

## RISK ASSESSMENT

Risk Assessment - Topic/Area Covered	
Location(s):	RWC UK (West Drayton, Maidenhead, Bracknell, Cornwall, Hayes, Vale Park, Chippenham)
Department/staff:	General - All Operations / All associates, Visitors, Contractors,
Tasks/activities:	Coronavirus (Covid-19) Pandemic Disease
Other information:	Specifically prepared for Covid-19 Risks in all operations by HSE Department









Risk Assessment Sign off					
Prepared by:	AYHAN TEMIZOZ	Signature:	<i>Ayhan Temizoz</i>	Date:	13/07/2020
	-	Signature:	-	Date:	-
	-	Signature:	-	Date:	-
Reviewed by:	STUART LUCK	Signature:	<i>Stuart Luck</i>	Date:	13 July 2020
Approved by:	MATT WILLIAMS	Signature:	<i>Matt Williams</i>	Date:	22/07/2020
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document Issue Record				
Amendment number	Issue date	Date amended	Person amending	Remarks
01		13/07/2020	AYHAN TEMIZOZ	Updated with the new format

Risk Matrix								
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
		Severity (S)						
Acceptability of risk guidance	<b>High risk: 15-25</b>	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.						
	<b>Medium risk: 8-12</b>	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.						
	<b>Low risk: 1-6</b>	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.						
Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> <li>1. Identify the persons at risk and the significant hazards.</li> <li>2. Calculate an initial RR for the activity.</li> <li>3. Identify risk control measures that reduce the risks to an acceptable level.</li> <li>4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings.</li> </ol>							
<b>Note.</b> Ideally, you should look to reduce the risks so that the task can be classified as “low risk”.								

## Personal Protective Equipment (PPE) Assessment

In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:

Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	High-visibility vest	RPE	Fall arrest
				X			X	

Additional requirements (list here):

Disinfection chemicals: Sanitisers (spray sanitisers, gel sanitisers), hand sanitisers, sanitising wipes.  
 PPE's: Gloves, masks, face shields.  
 Perspex panels/shields

**Note.** PPE must only be considered as, when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.

## RISK ASSESSMENTS

<b>Activity</b>	General Operations	<b>Previous incidents</b> <i>(circle)</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Activity risk code</b>	GEN/COV/1
<b>Persons at risk</b>	All associates / Visitors / Contractors	<b>Locations</b> <i>(circle)</i>	RWC UK / WD / MH / CW / BR / HY / VP / CP		
<b>Significant hazards</b>	Covid-19 worldwide pandemic				
<b>Harm (the risk)</b>	Spread of Covid-19 (could result in serious illness or death)				

Initial Risk Rating			Current Risk Control Measures	Action By	Completion Date	Residual Risk Rating			Additional Risk Control Measures	Action By	Target Date
L	S	RR				L	S	RR			
5	5	25	• Cleaning Regime increased due to pandemic	ISS	10.02.2020	1	5	5	Arm/foot handles (Hygienic Handles) can be installed to all doors (according to the feedback of samples)	HSE Dep.	15.08.2020
			• Covid-19 Notification information given to all operations	HSE Dep.	06.03.2020						
			• "Work from home" initiated to enable greater social distancing in the office areas	HR Dep.	Started 09.03.2020						
			• Vulnerable employees sent to home to protect them (before government guidance)	All Dep.	Started 13.03.2020						
			• Sanitisers and sanitising wipes supplied to production for cleaning the workbenches	ISS	Started 16.03.2020						
			• First set of forehead scanner type thermometers bought and ready to use where required (for WD, MH, BR, VP,)	HSE Dep.	16.03.2020						

		<ul style="list-style-type: none"> <li>• Covid-19 Notification communication shared from CEO (every two weeks)</li> </ul>	Group CEO	Started 17.03.2020								
		<ul style="list-style-type: none"> <li>• Breakfast &amp; lunch breaks staggered to minimise social distancing at canteen in WD operations</li> </ul>	ISS / HR Dep.	17.03.2020								
		<ul style="list-style-type: none"> <li>• Information was given about Government Guidelines and social distancing,</li> </ul>	HR Dep.	24.03.2020								
		<ul style="list-style-type: none"> <li>• Many visuals (tapes, stickers; labels) introduced to improve social distancing which is coming from Government guidelines</li> </ul>	ISS & HSE Dep.	Started 25.03.2020								
		<ul style="list-style-type: none"> <li>• PEEs' provided to associates</li> </ul>	HSE Dep.	Started 28.03.2020								
		<ul style="list-style-type: none"> <li>• Actions in line with the Government Guidelines saved in an "Action Log Document" to and shared to management to control the spread of virus</li> </ul>	HSE Dep.	First Created 23.04.2020 (updated weekly)								
		<ul style="list-style-type: none"> <li>• "PPE training in Covid" was prepared and shared (including washing hands, masks, and gloves)</li> </ul>	HSE Dep.	04.05.2020								
		<ul style="list-style-type: none"> <li>• Covid-19 measures and precautions added to Online Interactive HSE Training</li> </ul>	HR Learning Specialist	10.06.2020								
		<ul style="list-style-type: none"> <li>• Online interactive HSE training is mandatory for everyone who are coming back from furlough of working from home</li> </ul>	Management	10.06.2020								
							Departments internal Covid risk assessments can be performed by the department managers to define bespoke risks and take measures		Dep. Managers	15.08.2020		

		<ul style="list-style-type: none"> <li>Online interactive HSE training link was added to unfurlough letters to inform employees to complete the training before coming back to premises</li> </ul>	HR Dep.	24.06.2020						
		<ul style="list-style-type: none"> <li>Arm/foot handle (Hygienic Handles) samples were installed to test and see the benefit</li> </ul>	HSE Dep.	05.07.2020						

<b>Activity</b>	Communal area use (canteen, toilets, etc)	<b>Previous incidents</b> <i>(circle)</i>	Yes <input type="radio"/> No <input checked="" type="radio"/>	<b>Activity risk code</b>	GEN/COV/2
<b>Persons at risk</b>	All associates / Visitors / Contractors	<b>Locations</b> <i>(circle)</i>	RWC.UK / WD / MH / CW / BR / HY / VP / CP		
<b>Significant hazards</b>	Spread of virus due to use / gathering in communal area				
<b>Harm (the risk)</b>	Catching Covid-19 (could result in serious illness or death)				

Initial Risk Rating			Current Risk Control Measures	Action By	Completion Date	Residual Risk Rating			Additional Risk Control Measures	Action By	Target Date
L	S	RR				L	S	RR			
5	5	25	<ul style="list-style-type: none"> <li>Cleaning regime increased including the door handles, clock machines, exit buttons, handrails, etc. (according to ISS Cleaning Excellence Covid-19 Standard Operating Process)</li> </ul>	ISS	Started 10.02.2020	1	5	5			
			<ul style="list-style-type: none"> <li>Air blowing type of hand driers removed from use to minimise the risk of contagion,</li> </ul>	ISS	10.03.2020						
			<ul style="list-style-type: none"> <li>Disinfectants and wipes located by the microwaves and coffee machines,</li> </ul>	ISS	Started 19.03.2020						
			<ul style="list-style-type: none"> <li>Canteen operations closed (by the Government guidelines),</li> </ul>	ISS	24.03.2020						

		<ul style="list-style-type: none"> <li>• The queue area of coffee machines labelled by yellow tapes to have 2m social distancing</li> </ul>	Eng. Dep. / HSE Dep.	25.03.2020						
		<ul style="list-style-type: none"> <li>• Blue “wait here” stickers placed in the canteen and clock machines according to social distancing rules,</li> </ul>	ISS / HSE Dep.	23.04.2020						
		<ul style="list-style-type: none"> <li>• Some urinals labelled and removed from operation due to social distancing,</li> </ul>	ISS	23.04.2020						
		<ul style="list-style-type: none"> <li>• One-way system introduced in main stairs, entrance and exits</li> </ul>	ISS / Production Dep.s	30.04.2020						
		<ul style="list-style-type: none"> <li>• Small toilets were signed with only one person at a time (max. occupancy) signage to ensure safe distancing</li> </ul>	ISS	30.04.2020						
		<ul style="list-style-type: none"> <li>• All building nominated an entry and exit door for clocking in and out to reduce staff coming into populated clock machines for shift clocking out.</li> </ul>	Production Dep.s	01.05.2020						
		<ul style="list-style-type: none"> <li>• Smoking areas clearly signed to show 2-meter social distancing (with yellow ground marking tape)</li> </ul>	HSE Dep.	10.05.2020						
		<ul style="list-style-type: none"> <li>• Locker rooms notification was issued to improve social distancing at locker rooms</li> </ul>	HSE Dep.	01.06.2020						

<b>Activity</b>	Production Operations	<b>Previous incidents</b> (circle)	<input checked="" type="radio"/> Yes / No	<b>Activity risk code</b>	GEN/COV/3
<b>Persons at risk</b>	All associates / Visitors / Contractors	<b>Locations</b> (circle)	<input checked="" type="radio"/> RWC UK / WD	MH / CW / BR / HY / VP/ CP	
<b>Significant hazards</b>	Infection in production operations				
<b>Harm (the risk)</b>	Catching Covid-19 (could result in serious illness or death)				

Initial Risk Rating			Current Risk Control Measures	Action By	Completion Date	Residual Risk Rating			Additional Risk Control Measures	Action By	Target Date
L	S	RR				L	S	RR			
5	5	25	<ul style="list-style-type: none"> <li>During furlough, associates selected accordingly to minimise the risk of infection (who were working closely),</li> </ul>	Production Dep.	02.04.2020	1	5	5			
			<ul style="list-style-type: none"> <li>Plexiglass (perspex) panels installed to separate operation where operators sitting close to each other,</li> </ul>	Engineering Dep.	13.04.2020						
			<ul style="list-style-type: none"> <li>Some operation workbenches re-arranged to supply 2m distancing,</li> </ul>	Engineering Dep.	20.04.2020						
			<ul style="list-style-type: none"> <li>Gutters added to some workbenches assist in the transfer of parts,</li> </ul>	Engineering Dep.	28.04.2020						



<b>Activity</b>	Cleaning of hands and working stations	<b>Previous incidents</b> (circle)	Yes <input type="radio"/> No <input checked="" type="radio"/>	<b>Activity risk code</b>	GEN/COV/4
<b>Persons at risk</b>	All associates / Visitors / Contractors	<b>Locations</b> (circle)	<del>RWC UK / WD / MH / CW / BR / HY / VP / CP</del>		
<b>Significant hazards</b>	Inadequate soap and sanitisers (due to worldwide demand)				
<b>Harm (the risk)</b>	Non-hygienic environment could cause infection (and result in serious illness or death)				

Initial Risk Rating			Current Risk Control Measures	Action By	Completion Date	Residual Risk Rating			Additional Risk Control Measures	Action By	Target Date
L	S	RR				L	S	RR			
4	5	20	<ul style="list-style-type: none"> <li>ISS supplied enough soaps and sanitisers (started before pandemic with the support of ISS Global).</li> </ul>	ISS	Started 10.02.2020	2	5	10			
			<ul style="list-style-type: none"> <li>RWC Purchasing staff prioritised sanitiser supply (Some risk remains due to worldwide demand on sanitisers and prioritisation of NHS)</li> </ul>	Purchasing Dep.	Started 25.03.2020						

<b>Activity</b>	Cleaning of hands and working stations	<b>Previous incidents</b> (circle)	Yes <input type="radio"/> No <input checked="" type="radio"/>	<b>Activity risk code</b>	GEN/COV/5
<b>Persons at risk</b>	All associates / Visitors / Contractors	<b>Locations</b> (circle)	<del>RWC UK / WD / MH / CW / BR / HY / VP / CP</del>		
<b>Significant hazards</b>	Improper hand washing and cleaning				
<b>Harm (the risk)</b>	Non-hygienic environment could cause infection (and result in serious illness or death)				

Initial Risk Rating			Current Risk Control Measures	Action By	Completion Date	Residual Risk Rating			Additional Risk Control Measures	Action By	Target Date
L	S	RR				L	S	RR			
3	5	15	<ul style="list-style-type: none"> <li>How to wash hands information papers placed in toilets</li> </ul>	ISS	10.02.2020	1	5	5			

		<ul style="list-style-type: none"> <li>NHS and Government guideline about hand cleaning information was given to all associates through many media (info paper in toilets, in DSUM boards, etc..)</li> </ul>	HSE Dep.	Started 06.03.2020						
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<b>Activity</b>	Cleaning of hands and working stations	<b>Previous incidents</b> <i>(circle)</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Activity risk code</b>	GEN/COV/6
<b>Persons at risk</b>	All associates / Visitors / Contractors	<b>Locations</b> <i>(circle)</i>	RWC UK / WD / MH / CW / BR / HY / VP / CP		
<b>Significant hazards</b>	Improper hand washing and cleaning				
<b>Harm (the risk)</b>	Inefficient cleaning agents				

Initial Risk Rating			Current Risk Control Measures	Action By	Completion Date	Residual Risk Rating			Additional Risk Control Measures	Action By	Target Date
L	S	RR				L	S	RR			
3	5	15	<ul style="list-style-type: none"> <li>Approved cleaning agents selected by ISS.</li> </ul>	ISS	Started 10.02.2020	1	5	5			
			<ul style="list-style-type: none"> <li>New sanitisers SDS's checked by HSE Department before purchasing.</li> </ul>	HSE Dep.	Started 26.03.2020						

<b>Activity</b>	Using PPE to prevent spread of virus	<b>Previous incidents</b> (circle)	Yes / <b>No</b>	<b>Activity risk code</b>	GEN/COV/7
<b>Persons at risk</b>	All associates / Visitors / Contractors	<b>Locations</b> (circle)	RWC UK / WD / MH / CW / BR / HY / VP / CP		
<b>Significant hazards</b>	Infection due to PPE shortage				
<b>Harm (the risk)</b>	Spread of virus to other employees (catching Covid-19 could result in serious illness or death)				

Initial Risk Rating			Current Risk Control Measures	Action By	Completion Date	Residual Risk Rating			Additional Risk Control Measures	Action By	Target Date
L	S	RR				L	S	RR			
3	5	15	<ul style="list-style-type: none"> <li>RWC Purchasing staff prioritised PPE supply,</li> </ul>	Purchasing Dep.	Started 11.03.2020	2	5	10			
			<ul style="list-style-type: none"> <li>Global search and supply started in Purchasing (some PPE's supplied from China),</li> </ul>	Purchasing Dep.	Started 11.03.2020						
			<ul style="list-style-type: none"> <li>Group companies supported PPE's (some PPE's sent from RWC USA), (Some risk remains due to worldwide demand on PPEs' and prioritisation of NHS)</li> </ul>	HSE Dep.	Started 14.03.2020						

<b>Activity</b>	Contractor operations & visitors	<b>Previous incidents</b> (circle)	Yes <input type="radio"/> No <input checked="" type="radio"/>	<b>Activity risk code</b>	GEN/COV/8
<b>Persons at risk</b>	All associates / Visitors / Contractors	<b>Locations</b> (circle)	<del>RWC UK / WD / MH / CW / BR / HY / VP / CP</del>		
<b>Significant hazards</b>	Infection spread by the visitors				
<b>Harm (the risk)</b>	Catching Covid-19 (could result in serious illness or death)				

Initial Risk Rating			Current Risk Control Measures	Action By	Completion Date	Residual Risk Rating			Additional Risk Control Measures	Action By	Target Date
L	S	RR				L	S	RR			
4	5	20	<ul style="list-style-type: none"> <li>Infection control form introduced to check all visitors and suppliers at the security</li> <li>"No Handshake Policy" issued (completed before Government Guidelines),</li> <li>Visitors &amp; contractors temperature scanning started at WD Security (from 13.05.2020 to 22.06.2020)</li> </ul>	Purc. & HSE Dep.	Started 12.03.2020	1	5	5			
				HSE Dep.	17.03.2020						
				ISS	13.05.2020						

<b>Activity</b>	Office works	<b>Previous incidents</b> (circle)	Yes <input type="radio"/> No <input checked="" type="radio"/>	<b>Activity risk code</b>	GEN/COV/9
<b>Persons at risk</b>	Office associates / Visitors / Contractors	<b>Locations</b> (circle)	<del>RWC UK / WD / MH / CW / BR / HY / VP / CP</del>		
<b>Significant hazards</b>	Spread of virus due to working in the same office				
<b>Harm (the risk)</b>	Catching Covid-19 (could result in serious illness or death)				

Initial Risk Rating			Current Risk Control Measures	Action By	Completion Date	Residual Risk Rating			Additional Risk Control Measures	Action By	Target Date
L	S	RR				L	S	RR			
5	5	25	<ul style="list-style-type: none"> <li>Disinfectant wipes and sanitisers supplied to minimise infection,</li> </ul>	ISS	09.03.2020	1	5	5			

		<ul style="list-style-type: none"> <li>Working from home introduced to send many office associates home according to Government Guidelines where working from home is possible,</li> </ul>	HR Dep.	Started 16.03.2020				Offices should be arranged to keep 2-meter social distancing between the desks (depending on the return)	Each Dep. Managers (supported by HSE Dep.)	(Assumption) 01.09.2020
		<ul style="list-style-type: none"> <li>“No Handshake Policy” introduced for all operations</li> </ul>	HSE Dep.	17.03.2020						
		<ul style="list-style-type: none"> <li>Social distancing information placed to office doors,</li> </ul>	Engineering Dep.	25.03.2020				Partial working from home/office should be introduced to limit maximum people in the office at the same time	Each Dep. Managers (supported by HSE Dep.)	(Assumption) 01.09.2020
		<ul style="list-style-type: none"> <li>Yellow tapes used to label 2meter distance in offices,</li> </ul>	HSE Dep.	22.04.2020						