

LB Bentley Limited - Risk Assessment

Name of Assessment:		RA 19 - Spread of Infectious Disease (Covid 19 Coronavirus) in the workplace					Date Of Assessment:	05/06/2020							
Assessment Team:		Sarah Berry, Paul Ballinger, Andrew Kethro, Chris Wilkins, Mark Green, John Powell, Jacqueline Cory,					Approved:			Paul Allison					
HAZARD		INITIAL RISK - With No Controls in Place			CONTROLS - Please note all Safe Working Practices (SWP) are kept in the red ring binder located in the Assembly/Test Supervisors Office.			RESIDUAL RISK - With Controls in Place			Additional Suggestions / Actions which would help to reduce any risk further.				
Hazard Area		Hazard Effect	Persons at Risk	Hazard Severity	Likelihood	Risk Rating	List Controls Required			Hazard Severity	Likelihood	Risk Rating	Hazard Severity	Likelihood	Risk Rating
Temperature Check Monitoring	High Temperatures of 37.5 Degree or above	Spread of Covid 19 (Coronavirus) in the workplace	The temperature checker and those being checked	5	3	15	Designated Team of Temperature Checkers. 3 x Body Infrared Thermometers are available for use. PPE - Face Mask & Shield must be worn by the temperature checker. Temperatures are recorded daily			5	2	10	Consider Anomaly Fever Detection Systems at main entrances to check temperatures at entry points		
General	People arriving at work feeling unwell / with symptoms as indicated by Government Guidelines - High Temperature, Persistent Cough	Spread of Covid 19 (Coronavirus) in the workplace	All employees and visitors to site	5	3	15	Staff sent home and told to isolate as per the government guidelines - 7 days (Completion of NHS Isolation Form) Regular Temperature Checking being carried out. Areas cleaned in line with Government Guidelines - Hot Soapy Water / Disinfectant.			5	2	10			
General	Family Members of staff unwell with symptoms	Spread of Covid 19 (Coronavirus) in the workplace	All employees and visitors to site	5	3	15	Staff told to stay at home and isolate as per the government guidelines - 14 days (Completion of NHS Isolation Form)			5	2	10			
General	Passing the infection on through your hands	Spread of Covid 19 (Coronavirus) in the workplace	All personnel	5	3	15	Sanitiser Gel is available to staff on entry & exit points of the building. Notices have been put up to remind staff of the importance of regularly washing their hands with hot water and soap as per Government guide lines. Regular cleaning of door handles, coffee machine and other well used surfaces is being carried out by Facilities Team.			5	2	10	Centralised cleaning stations in all main offices areas to make it clear where Sanitiser, Antibacterial Spray and Paper Towels can be found for staff to clean their desks/ chairs/hard surfaces PPE stations in the offices for use when you need to be in closer contact than 2m guideline		
General	Air conditioning Units & Fans	Spread of Covid 19 (Coronavirus) in the workplace	All personnel	5	3	15	All air conditioning units and fans have been turned off to reduce the risk of spreading any infection.			5	2	10			
Entry & Exit points of the Building	Passing the infection on through your hands	Spread of Covid 19 (Coronavirus) in the workplace	All employees and visitors to site	5	3	15	Sanitiser Gel is available to staff at entry & exit points of the building. Notice have been put up to remind staff & visitors of the importance of washing their hands regularly with hot soapy water, particularly after entering and when exiting the building.			5	2	10	Looking to move away from bottles of Hand Sanitiser and install automated Hand Sanitiser units when they become available.		
Reception	All visitors arriving at reception	Spread of Covid 19 (Coronavirus) in the workplace	Receptionist and employees on site	5	3	15	Social Distancing Signage Only two people to be allowed in reception at any one time to maintain social distancing. Perspex screening added around receptionist desk Main entrance door lock enables receptionist to control & restrict access. Receptionist to ensure all visitors wash their hands using the sink in the disabled toilet on entry to facility. Visitors to complete Covid - 19 questionnaire available on the reception table. Visitors to sign themselves in at the reception table and take clean safety glasses if required. Health and safety advice leaflet to be taken and read Receptionist to take the temperature of all visitors and note in the log - if temperature is over 37.5 then the host should be contacted and the visitor should not enter the facility. Visitors to be collected from Reception by host. Reception to be limited to two people at any one time. This may result in visitors being asked to wait to be admitted (weather permitting) The reception table, pen etc to be wiped down after each use. A basket for used safety glasses has been provided and the receptionist will clean these each day with disinfectant and restock the clean safety glasses basket on the reception desk used for signing in			5	2	10			
Reception	Staff access to reception	Spread of Covid 19 (Coronavirus) in the workplace	Receptionist and employees on site	5	3	15	Social Distancing Signage Only two people to be allowed in reception at any one time to maintain social distancing. To ensure surfaces are touched by as few people as possible no calls will be taken at the phone in reception by employees who have their own telephones. The phone should be wiped down with disinfectant after each use. To avoid congestion in reception by employees requiring stationery a table has been set up in the alcove beside the stairs with pens etc available for staff to help themselves to. One off items such as staplers, hole punches etc should be requested from reception by phone, these items will then be placed on the table for the individual to collect. Main entrance door lock enables receptionist to control & restrict access. Visitors to be collected from Reception by host. Reception to be limited to two people at any one time. This may result in staff being asked to wait before being able to enter reception.			5	2	10	The use of the disabled toilet by staff members is still under review as a method of alerting staff to the fact that the toilet is in use before they enter reception is required.		
Main Conference Room	All staff using the board room for meetings	Spread of Covid 19 (Coronavirus) in the workplace	LBB Employees & Visitors using this room	5	3	15	Restriction on the number of people able to safely social distance around the meeting room table - 6 people Maximum Microsoft 365 is being used to support the restriction in numbers able to use the room for Company Meetings. Hand Sanitiser Disinfectant Spray and Antibacterial Wipes are available - Meeting organizer to ask those in the meeting to clean their area before leaving the meeting, disinfectant spray and wipe table, chair arms and door handle etc before leaving the meeting.			5	2	10			
IT Office	Staff working in this office & visitors.	Spread of Covid 19 (Coronavirus) in the workplace	IT Team	5	3	15	Office restricted to a maximum of 2 people to maintained social distancing. Hand Washing facilities available Hand Sanitizer available Visiting employees are aware of the Social Distancing rules in place. Plastic Screening has been installed to partition the desk. Some members of staff working from home. Air Conditioning Units have been turned off.			5	2	10	Consider signage to show the restricted number of LBB Employees entering at any one time. <b>Max 2 person.</b>		
HR Office	Staff working in this office & visitors.	Spread of Covid 19 (Coronavirus) in the workplace	HR Manager	5	3	15	Office restricted to a maximum of 3 people to maintained social distancing. Hand Washing facilities available Works in own office Microsoft Teams used for meetings Hand Sanitizer Antibacterial Spray and Blue Roll issued to wiped down tables & chairs after meetings with others. Visiting employees are aware of the Social Distancing rules in place Air Conditioning Units have been turned off.			5	2	10	Consider signage to show the restricted number of LBB Employees entering at any one time. <b>Max 3 person.</b>		
Account Office - Open Plan	Close contact of staff working in this office & visitors.	Spread of Covid 19 (Coronavirus) in the workplace	Accounts & HR Team	5	3	15	Some staff currently working from home. Hand Washing facilities available Hand Sanitizer Antibacterial Spray & Tissues Air Conditioning Units have been turned off.			5	2	10	Plastic Screening to be fitted between Katie & Jelena's desk. Those off site to be including in temperature checks on their return.		
Planning, Purchasing, Proposals, Contracts & Facilities Office	Close contact of staff working in this office & visitors.	Spread of Covid 19 (Coronavirus) in the workplace	All employees working in this area	5	3	15	Some members of staff working from home. Plastic Screening between desk. Disinfectant Spray and Paper Towels available for staff to use to clean keyboards, desk and other surfaces. Hand Washing facilities available Hand Sanitizer, Microsoft 365 is being used for Company Meetings. Air Conditioning Units have been turned off.			5	2	10	Those off site to be including in temperature checks on their return.		

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Engineering, Production Engineering & Quality Office	Close contact of staff working in this office & visitors.	Spread of Covid 19 (Coronavirus) in the workplace	All employees working in this area	5	3	15	Some members of staff working from home. Some employees have been re-located into another office to enable greater spacing between each desk. Disinfectant Spray and Paper Towels available for staff to use to clean keyboards, desk and other surfaces. Hand Washing facilities available Microsoft 365 is being used for Company Meetings. Air Conditioning Units have been turned off.	5	2	10	Plastic Screening to be fitted between desk. Those off site to be including in temperature checks on their return.			
Documentation Office	Close contact of staff working in this office & visitors.	Spread of Covid 19 (Coronavirus) in the workplace	All employees working in this area	5	3	15	Some employees have been re-located into another office to enable greater spacing between each desk. Disinfectant Spray and Paper Towels available for staff to use to clean keyboards, desk and other surfaces. Hand Washing facilities available Hand Sanitizer Air Conditioning Units have been turned off.	5	2	10	Plastic Screening to be fitted between desk.			
3 x Managers Offices	Staff working in this office & visitors.	Spread of Covid 19 (Coronavirus) in the workplace	Plant Director, Operations & Engineering Managers	5	3	15	Office restricted to a maximum of 3 people to maintained social distancing. Hand Washing facilities available Works in own office Microsoft Teams used for meetings Hand Sanitizer, Antibacterial Spray and Blue Roll issued to wipe down tables & chairs after meetings with others. Visiting employees are aware of the Social Distancing rules in place Air Conditioning Units have been turned off.	5	2	10				
Upstairs Office Toilets	Close contact of staff using the toilets and wash room.	Spread of Covid 19 (Coronavirus) in the workplace	Office Staff	5	3	15	Restricted to no more than 3 people at anyone time. Notice asking staff to observe social distancing rules. Daily cleaning taking place. Soap, Hot Water and Paper Towels	5	2	10				
Upstairs Kitchen Areas	Close contact of staff using the kitchen area for making drinks & using the microwave	Spread of Covid 19 (Coronavirus) in the workplace	Office Staff	5	3	15	Restricted to 1 person at a time. Daily Cleaning taking place. Removal of tea towels replaced with paper towels.	5	2	10				
Clocking in Station	Close contact of staff at the clocking station when arriving or leaving work	Spread of Covid 19 (Coronavirus) in the workplace	Assembly & Test Staff	5	3	15	Flexible start & finished times. Staggered start & finish times introduced for shift workers. Movement of staff onto Nights. Marked area on the floor to designate social distancing around the clocking station. Signage to warn staff to maintain social distancing. Hand Sanitizer	5	2	10	Staggered shift times needs to be reviewed as some staff are coming in earlier and congesting the area of those going home.			
Locker Rooms	Close contact of staff in the locker rooms when starting or finishing work.	Spread of Covid 19 (Coronavirus) in the workplace	Assembly & Test Staff	5	3	15	Lockers spread into other locations to reduce numbers needing to get to their lockers and support improved social distancing. Restriction on the number of people allowed to enter at anyone time. Staggered start & finish times reduce numbers at busy times.	5	2	10				
Visual Bar code Station	Close contact of staff using Assembly & Machine Shop Visual Bar coder.	Spread of Covid 19 (Coronavirus) in the workplace	Shop floor Staff	5	3	15	Staggered start & finish times to reduce numbers at busy times - Start & Finish of shift. Designated Machine Shop & Assembly Visual bar code scanners. Disinfectant Wipes to wipe the keyboard and Mouse. Disinfectant Spray and cloth to wipe the keyboard and Mouse. Signage to remind staff to maintain social distancing.	5	2	10				
Canteen Area	Close contact of staff at Tea breaks and lunch breaks	Spread of Covid 19 (Coronavirus) in the workplace	Shop floor Staff	5	3	15	Staggered Tea Breaks. Staggered Lunch Breaks. Some tables have been removed to allow for greater social distancing. Table and Chairs in Canteen area clean in between breaks by Facilities	5	2	10				
Factory Toilets	Close contact of staff using the toilets and wash room.	Spread of Covid 19 (Coronavirus) in the workplace	Shop floor Staff	5	3	15	Maximum of 4 people restriction put on the number of employees entering the toilet/ wash room at anyone time. Additional toilets in reception area have been made available. Additional sinks within OEM & TFMC Assembly Area's to be used for hand washing. Social distancing signage Additional cleaning on Weekends	5	2	10	Consider the possibility of steam cleaning the factory toilets on a periodic bases.			
Factory Floor - All Areas	Close Contact of Staff when under training by another employee and social distancing measures cannot be achieved.	Spread of Covid 19 (Coronavirus) in the workplace	Shop floor Staff	5	3	15	PPE - Face Mask and Protective Shield must be worn. Hand Washing facilities available	5	2	10				
Assembly & Test Area	Customer Witness Inspectors	Spread of Covid 19 (Coronavirus) in the workplace	Assembly & Test Staff	5	3	15	Customer Witness is being carried out remotely where possible. The taking of all on-site visitors temperatures on arrival at reception. Customer Witness inspectors must wear face mask when working closely with LBB Employees during Customer Witness Activity. Face Shields are also available when close contact work is unavoidable.	5	2	10	Can this be viewed from the customer witness room to reduce /minimise shop floor contact.			
Goods Inwards Office	Close contact of staff working in the office	Spread of Covid 19 (Coronavirus) in the workplace	Goods Inwards & Raw Material Staff	5	3	15	Office restricted to a maximum of 2 people at anyone time. A taped line is marked on the floor as a 'Stop Point' to prevent others entering when the office is already manned. Visiting employees are aware of the Social Distancing rules in place. Staff working in this office are seated back to back. Hand Sanitizer, Antibacterial Spray and Blue Roll issued. Face Mask & Protective Shields are available. Air Conditioning Units have been turned off.	5	2	10				
Goods Inwards Receiving Area	Close Contact with the Visiting Driver delivering Goods.	Spread of Covid 19 (Coronavirus) in the workplace	LBB Goods Receivers	5	3	15	Drivers are requested to ring door bell at Goods In and wait outside. Small parcels to be offloaded by the driver and left by door for LBB to collect maintaining social distancing. Larger goods will be offloaded using the Fork Lift Truck - Drivers should make the goods accessible and then back away to maintain social distancing while the operation is carried out. A verbal signature should be given to the driver, to avoid using hand held computers or pens. Drivers are not permitted to enter the factory. At each Fork Truck location there is disinfectant spray & blue roll for employees to wipe over the fork truck before and after use.	5	2	10				
Raw Material Store	Close contact of staff working in this area	Spread of Covid 19 (Coronavirus) in the workplace	Raw Material Storeman	5	3	15	Designated staff only - Raw Material Storeman, Facilities, Supervision. Social distancing measures apply At each Fork Truck location there is disinfectant spray & blue roll for employees to wipe over the fork truck before and after use.	5	2	10				
Assembly & Test Area	Close contact of Assembly & Test Team with other LB Bentley staff using the Test cell gangway	Spread of Covid 19 (Coronavirus) in the workplace	All staff using the gangway Infront of the test cell	5	3	15	Barriers put up to restrict unnecessary use of the gangway Infront of the test cells. Plastic Shielding implemented around the Test Cell benches. Social distancing measures apply.	5	2	10				

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Assembly & Test Area	Close Contact of Assembly & Test in build areas.	Spread of Covid 19 (Coronavirus) in the workplace	Assembly & Test Staff	5	3	15	Daily Temperature checking of the Assembly & Test Team by designated Team Members. Staff aware of the Social Distancing Guidelines wherever possible. Face Mask are available from Supervision when close contact work is being carried out. Face Shields are available when close contact work is being carried out. (Located outside Production Managers Office on shop floor) Hand Washing facilities are available in each build area.	5	2	10			
All Shift Workers	Increased numbers of staff during shift changeover.	Spread of Covid 19 (Coronavirus) in the workplace	All Production Staff	5	3	15	Staggered Start & finish times to reduce numbers at busy times - Start & Finish of shift. Monday to Thursday Friday Early Shift 6.10am until 2.00pm 6.10am until 11.30am Late Shift 2.10pm until 10.00pm 11.40am until 5.00pm Night Shift 10.10pm until 6.00am 5.10pm until 10.30pm	5	2	10			
Machine Shop Area	Close Contact when a New Machinist is under training with another member of the machine shop team.	Spread of Covid 19 (Coronavirus) in the workplace	New Employee & Trainer	5	3	15	PPE - Face Mask and Face Shields must be worn when social distancing can not be maintained.	5	2	10			
Machine Shop Area	Close Contact when Production Engineering need to work closely with a machinist to solve a problem with the CNC control, tooling or machine.	Spread of Covid 19 (Coronavirus) in the workplace	Production Engineer & Machinist	5	3	15	PPE - Face Mask and Face Shields must be worn when social distancing can not be maintained.	5	2	10			
Inspection - Goods Inwards Office	Close contact of staff working in the inspection area	Spread of Covid 19 (Coronavirus) in the workplace	Goods Inwards Inspection Staff	5	3	15	Restricted Area - Staff asked to wait behind yellow line until permission is given to enter by a member of the team. Daily Temperature checking of the Team by designated Team Member. Hand Sanitiser Antibacterial Wipes and Spray are available for cleaning surfaces and equipment. Staff aware of the Social Distancing Guidelines wherever possible. Face Mask are available from Supervision when close contact work is being carried out. (Located outside Production Managers Office on shop floor) Hand Washing facilities are available.	5	2	10	Additional screen to be considered between desk.		
Inspection - Machine Shop	Close contact of staff working in the inspection area	Spread of Covid 19 (Coronavirus) in the workplace	Inspection & Machine Shop Staff	5	3	15	Restricted Area - Staff asked to wait behind yellow line until permission is given to enter by a member of the team. Daily Temperature checking of the Team by designated Team Member. Hand Sanitiser Antibacterial Wipes and Spray are available for cleaning surfaces and equipment. Staff aware of the Social Distancing Guidelines wherever possible. Face Mask are available from Supervision when close contact work is being carried out. (Located outside Production Managers Office on shop floor) Hand Washing facilities are available.	5	2	10			
Aftermarket Office	Close contact of staff working in this office	Spread of Covid 19 (Coronavirus) in the workplace	Aftermarket Manager and Support Assistant	5	3	15	Currently working from home Microsoft 365 is being used for Company Meetings.	5	2	10	Hand Sanitiser, Antibacterial Wipes etc to be allocated when on site working restarts. Face Mask & Shields available for any close contact work with others. Toilet and Hand Washing facilities to be considered before any return as currently being used by others.		
Filter & Dryer Factory	Close contact of staff working in Filter & Dryer Department	Spread of Covid 19 (Coronavirus) in the workplace	Filter & Dryer Assembly Team	5	3	15	Signage on main factory door to restrict non essential visitors. Daily Temperature checking of the Team by designated Team Member. Hand Sanitiser Antibacterial Wipes and Spray are available for cleaning surfaces and equipment. Staff aware of the Social Distancing Guidelines wherever possible. Face Mask are available from Supervision when close contact work is being carried out. (Located outside Production Managers Office on shop floor) Hand Washing facilities are available in the main factory	5	2	10	Consider putting in a sink within the F & D Building		
Filter & Dryer Office	Close contact of staff working in the office	Spread of Covid 19 (Coronavirus) in the workplace	Field Sales Manager, Sales Co-Ordinator & F & D Supervisor	5	3	15	Some members of staff working from home. Hand Sanitiser Antibacterial Wipes are used to clean keyboards, desk and other surfaces. Hand Washing facilities are available in main factory. Office is cleaned daily Microsoft 365 is being used for Company Meetings. Air Conditioning Units have been turned off.	5	2	10			
TFMC & Main Stores	Close contact of staff working in the stores	Spread of Covid 19 (Coronavirus) in the workplace	Storeman and staff visiting the stores	5	3	15	Each stores area restricted to a maximum of 4 people at anyone time. Social distancing rules apply. Hand Sanitiser, Antibacterial Wipes & Antibacterial Spray and Blue Roll issued. Face Mask & Protective Shields are available. Portable fans have been turned off. A chain is fitted to control number of people entering the main stores.	5	2	10			
Despatch Office	Close contact of staff working in the office	Spread of Covid 19 (Coronavirus) in the workplace		5	3	15	Office restricted to a maximum of 2 people at anyone time. A taped line is marked on the floor as a 'Stop Point' to prevent others entering when the office is already manned. Visiting employees are aware of the Social Distancing rules in place. Staff working in this office are seated back to back. Hand Sanitiser, Antibacterial Spray and Blue Roll issued. Face Mask & Protective Shields are available. Air Conditioning Units have been turned off.	5	2	10			
Packing & Despatch Area	Close contact of staff working in this area	Spread of Covid 19 (Coronavirus) in the workplace	Packing Team	5	3	15	Staff are aware of the Social Distancing rules in place. PPE - Face Mask and Face Shields must be worn when social distancing can not be maintained. Hand Washing facilities available Hand Sanitiser	5	2	10			
Despatch Air lock - Collection Point	Close Contact with the Visiting Driver collecting the Goods.	Spread of Covid 19 (Coronavirus) in the workplace	LBB Despatch Personnel	5	3	15	Notice placed outside despatch door for drivers collecting goods to follow. Drivers are requested to ring door bell at Despatch and wait outside. Driver verbally informs LBB employee of the collection request references. LBB finds and loads the goods required - Social Distancing Measures must apply at all times. Driver will be asked to verbally confirm his details for completion of the proof of despatch document. Drivers are not permitted to enter the factory. Hand Sanitisers is available.	5	2	10			
R & D Office	Close contact of those working in the office	Spread of Covid 19 (Coronavirus) in the workplace	R & D Personnel	5	3	15	Office restricted to a maximum of 4 people to maintained social distancing. Hand Sanitiser Antibacterial Wipes and Spray are available for cleaning surfaces and equipment. Toilet & Hand Washing facilities available in the office.	5	2	10			

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R & D Workshop	Close contact of those working in the R & D Workshop	Spread of Covid 19 (Coronavirus) in the workplace	R & D Personnel	5	3	15	Hand Sanitiser Antibacterial Wipes and Spray are available for cleaning surfaces and equipment. PPE - Face Mask and Face Shields must be worn when social distancing can not be maintained due to close contact work.	5	2	10			
Outside tables	Close contact of staff at Tea breaks and lunch breaks using the tables in good weather.	Spread of Covid 19 (Coronavirus) in the workplace	Staff & Visitors	5	3	15	All employees are aware of the Government guidelines and Social Distancing rules in place. Signage is in place to remind staff of 2mt rule	5	2	10	Consider improve signage within the outside table location to prevent bad weather blowing them away.		
Smoking shelter	Close contact of staff & visitors using the shelter to smoke	Spread of Covid 19 (Coronavirus) in the workplace	Employees & Visitors who smoke	5	3	15	All employees are aware of the Government guidelines and Social Distancing rules in place.	5	2	10			
Company Van	LBB Van Driver	Spread of Covid 19 (Coronavirus) in the workplace	Van Driver and Staff at LBB	5	3	15	Hand Sanitiser to be used before and after each delivery or collection carried out. Anti Bacterial Wipes are to be used to wipe the surfaces within the van. PPE - Face Mask, Shields and Gloves are available in the van.	5	2	10			
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\*Note: The evaluation of risks and the requirement for actions is made on the assumption that the quoted control measures are effectively implemented