

Risk Assessment Details

RISK ASSESSMENT REFERENCE NUMBER

2132

DEPARTMENT

XX0000

SITE

GENERIC - CHANGE LOCATION

ARE YOU A RENISHAW TRAINED RISK ASSESSOR?

Yes

If you are not a Renishaw trained risk assessor, contact H&S Team or DSM for further advice.

RISK ASSESSMENT TYPE

General (Process / Area / Equipment)

RISK ASSESSMENT TITLE

Renishaw Plc COVID-19 Risk Assessment

RISK ASSESSMENT SCOPE

Company Risk Assessment of the hazards and controls to manage and control and help prevent the spread of COVID-19 virus between employees and others when at work on site or off site.

The company requirements for control measures are also laid out in the HST348 COVID-19 Protocol; working safely, protecting employees and others. The protocol accompanies this risk assessment.

Note: This risk assessment is under constant review and will be updated as required.

REASON FOR ISSUE

Assessment Review / Re Assessment

DATE UNDERTAKEN

29 Mar 2022

FREQUENCY OF REVIEW

6 months

RA REVIEW DATE

29 Sep 2022

SUPERVISOR

Gary Edge

RISK ASSESSOR

Pippa Neal

DIVISIONAL / SUBSIDIARY ADMINISTRATORS (DA / SA)

Ali Phelps

PROCESS EXPERT

LIST ANYONE ELSE INVOLVED IN THE ASSESSMENT

DSM (DIVISIONAL SAFETY MANAGERS / SUBSIDIARY SAFETY) (DSM / SSM)

Gary Edge

INITIAL DATE COMPLETED

20 Apr 2020

ARCHIVE?

No

RA Hazard Table to be completed when the RA Type is General, all other RA Types, please upload assessment document and complete Actions table below.

RA Hazard Table

RA HAZARD REFERENCE NUMBER	WHAT IS THE HAZARD?	WHO COULD BE HARMED?	HOW MIGHT THEY BE HARMED?	CONTROL THAT SHOULD BE IN PLACE	IS REQUIRED CONTROL IN PLACE?	ARC HIVED
21066	Working from home	Employees	Musculoskeletal, strains or other upper body conditions as a result of working with display screen equipment at home.	<div>- Employees can Hybrid work where applicable in line with HR107 Hybrid Working Policy and follow the HS610 Homeworking Health and safety Guidance document - Available on SharePoint.</div> <div>- Employees to conduct a DSE workstation assessment for their home workstation.</div> <div>- Employees permitted to take their office based equipment (laptops, chair, screens, docking stations, sit stand desks, keyboards and mice) home.</div> <div>- Managers to establish if their employees are suffering with any particular issues and resolve them where possible or contact the H&S team for assistance.</div>	Yes	No

21 06 5	Employees anxiety, stress and other mental health issues due to coming back into work / working on site and at home during COVID-19 pandemic	Employees and others	Develop mental health issues as a result of uncertainty, change and stress.	<ul style="list-style-type: none"> - Mental health and wellbeing support provided to any employee who may require it in line with the HS244 Wellbeing policy and associated guidance. - Company employee assistance programme in place for all employees to access 24hrs a day, 7 days a week, 365 days a year. - Online training and information provided to managers and employees to help manage mental health specifically during the COVID-19 pandemic. - Wellbeing programme rolled out to all employees - Clear communication to all employees to keep up to date on changes that affect them and what they are required to do. - Regular check in with employees via teams or phone. - Employees can work on site if it helps their mental health. 	Yes	No
21 06 4	Transference of COVID-19 between employees while travelling in company vehicles .	Employees	Contacting COVID-19 virus and associated impacts on their health.	<ul style="list-style-type: none"> - Follow guidance on driving at work in HST348 COVID protocol; working safely, protecting employees and others. - If workers have no option but to share a vehicle, then they should: - Ensure all persons in the vehicle take a lateral flow test before traveling. •Wash their hands or use hand sanitiser before entering and after getting out of the vehicle. There is no need to wear face coverings when in a vehicle, but employees can do so if it makes them feel comfortable. Maintain good ventilation, keep the windows at least partially open whilst travelling and the climate control system switched to blow external air to ensure continuous air change within the cabin area. Sanitise vehicle handles and other surfaces which may be touched during the journey after use of the vehicle. 	Yes	No
21 06 3	Transference of COVID-19 virus via receiving and sending packages	Employees , delivery drivers and members of other organisations	Contacting COVID-19 virus and associated impacts on their health.	<ul style="list-style-type: none"> - Follow HS607 company guidance on handling incoming and outgoing packages to reduce COVID-19 transference. - Minimise contact during exchanges of packages and avoid exchange of documentation and signatures where possible by using electronic methods - Gloves, sanitiser and cleaning materials, hand washing facilities and hand sanitiser is available at goods in / dispatch and post receipt locations. - Where 1.5 meter social distancing cannot be maintained between drivers and employees clear rigid screens to be implemented. - Provide delivery drivers access to visitor toilet facilities while they are on site. - Delivery drivers to wear masks when entering any building. 	Yes	Yes

21 06 2	Transference of COVID-19 virus during international travel	Employees and the public	Contacting COVID-19 virus and associated impacts on their health.	<ul style="list-style-type: none"> - International travel shall be approved by senior managers via the travel approval process and the HST349 COVID-19 Travel Protocol shall be followed. - Implications of travel to the specific destination to be determined in a specific trip risk assessment. - Abide by COVID-19 governmental restrictions or requirement in the destination country – research the requirements before travelling. - Emergency response plans if an employee becomes ill during the trip or a localised lock down is imposed. - Company travel insurance in place. 	Yes	No
21 06 1	Transference of COVID-19 virus between employee and customers, or members of the public at sales events.	Employees and customers	Contacting COVID-19 virus and associated impacts on their health.	<ul style="list-style-type: none"> - Customer and supplier site COVID-19 protocols must be understood and adhered to. Where required COVID-19 control measures shall be included in Renishaw's Risk and Method Statements. - A risk assessment shall be conducted for attending public facing sales or exhibition events to identify COVID risks and any required control measures. - Employees attending exhibitions must be fully vaccinated (minimum of 2 vaccinations). 	Yes	No
21 06 0	Transference of COVID-19 virus from interactions between employees, contractors and visitors	Employees, visitors and contractors	Contacting COVID-19 virus and associated impacts on their health.	<ul style="list-style-type: none"> - All Site visits are permitted, there is no restriction on numbers of groups visiting, however for groups of 50+ an assessment should be made of the risk and where precautions are deemed necessary shall be implemented. i.e. masks wearing advisory, hand sanitiser readily available. - Visitors COVID Statement to be sent to visitors before visiting site. 	Yes	No
20 91 9	Lone working	Employees	Employee could have an accident or medical incident when on their own and not be able to raise alarm	<ul style="list-style-type: none"> - Avoid lone working. Where possible a minimum of 2 people working in each division on site each day to avoid lone working. - If lone working cannot be avoided then existing site lone worker procedures must be implemented. 	Yes	Yes

20 91 8	Fire	Employees, visitors and contractors	Lack of fire marshals to enable full building fire sweeping resulting in persons missing in a fire situation.	<ul style="list-style-type: none"> - Where there are small numbers of employees in a building, then a roll call system should operate with temporary fire evacuation procedures in place where fire sweeping cannot be conducted. - Where required a register of who is working within the building must be kept and in the event of an evacuation an appointed person shall collect the register conduct the roll call and report to the Evacuation Controller if anyone is missing. Visitors and contractors must sign in at reception. - If numbers of staff on site permit zone sweeping by fire marshals then normal fire evacuation procedure shall be implemented. 	Yes	Yes
20 91 7	Limited / lack of first aiders on site due to reduced employee numbers.	Employees, visitors and contractors	Employees not receiving first aid on site or transference during the administer of first aid.	<ul style="list-style-type: none"> - Divisions / sites should ensure where possible first aid cover with the persons working on site. -Where possible divisions / sites should ensure first aider cover. At New Mills and Charfield sites, first aid assistance should be identified by calling 22077 from an internal phone or 01453 2550077 from an outside line. - As a last resort the emergency services can be contacted. - When administering first aid, first aiders may need to be within 1.5 meters therefore standard PPE to be worn in these situations is a face mask, visor and nitrile gloves. 	Yes	Yes

20 91 6	Transference of COVID-19 between employees, visitors and contractors	Employees, visitors and contractors	Contracting COVID-19 and associated symptoms and impact on health	<p>Cleaning, hand and respiratory hygiene</p> <ul style="list-style-type: none"> - Employees should continue to wash hands regularly or use hand sanitiser and maintain good respiratory hygiene. Cough / sneeze into bent elbow or disposable tissue and disposed of into a bin. - Hand sanitiser will be available at building entrances and exits, and locations where hand washing facilities are not easily accessible. - For communal areas/equipment (such as shared machine tools, workstations etc.) DGMs and managers are responsible for providing cleaning materials. Employees should sanitise equipment before and after use. - Employees are not required to wear face coverings in general. Employees should however respect colleagues' preferences for those who may wish to continue wearing them and they are still recommended for areas where there it is not possible to distance e.g. stairwells. - A small stock of masks shall be retained by the business and will be provided where requested. It is up to individuals if they wish to wear a face covering if it makes them feel more protected. - As a result of face covering not being required, divisions shall provide FFP2 level masks to Clinically extremely vulnerable employees who request them. - Shared food is permitted, and employees participate at their own risk. Suitable hand sanitising measures should be put in place in areas where shared food is made available. 	Yes	No
20 91 5	Transference of COVID-19 between employees while at work.	Employees	Contacting COVID-19 virus and associated impacts on their health.		Yes	No

Where possible employees to undertake COVID lateral flow self-testing.

- twice weekly before coming to work on site,
- if they feel ill or
- have COVID symptoms (new cough, high temperature, loss of taste or smell) or (headache, sore throat, runny nose, sneezing, fatigue)
- If test is negative, only come to work if you are well enough.

-If test positive then employees to follow the requirements in the COVID-19 Case Management and Data Protection Protocol

-Employees who are self-isolating and are well enough should be able to work from home where possible.

The H&S team shall hold a stock of Lateral Flow Tests for employees. Divisions / Site or Line managers to email the H&S team to request Lateral flow tests for their employees.

In line with the COVID case management and data protection protocol, ensure employee positive cases of COVID are reported to the health and safety team via email

health_and_safety_team@renishaw.com

-Social distancing requirements when moving away from desks/workstations are no longer formally required. However staff are requested and expected to respect each other's space and vulnerabilities. Social distancing signage shall be left in place for the time being.

-Activities where employees are within 1 metre of each other must be risk assessed, and appropriate controls implemented i.e., wearing of face coverings.

-Meeting room occupancy numbers shall be displayed on the room door and resource central. Restriction on maximum occupancy numbers to remain in place to allow distancing in rooms due to them being enclosed spaces with reduced ventilation. Occupancy numbers shall be reviewed on an ongoing basis

20 91 4	Transference of COVID-19 virus from employee to employee	Employees	Contacting COVID-19 virus and associated impacts on their health.	<p>Social Distancing Measures</p> <ul style="list-style-type: none"> - Employees when coming to site to work must have a COVID-19 induction as to the required social distancing, hygiene, work restriction and control measures while on site. This training shall be conducted via the Workday online learning management system. -A distance of 1.5 metres between people must be adhered to where possible across when moving around site. -Two-person operations where employees are within 1.5 metres of each other must be risk assessed, and appropriate controls implemented. - Employee workstations or rest area seating to ensure minimum 1.5 metre spacing, they can be orientated to sit side-by-side, back-to-back and face to face, if 1.5 metre distancing cannot be achieved, then physical barriers such as clear rigid plastic partitions, or screens should be implemented. -Face-to-face meetings must only be conducted if social distancing is adequately implemented. Meeting room occupancy numbers shall be displayed somewhere on the door and resource central. -Customer Face to face meetings / supplier visits to be avoided where possible, online meetings to be held where possible, if essential the requirements of the Renishaw COVID Phase 3 protocol to be followed. -Signage and floor markings denoting social distancing requirements displayed around site. - Avoid all 2 person operations where social distancing cannot be maintained where possible, if cannot be avoided i.e. 2 people lifting activities , a specific risk assessment of the activity shall be undertaken and appropriate controls in place If they cannot be avoided then personal protective equipment is to be provided and donned for the operation - Face Mask, gloves and face visor. - On-site restaurants and cafés may be open with changes to the availability of food and seating. - Onsite gyms are open with controls in place for booking sessions, occupancy numbers, social distancing and sanitising equipment before and after use. 	Yes	Yes
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Actions

There are no records to display.

Supporting Documents

There are no records to display.

Initial Risk Assessment Approval

DSM (DIVISIONAL SAFETY MANAGERS / SUBSIDIARY SAFETY) (DSM / SSM) APPROVAL

DATE RISK ASSESSMENT MUST BE APPROVED

05 Apr 2022

STATUS

● Current

Risk Assessment Raised for Approval



DSM / SSM Approval
Completed by Brian Marsh
✓ 24 APR 2020

APPROVE

Yes

DSM's : If approving risk assessment after the first initial review then click on the DSM Approval and tick the "Approve", please also ensure you tick the "Approve" box below the workflow step box as this will auto complete the additional 2 workflow steps.

Control

LAST MODIFIED BY

Pippa Neal

LAST UPDATED ON

29 Mar 2022