

**Risk Assessment Ref: #172 (V8)**

Assessed by: K Dallas 12/05/2020

Reviewed: K Dallas 02/03/2022

**OPERATION/PROCESS – COVID-19**

LOCATION – M-Sport Ltd



WORK ACTIVITY	HAZARD	RISK GROUP	CONTROL MEASURES IN PLACE	FURTHER ACTION REQUIRED
<p>Working for M-Sport Ltd. during the Coronavirus (COVID-19) Pandemic.</p> <p>The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.</p>	<p>People attending work whilst infected with COVID-19</p> <p>Poor personal hygiene risking virus spread</p> <p>Being in close proximity to others that could be infected with COVID-19 asymptotically</p> <p>Contracting COVID-19 from infected surfaces in shared areas</p> <p>New employees not being aware of the safety measures in place</p>	<p>All Employees</p>	<p>Those who test positive should not attend work and must contact Kirsten Dallas to discuss the circumstances and plan a response. Anyone they have worked in close proximity with will be informed. Kirsten Dallas will be the main contact and will inform Public Health England when required. All employees have been offered lateral flow test supplied through Cumbria County Council’s Community Testing Programme. Test instructions and safety information have been supplied to all employees.</p> <p>Employees are informed of the latest government guidance via internal memos. This includes latest Government and NHS guidance on what the symptoms are and what to do if they experience these. Memos contain full details of company procedures and are emailed to employees directly and are also available on the server.</p> <p>All employees to wash hands for at least 20 seconds regularly throughout the day. Hand sanitiser is also available at locations across the site but does not replace the need for regular hand washing. Employees must avoid touching their face and must catch sneezes and coughs in tissues.</p> <p>Use of the provided lateral flow tests will monitor for infection even when asymptomatic. If an employee is concerned about close contact with a case of Covid-19 they can use the tests when required. Face coverings reduce the risk of people passing the virus to others and are to be worn when employees are away from their department. Best practice for wearing face coverings is included in internal memos.</p> <p>The need to touch shared surfaces has been reduced where possible, for example doors that can be left open will be to reduce touching of door handles (not fire doors). Onsite cleaners are regularly cleaning all surfaces in shared areas as well as door handles, light switches etc.</p> <p>HR will email new employees the risk assessment and latest employees’ memo. Upon starting work, employees will be inducted on the safety procedures by H&amp;S during the normal induction process.</p>	<p>Measures will be reviewed regularly and in line with any government guidance updates.</p> <p>Employees are encouraged to raise any suggestions or concerns they have to the H&amp;S department, particularly if any of their usual workplace practices change.</p>

WORK ACTIVITY	HAZARD	RISK GROUP	CONTROL MEASURES IN PLACE	FURTHER ACTION REQUIRED
	<p>Employees concerns about COVID-19 and the impact it has on their lives affecting their mental health</p> <p>Employees attending events</p> <p>Emergencies occurring while measures are in place to protect from COVID-19</p> <p>Visitors to site being infected with COVID-19 or contracting it on site</p>	<p>Employees attending events</p> <p>Employees and visitors</p>	<p>Government advice on the health and wellbeing aspects of coronavirus is highlighted to employees in the internal memos. If employees feel the impacts of COVID-19 is affecting their mental health, they can talk in confidence to HR / H&amp;S who can reassure them, direct them to available government guidance or advise they seek medical advice.</p> <p>The safety measures described for attending work at Dovenby Hall will apply to employees working on events. Employees must also adhere to any measures prescribed by the event organisers or team they are working with. Event co-ordinators are responsible for communicating event specific measures to the traveling team. The Travel Office is responsible for detailing any country specific requirements in travel schedules, particularly those related to traveling in a country or with the relevant airlines. Employees traveling independently to an event (eg. customer engineers) are responsible for ensuring they are aware of the event specific and country specific COVID-19 safety procedures. If anyone coordinating or traveling to an event are not satisfied with the measures in place by the event organisers or host county, they must raise their concerns with H&amp;S so extra measures can be put in place to protect employees.</p> <p>Normal emergency procedures all apply. First aiders must familiarise themselves with the latest government guidance for staying safe if administering first aid that is communicated in the internal memos. Extra PPE has been made available in the main workshop and main hall first aid kits. All employees should familiarise themselves with who their nearest first aiders are. All employees are reminded in internal memos to ensure their emergency contact details are up to date and to contact HR with any changes.</p> <p>Procedures are in place for visitors and can be sent in advance to remind them not to attend if they experience symptoms or have tested positive. Guidance is also issued to employees hosting visitors.</p>	
	COSHH		<p>Reynard Multi-Surface Sanitising Spray – not classed as hazardous</p> <p>Reynard Antibacterial Hand Sanitising Foam – not classed as hazardous</p>	