utensils and cutlery</p> <p>Do not touch your eyes, nose or mouth if your hands are not clean</p> <p>Follow Government and NHS guidelines</p> <p>Stay Alert!!</p>	<p>5</p>	<p>2</p>	<p>10</p>	<p>Y</p>
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**ALL THE BELOW ARE ALSO EXSITING MEASURES THAT HAVE BEEN IMPLEMNETED THROUGHOUT THE COMPANY**

**Symptoms of COVID – 19 – If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home immediately and advised to follow the stay at home guidance, line manager will maintain regular contact with the staff member during this time.**

**If advised that a member of staff, public or a visitor has developed COVID-19 and where recently on our premises (including where a member of staff has visited other workplaces premises such as domestic premises the management team of the workplace will contact the Public health authority to discuss the case and identify people who have been in contact with them and will take advice on any actions or precautions that should be taken**

**All emergency procedures are still in operation as usual regardless of COVID-19**

**Further DSE risk assessments have been completed on all home working personnel**

**It is essential that all office space/workshop remain well ventilated whilst occupied, further to recent government advice air conditioning units are now allowed to be used within the working environment please view the link attached - <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>**

**All personnel who need to self -isolate will be contacted on a regular basis to ensure the wellbeing of our personnel and ascertain if the company can help in any way.**

**All personnel will be advised of best practice and guidance as and when information becomes available from Government sources.**

**It is deemed essential that all personnel on site wear a face mask when moving around any part of the work/office spaces until the end location has been reached, it is also essential that all visitors to the site wear face masks when entering the building**

Site Specific Risk Assessment Record

<b>SSRA/AAL/ COVID-19</b>	<b>Aughton Automation Limited – Head Office</b>	<b>AUGHTON AUTOMATION</b> CONTROL INSTRUMENTATION, ELECTRICAL, MECHANICAL & CIVIL ENGINEERS		
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**Additional Comments** (Actions identified by personnel on site, to make the task safer)

1. [Coronavirus \(COVID-19\): guidance - GOV.UK](#)

<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

2. [Coronavirus \(COVID-19\) - NHS](#)

<https://www.nhs.uk/conditions/coronavirus-covid-19>

[Working safely during coronavirus \(COVID-19\) - Guidance ...](#)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

[Coronavirus: latest information and advice - HSE news](#)

<https://www.hse.gov.uk/news/coronavirus.htm>

CONSEQUENCE X LIKELIHOOD = RISK

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

LIKELIHOOD

<b>16 to 25</b>
<b>15</b>
<b>8 to 12</b>
<b>4 to 9</b>
<b>1 to 3</b>

CATASTROPHIC - Stop activity and make immediate actions to reduce the risk

UNACCEPTABLE – Urgent action required to improve

UNDESIRABLE – Actions required to improve

ACCEPTABLE – Monitor and plan to improve within specified timescale and by next review

DESIRABLE - No further action required, ensure that controls are maintained

