

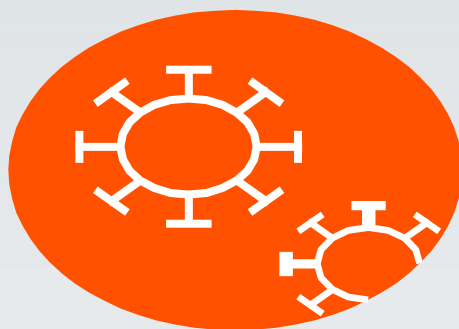
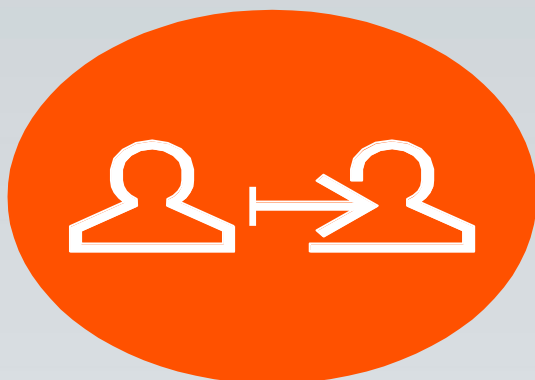


Healthy and safety through the pandemic

_KUKA UK and Ireland

COVID-19 Risk Assessment

F307 Issue 1



Coronavirus (COVID-19) risk assessment

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

Guidance from the World Health Organization and NHS has been used to ensure this risk assessment is following the latest advice.

Assessment date: 18th May 2020

Review date: 6th November 2020

Version: 3.0

Hazard	Risk	Control measures	RR	Persons at risk
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	4 x 3 = 12	<ul style="list-style-type: none"> To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers' Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance. Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) To continue following ongoing government guidance Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers; people with cancer who are undergoing active chemotherapy or radical 	4 x 1 = 4	Individual workers

		<p>radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020</p> <ul style="list-style-type: none"> • Follow good NHS hygiene measures at all times • Avoid all visitors to your home unless they are providing a medical requirement • Do not approach delivery staff, allow packages to be left on the doorstep • Do not take any antibiotics as they do not work against viruses. • COVID-19 self-assessment questionnaire to be completed by all visitors that attend our site. 		
Suspected case in the workplace.	$4 \times 4 = 16$	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 	$4 \times 1 = 4$	Individual workers

<p>General travel including foreign travel</p>	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> • Do not travel unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings • Where an individual has recently visited other countries, they should self / home isolate themselves following government guidelines. (lockdown measures continue to apply) • Please continue to follow any further national government advice provided • Where staff are permitted to visit other customer sites a full PPE package will be issued before travelling including Masks, gloves and sanitizers, other cleaning items such as viral sprays and disinfectant will also be included. • KUKA staff are to adhere to any customer site rules and regulations that they have in place, as well as the KUKA rules that always apply regarding PPE. • All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible, this includes personal, company and all pool cars, car sharing is NOT ALLOWED. • If using Public transport a mouth and nose cover must be used at all times and maintain safe distance away from others where possible • Do not eat or drink at any time on public transport. 	<p>4 x 1 = 4</p>	<p>Individual workers</p>
<p>Access / egress to site</p>	<p>4 x 4 = 16</p>	<p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> 1) Stop all non-essential visitors 2) Introduce staggered re-start dates to reduce congestion and contact at all times 3) Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring 4) Remove or disable internal entry systems and doors to be left open. 5) Require all workers to wash or clean their hands before entering or leaving the site 6) Allow plenty of space (two metres) between people waiting to enter and exit buildings. 7) Regularly clean common contact surfaces in reception, office, shop floors and delivery areas e.g. screens, telephone handsets, desks, coffee 	<p>4 x 1 = 4</p>	<p>Individual workers</p>

		<p>machines and welfare areas. These should be done on a daily basis.</p> <p>8) Reduce the number of people in attendance wherever possible</p> <p>9) Drivers should remain in their vehicles if the load will allow it, and personnel must wash or clean their hands before and after unloading goods and materials.</p>		
Weather temperatures Hot/Cold	<p>2 x 2 = 4</p>	<ul style="list-style-type: none"> All persons to dress appropriately for the weather Maintain good hygiene measures at all times In colder weather only central heating to be used, air conditioning units will be taken out of operation. In warmer weather windows to be opened for fresh air, no air conditioning units to be used. 	<p>2 x 1 = 2</p>	Individual workers
Poor hygiene	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site Regularly clean the hand washing facilities and check soap and sanitiser levels Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. Restrict the number of people using toilet facilities at any one time. Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently All employees to spray/clean touch points after every use with anti-viral spray E.G taps, and flush points. 	<p>4 x 1 = 4</p>	Individual workers

Equipment		<ul style="list-style-type: none"> All equipment to be cleaned before and after every use, or before handing to another colleague. 		
Canteen - exposure from large numbers of persons	4 x 4 = 16	<ol style="list-style-type: none"> The workforce should also be required to stay on site once they have entered it and not use local shops. Dedicated eating areas should be identified on site to reduce contamination. Break times should be staggered to reduce congestion and contact at all times Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area Workers should sit 2 metres apart from each other whilst eating and avoid all contact Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced Tables should be cleaned between each use All rubbish should be put straight in the bin and not left for someone else to clear up All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles. 	4 x 1 = 4	Individual workers
Use of Welfare facilities.	4 x 4 = 16	<ol style="list-style-type: none"> Introduce staggered start and finish times and break times to reduce congestion and contact at all times in toilet and rest room facilities. Introduce enhanced cleaning of all facilities throughout the day and at the end of each day Consider increasing the number or size of facilities available on site if possible Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres , if 2 metre rule cannot be met face masks must be worn. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. 	4 x 1 = 4	Individual workers

<p>Working in tighter more crowded work vicinities.</p>	<p>4 x 4 = 16</p>	<ol style="list-style-type: none"> 1) Starting and finishing times are to be staggered and reviewed to ensure no buildup of staff / teams in areas 2) Workers who are unwell with symptoms of Coronavirus (Covid-19) should not attend the workplace 3) Tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures. 4) Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance 5) Avoid skin to skin and face to face contact 6) Consider alternative or additional aids to reduce worker interface 7) Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water) 8) Any health concern to be raised immediately to line management and H&S manager. 	<p>4 x 1 = 4</p>	<p>Individual workers, contractors, client</p>
<p>Working within 2 metres of working team</p>	<p>4 x 4 = 16</p>	<ol style="list-style-type: none"> 1) Always consider if the task can be performed differently without having to breach the 2m social distancing rule 2) Workers are to limit face to face working and work facing away from each other when possible 3) Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins, and provide appropriate PPE to all staff affected. 4) Consider introducing an enhanced authorisation process (permit to work) for activities where less than 2m distance may be required 5) Provide additional supervision to monitor distancing and teams not to be rotated 6) All equipment to be thoroughly cleaned prior and after using it. 7) Sites should consider RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines is not met. 8) Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination 9) Reusable PPE should be thoroughly cleaned 	<p>4 x 2 = 8</p>	<p>Individual workers</p>

		<p>after use and not shared between workers. These should be stored in suitable places</p> <p>10) Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled.</p>		
Fire	<p>4 X 4 = 16</p>	<ul style="list-style-type: none"> In case of a fire marshals to close all fire doors when evacuating the building to help contain any fire. When at the fire assembly point a 2 metre distance must be maintained between personnel. A bigger area for assembly has been issued and communicated to all staff. 	<p>4 X 2 = 8</p>	
Site Signage	<p>4 X 4 = 16</p>	<ul style="list-style-type: none"> Additional site signage should be adhered to regarding social distancing and building flow. These will be communicated to all staff in a back to work induction 	<p>4 X 2 = 8</p>	
First Aid	<p>4 X 4 = 16</p>	<ul style="list-style-type: none"> When administering first aid a 2 meter distance cannot be maintained, first aider must use FULL PPE protection i.e Gloves, mask and apron. All PPE equipment to be disposed straight after usage in a proper bio hazard sealable bag. 	<p>4 X 2 = 8</p>	

Training

Induction training will be given to all staff to ensure company specific processes / procedures are communicated and followed.

Useful Links

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

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

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

<https://www.gov.uk/government/publications/coronavirus-action-plan>

Management Tasks

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviors.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, If in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs

created by Ian Stevens on 18.05.2020

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