
Activity: Tenmat COVID-19 Infection and Prevention and Control Risk Assessment

Background The new virus named Covid-19 (commonly known as Coronavirus) began in China but is now spreading worldwide. For many of those contracting it the symptoms are like the common cold. Others may develop pneumonia or have severe breathing difficulties and require medical treatment and in many cases the virus has caused high fatality rates. The World Health Organisation say the elderly and those with existing health conditions are at greatest risk just as they would be for any type of flu virus.

The incubation period of COVID -19 is thought to be between 2 to 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus they may not have been infected.

What Should Tenmat do; As Employers we have few legal responsibilities for infectious diseases circulating amongst the population, however under the Health and Safety at Work Act and the Management of Health and Safety Regulations we must take action to help stop the spread of the virus amongst our employees. One measure that can have a big impact is through good hygiene standards at work that will help control the spread of this virus.

Assessor(s): Rod Ford

Safety Officer

Date

15/03/2020

Revised 30/03/2020

Revised 29/04/2020

Revised 14/05/2020

Revised 20/05/2020

| Task Specific Hazard | Pre-Control Risk Rating (L x S = RR) | Those at Risk | Existing Control Measures | Additional Control Measures | Residual Risk (L x S = RR) |
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| <p>Anyone having the following Covid 19 symptoms.</p> <ul style="list-style-type: none"> Fever/high temperature above 37.8c New dry continuous Cough Difficulty Breathing Flue like symptoms Nausea Loss or change to your sense of smell or taste | 3 x 5 = 15 | Tenmat Employees | <ul style="list-style-type: none"> Tenmat have issued instructions to all employees that if suffering from any of these symptoms they should not come into work but remain at home until fully recovered. <p>They should contact Telephone NHS 111 online Coronavirus for advice rather than attend their local GP surgery.</p> | <p>Tenmat will introduce additional controls as the situation develops.</p> <p>Temperature monitoring/Testing equipment is currently been sourced</p> | 2 x 5 = 6 Low |
| Transmission of the COVID 19 virus by hand transmission, | 3 x 5 = 15 | Everyone Employees Contractors Visitors Delivery drivers | <ul style="list-style-type: none"> Good hand hygiene is thought to be the key in preventing the spread of the virus. Employees must wash their hands thoroughly and frequently for 20 seconds with soap and water or use a hand sanitiser. Hand dispensers are positioned by the works entrance points and at key risk areas around the site including toilets. Hand must be cleaned before entering the site, after using the toilets, eating food, sneezing and frequently during the shift. Safety notices are position in key locations warning people to frequently wash their hands. Several internal Fire doors are intentionally left open to prevent the need to touch the doors to open. These are fitted with battery-operated closing device which automatically releases and closed the fire doors on the sound of the fire alarm is activating. | <p>Tenmat will introduce additional controls as the situation develops.</p> | 2 x 6 = 6 Low |

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| Transmission of Covid 19 by Nose/Mouth | 3x5 = 15 | Employees Contractors Visitors Delivery drivers | <ul style="list-style-type: none"> Always coughs or sneeze into a disposable tissue. Dispose of the used tissue safely in a bin and wash or sanitise the hands afterwards. If necessary, sneeze into the crook of the arm. | Tenmat will introduce additional controls as the situation develops. | 2x3 = 6 Low |
| Transmission of Corvid 19 by coughing | 3x5 =15 | Employees Contractors Visitors Delivery drivers | <ul style="list-style-type: none"> Warning staff to Cough into a tissue and place the used tissue in a bin. If no issue is available to sneeze into the crook of the arm. Anyone coughing without a tissue should be encouraged to disinfect the work surface afterwards. | Tenmat will introduce additional controls as the situation develops. | 2x3 = 6 Low |
| Social Contact, shaking hands, close contact | 3x5 = 15 | Employees Contractors Visitors Delivery drivers | <ul style="list-style-type: none"> Avoid shaking hands Do not embrace and explain why Everyone is instructed to keep at least 2 m apart wherever possible. | Check the work areas and wherever possible consider having lines marked on the floor to keep staff 2m apart | 2x3 =6 |
| Accidents and First Aid | | First Aiders | <ul style="list-style-type: none"> First aider must wear face masks, disposable gloves and aprons while attending to an incident. They must pay attention to sanitation measures immediately afterwards and safe disposal of gloves, apron and mask and include strict hand washing. | <p>Recommend First aider are issues with and carry a folding face makes.</p> <p>When attending to an injured person the face mask and apron should be worn.</p> <p>It is the first aiders choice if the wish to provide mouth to mouth resuscitation or not.</p> | |

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| <p>Contaminated Work Surface E.G desktops, canteen tables. Work tops, machine controls, guards and other frequently touched surfaces</p> | <p>3x5 =15</p> | <p>Office Staff Production staff</p> | <ul style="list-style-type: none"> • “A Clean desk Policy” is in operation and helps the office cleaners to disinfect desk surfaces. • Shop floor employees are issued with a private spray bottle containing C500 sanitising solution. • The operators must spray and wipe down their machines and work surfaces with c500 at the beginning and at the end of each day. • Pay attention to frequently touched control levers, control panels and work surfaces | <p>Tenmat will introduce additional controls as the situation develops.</p> | <p>2x3 = 6 Low</p> |
| <p>Contamination on Computers, keyboards, Telephones and mouse, pens and other general office equipment</p> | <p>3x5 =15</p> | <p>Desk and office users</p> | <ul style="list-style-type: none"> • Office staff should clean their desktops daily using C500 disinfectant. • The office cleaner will wipe down all desk surfaces daily • Alcohol disinfectant wipes are available to allow staff to sanitise their own workstations or immediately should they sneeze onto a work top. • Office staff should avoid sharing desks, chairs, staplers, pens etc • Communal equipment (used by many people) such as the printer located in the print room, telephones etc must be cleaned daily or wipe down after use. | <p>Tenmat will introduce additional controls as the situation develops.</p> | <p>2x3 = 6 Low</p> |
| <p>Meeting Rooms</p> | <p>3x5 =15</p> | <p>Managers</p> | <ul style="list-style-type: none"> • Avoid group meetings • The number of chairs has been reduced to 4 in each meeting room to allow Zoom meetings. • Hold stand up meetings only, restrict numbers and maintaining the 2m separation rule | <p>Revised 14/05/2020</p> | |

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| <p>Moving around the site to maintain social distancing</p> | <p>3x5 = 15</p> | <p>Everyone on site</p> | <ul style="list-style-type: none"> • Reduce the movement of people by discouraging non-essential walking around the site. • Encourage Zoom meetings • Where possible stagger shifts. • Encourage the use of telephones (where permitted) and cleaning them between use. • Introduce one-way flow through buildings where possible including stairways. • Reduce occupancy of company vehicles • Maintain social distancing on busy walkways and corridors and work areas. • The distancing 2m rule must be clearly marked onto floors and frequently used walkways. | <p>Revised 14/05/2020</p> | <p>2x3 = 6 Low</p> |
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| <p>Contaminated door handles</p> | <p>3x5 =15</p> | <p>Everyone Employees Contractors Visitors Delivery drivers</p> | <ul style="list-style-type: none"> • Where possible frequently used doors will be left ajar to prevent the need to open or close them by hand. • Internal Fire Doors will remain opened throughout the day. These doors are fitted with a Motorised Door Guards. This allows the door to remain open but will release and close the door by the sound of the Fire Alarm. • The door guards are battery operated and must tested made to ensure the device operates. • Security will ensure all fire doors are closed at night. • All door handle on site must be frequently. | <p>Tenmat will introduce additional controls as the situation develops.</p> | <p>2x3 = 6 Low</p> |
| <p>Common Areas</p> | | <p>Everyone</p> | <ul style="list-style-type: none"> • Where its possible stagger break times to reduce crowding. • Consider allowing outside areas for breaks but keeping staff 2m separation. • Where possible create additional space by using other parts of the site not in use. • Use protective separation screens where it is not possible to keep to the 2m rule. • Ensure there social distancing markings on all floors and pinch points • Reconfigure work areas to reduce face to face interaction. | <p>Reviewed14/05/2020</p> | <p>2x3 = 6</p> |
| <p>Reduce Face to Face Meetings</p> | <p>3x5 =15</p> | <p>Manager Sales Visitors</p> | <ul style="list-style-type: none"> • Avoid group meetings • Wherever possible encourage conference call rather than meetings. • Tenmat have installed Zoom so that | <p>14/05/2020</p> <ul style="list-style-type: none"> • Avoid sharing pens and other objects. • Where possible hold meetings | <p>2x3 = 6 Low</p> |

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| | | Contractors | <p>meetings can be carried out electronically</p> <ul style="list-style-type: none"> Communicate by email/phone. <p>Nonessential staff can through their manager work from home.</p> <p>Additional Laptops have been purchased to allow working from home.</p> | <p>outdoors or in well -ventilated rooms where possible.</p> <ul style="list-style-type: none"> Where regular meeting take-place use floor signage to help maintain social distancing | |
| <p>High Risk Surface frequently touched by hands.</p> <ul style="list-style-type: none"> Toilet door catches Ear plug Dispensers Vending machines Sinks and Taps Toilet flushes Toilet Brushes Door handles Reception Light switches Door handles Fridge doors Printers Security desk Contractor room Lodge Door Time clocks Machine controls | 3x5 =15 | <p>Everyone</p> <p>Employees</p> <p>Contractors</p> <p>Visitors</p> <p>Delivery drivers</p> | <ul style="list-style-type: none"> A survey was carried out to identify surfaces frequently touched by hand around the site. People using the vending machine to wipe the keypad after use with a wipe. The day shift Cleaner will disinfect all key areas identified in the survey daily. | <p>Tenmat will introduce additional controls as the situation develops.</p> | 2x3 = 6 Low |
| <p>Manage Contacts and minimise unnecessary visits</p> | 3x5 =15 | <p>Employees</p> <p>Contractors</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Post man</p> | <ul style="list-style-type: none"> Visitor and contractors must sanitise their hands before entering the security lodge. Restrict access into the security lodge. New Intercom installed at Security to avoid close contact. Manager to restrict the number of visitors | <ul style="list-style-type: none"> COVID-19 rules | 2x3 = 6 Low |

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| | | | <ul style="list-style-type: none"> • Consider staggering visits to avoid interaction? • Consider carrying our services at night? • Those responsible for bringing visitor and contractors onto site must ensure their visitors are made fully aware of the Tenmat • to those that are essential only. • Maintain records of all visitor | | |
| Coming to work and leaving work | 3x5 =15 | Everyone | <ul style="list-style-type: none"> • On arrival and departure ensure social distancing and handwashing is observed. • Adhere to floor markings and one-way systems • Ensure hand sanitisers are at all entry and exit points and challenge anyone not using them. • Ensure the sanitisers are regularly checked and refilled. • Tenmat have advised staff not to come into work if feeling unwell with symptoms of flue or high temperature or loss of taste/smell. | <p>Revised 14/05/2020 Consider where possible staggering arrival and departure times to help reduce crowding.</p> | |
| Agency Staff who move around different businesses pose a risk of spreading the virus | 3x5 =15 | Contractors | <ul style="list-style-type: none"> • Restrict the use of agency staff wherever possible. • Or where possible retain the same workers. | Tenmat will introduce additional controls as the situation develops. | 2x3 = 6 Low |
| Work related travel – Cars accommodation and visits | 3x5 =15 | Anyone on company business | <ul style="list-style-type: none"> • Travelling abroad on business is not permitted until further notice. • Minimise non-essential travel – consider remote options first E.G ask is the travel really essential or not. • Minimise people travelling together. | Tenmat will introduce additional controls On 14 05 2020. | 2x3 = 6 Low |

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| | | | <ul style="list-style-type: none"> The car driver must sanitise the interior the Pool cars after use. Do not leave this to the next person. Consider Use Zoom or Conference calls rather than travel. If worker need to work away from home on business, they should check before going their accommodation meets social distancing guidelines. Minimise person to person contact no hand shaking. Minimise contact during payment at hotels by using electronic payment. | | |
| Holidaying Abroad | 3x5 =15 | Everyone | <ul style="list-style-type: none"> Any intentions of holidaying abroad should be discussed with HR. | Tenmat will introduce additional controls as the situation develops. | 2x3 = 6 Low |
| Feeling unwell | 3x5 =15 | Office Staff | <ul style="list-style-type: none"> If people are unwell, they should be signed off as sick Self-isolate at home if feeling unwell with flu symptoms. Keep in contact with personnel. Inform Tenmat before returning to work | Tenmat will introduce additional controls as the situation develops. | 2x3 = 6 Low |
| Canteen and food handling | 3x5 = 15 | Canteen user | <ul style="list-style-type: none"> The Canteen will no longer serve food until further notice. Encourage employees to bring their food from their home until normalcy is restored. Tenmat will continue to allow the use of microwaves, fridges and hot drinks but the user must wipe and disinfect the handles and controls before and after use. If these rules are not complied with these | Tenmat will introduce additional controls as the situation develops. | 2x3 = 6 |

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| | | | <p>facilities may be removed.</p> <ul style="list-style-type: none"> • Staff are encouraged to bring their own thermo flasks for hot drinks • Chairs have been removed from the canteen to prevent grouping • Sit 2m apart during breaks | | |
| Contractors | 3x5 =15 | <p>Security officer Managers Sales</p> | <ul style="list-style-type: none"> • Restrict as far as possible the need to bring contractors and visitors onto site. • Send the contractors the link to Temat safety Induction. • Check Contractor to ensure they are not showing any signs of flu symptom on arrival. • New Intercom system fitted outside the Security Lodge, so delivery drivers have no need to enter the building. • All contractor Paperwork to be handled using gloves. • Contractors and visitors not to come onto site if feeling unwell. | Tenmat will introduce additional controls as the situation develops. | 2x3 = 6 |
| Over crowding | 3x5 =15 | Office staff | <ul style="list-style-type: none"> • Wherever possible encourage working from home. • Office staff to be given access to the Tenmat emails into their homes. • Wherever possible keep staff at least 2 metres apart. | Tenmat will introduce additional controls as the situation develops. | 2x3 = 6 |
| Shift Patterns and working Groups | 3x5 =15 | Managers | <ul style="list-style-type: none"> • Identify and control areas where people have to directly pass things to each other. • Example, paperwork, job information, spare parts, tools, keys, materials. | 15/05/2020 | 2x3 = 6 |

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| | | | <ul style="list-style-type: none"> Find ways to remove direct contact such as through the use of drop-off points or transfer zones. | | |
| <p>Major incident Deep clean procedure</p> | <p>3x5 = 15</p> | <p>Effects everyone</p> | <ul style="list-style-type: none"> Tenmat have put in place a team of people who will disinfect a workstation should the occupier contract the Coronavirus. A Cleaning and disinfectant procedure Training for the Cleaning team A special cleaning kits have been put together for such an event and includes. Disinfectants/Sterilisers/wipes Coveralls and Plastic aprons Face Shield Disposable FFP3 face masks Chemical gloves Mops/Buckets Disposable bags | <p>Tenmat will introduce additional controls as the situation develops.</p> | <p>2x3 = 6</p> |
| <p>Machine surfaces/Workstations</p> | <p>3 x5 = 15</p> | <p>Production Staff</p> | <ul style="list-style-type: none"> All employees will be issued with a spray bottle contain C500. C500 is cleaner sterilising solution what is applied by cloth to clean a disinfect work surfaces. This solution is used by the health authority in the UK to clean hospitals and Care homes. The operators will wipe down their machines and work general surfaces before and after they use a machine. The cleaning will include work surface, control panel, work tops. Guards. Tools or any other frequently touched surfaces. | <p>Tenmat will introduce additional controls as the situation develops.</p> | <p>2x3 = 6</p> |

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| Those Infected by the Corona Virus | 3 x5 = 15 | Tenmat Employees | <ul style="list-style-type: none"> Do not come into work. Phone 111 for any medical assistance, Do not go to your doctor's surgery as this can infect others Self-Isolate where possible. Keep family members away from your home Only contact work by phone. Contact Tenmat before considering returning to work. | Tenmat will introduce additional controls as the situation develops. | 2x3 = 6 |
| Smoking | 2x 5 = 10 | Smokers | <ul style="list-style-type: none"> The smoke shelter was taken out of service to prevent grouping. Smokers could smoke on the lawn on condition they remained 2 metres apart. | To be monitored | 2x3 = 6 |
| Communication and Training | 2x5 = 10 | All employees | <ul style="list-style-type: none"> Provide clear and consistent communication with employees through notice boards and clear instructions. Engage the Union and safety reps in agreeing any changes in working arrangements. Ensure this risk assessment is made available to managers and employees Supply information to workers prior to returning to site on any new procedures that may have been introduced or they need to be made aware of. Personnel to be awareness of any mental health issues at times of uncertainty | Revised 14/05/2020 | 2x3 = 6 |
| Goods Entering or Leaving site | 2x5 = 10 | Logistic and security | <ul style="list-style-type: none"> Have in place clear instruction for staff collecting or picking up goods. | 14/05/2020 | 2x3 = 6 |

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| | | others | <ul style="list-style-type: none"> • Where possible consider methods to reduce frequency of deliveries • Where possible have single fork truck drivers load or unload vehicles. • Driver must be restricted from entering the building. • if they need the toilet facilities, they must follow Tenmat's guidelines and wash their hands before and after use. • Ensure drivers to remain in their vehicles where this does not compromise their safety and others. • Where possible where more than one person is needed try and pair together the same people. • | | |
| Personal Protective Equipment (PPE) | 2x5 = 10 | Everyone | <ul style="list-style-type: none"> • Additional PPE beyond what we already wear is considered not beneficial. • COVID-19 is a different type of risk to the risks we normally face and needs to be managed and controlled through social distancing, high standards of hand hygiene not using additional PPE. • The only acceptance would be responding to suspected or confirmed cases of COVID - 19. • Tenmat have a trained team of people with the correct equipment to deal with confirmed cases of Covid-19 and a decontamination procedure. | 14/12/2010 | 2x3 = 6 |
| Face Coverings | | Everyone | <ul style="list-style-type: none"> • Face coverings can be very simple and may be worn in enclosed areas where social | 14/05/2020 | |

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| | | | <p>distancing isn't possible and just covers your mouth and nose</p> <ul style="list-style-type: none"> • It is not the same as a face mask such as a surgical mask worn by health workers or PPE used to manage risks like dust or spray. • It is important to understand that face coverings give little protection and should not replace face masks. | |
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Personal Protective Equipment (PPE)

- The use of PPE will be monitored as things develop. At this stage Tenmat have not made wearing face mask compulsory however this may need to be considered later.

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|  Disposable Gloves |  Overalls |  Safety shoes |  Ear defenders |  Safety glasses |
| yes | Deep Cleaning only | yes | yes | yes |

| Risk rating Guide | | | | | | |
|-----------------------|-------------------------|---------------|---------------|-------------|--------------|---|
| Likelihood \ Severity | 1 Highly Unlikely | 2 Unlikely | 3 Possible | 4 Likely | 5 Certain | |
| 1 - Insignificant | 1 | 2 | 3 | 4 | 5 | <p>Risk rating (RR) is calculated by multiplying the severity by the likelihood.</p> <p>This table is subjective to the hazard perception of the assessors, however, gives a reasonable indication of risk level for each identified hazard and a benchmark for to determine reasonable and practicable control measures.</p> <p>1 to 6 is equivalent to Low Risk 7 to 15 is equivalent to Medium Risk 16 to 25 is equivalent to High Risk</p> |
| 2 - Minor | 2 | 4 | 6 | 8 | 10 | |
| 3 - Moderate | 3 | 6 | 9 | 12 | 15 | |
| 4 - Major | 4 | 8 | 12 | 16 | 20 | |
| 5 - Catastrophic | 5 | 10 | 15 | 20 | 25 | |