



MORRIS  
LINE ENGINEERING

# COVID-19 Risk Assessment Low Voltage Manufacturing



# Hazards Risk-Assessed



**1**  
Quantity of  
Employees  
on Site



Who is at risk?	Controls Required	Additional Comments
Employees	Reduced Employee Numbers on Site (via home working & furlough)	Situation is continuously monitored, as more employees return to work, risk assessment will be reviewed by management team.



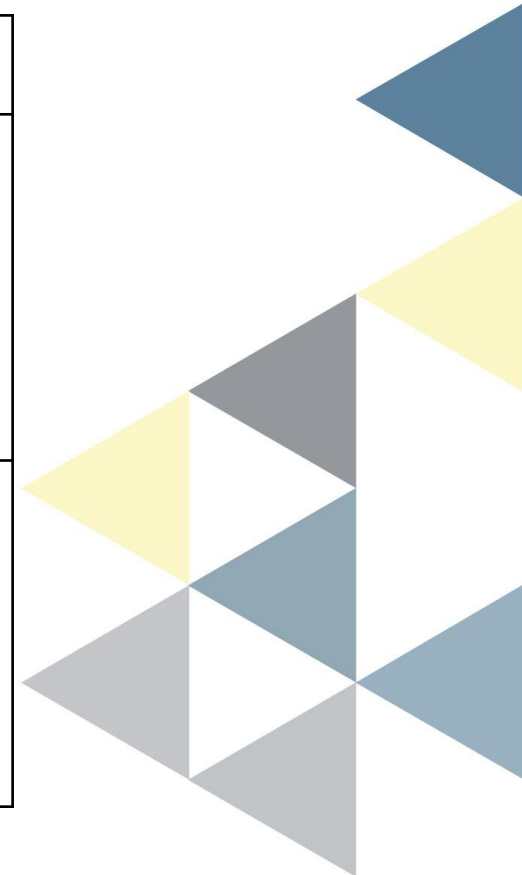
2

Employees with Pre-Existing Health Conditions



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Who is at risk?	Controls Required	Additional Comments
Employees	Affected employees identified and controls implemented (i.e. home working, shielding, etc.)	Company issues regular employee advisory bulletins which contain and reiterate message around self-isolation should employee demonstrate symptoms.
	Home workers provided appropriate computers/software/remote access arrangements via the IT department	N/A



3

Arriving/  
Leaving Work  
& Social  
Distancing On  
Site



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Who is at risk?	Controls Required	Additional Comments
Employees	Limiting passenger numbers in corporate vehicles	N/A
Contractors	Suitable handwashing facilities available in the building.	
	Hand gel available on first entering the building and at other locations	
	Car parking available at front of building with adequate distancing for numbers on site at any one time	
	Workshop has multiple access/egress points for employees to use.	



# 4

## Moving Around Buildings



Who is at risk?	Controls Required	Additional Comments
Employees	Reduction of movement only essential trips undertaken at this time	N/A
Contractors	Reduction of job and equipment rotation.	
	Reducing occupancy of vehicles	
	LV workshop/ stores layout and manning numbers are adequate to allow good social distancing to be practiced.	
	Onsite MLE employees to comply with sites rules, also to challenge where control may not be sufficient	Where JWM employee form part of a larger workforce we will work with client to instigate appropriate social distancing measures



# 5

## Meetings & Large Gatherings



Who is at risk?	Controls Required	Additional Comments
Employees Contractors Clients	Use of remote working tools to avoid in person meeting	N/A
	Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.	
	Avoid sharing items such as pens and other objects.	
	Provision of hand sanitiser gel.	
	Consider possibility of meetings outside or in well ventilated rooms whenever possible.	
	Consider use of floor signage to help people maintain social distancing.	



**6**  
Use of  
Common  
Areas



Who is at risk?	Controls Required	Additional Comments
Employees	Outdoor Areas available for breaks	Due to low numbers of employees currently in work, this should be subject to review as numbers increase.
	Encouraging staff to remain on site during breaks	N/A
	Regular cleaning of areas	
	Social distancing in rest/canteen areas	

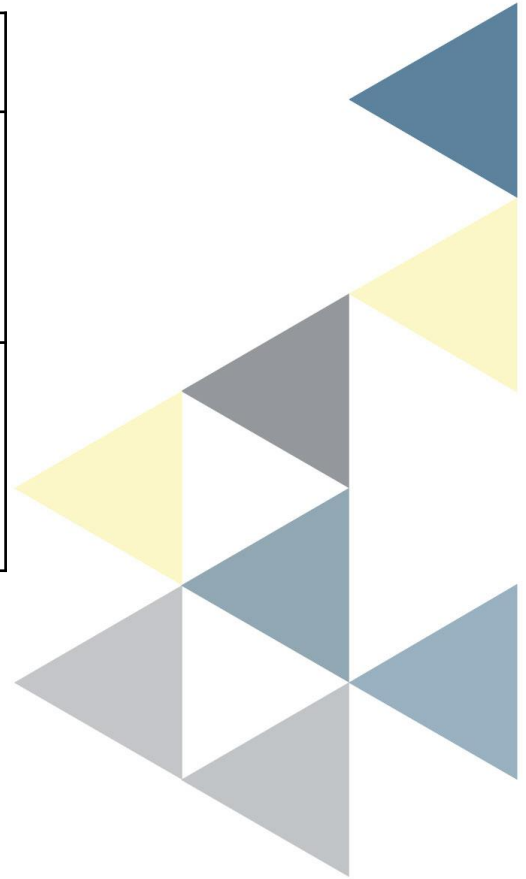




7  
Unnecessary  
Site Visits



Who is at risk?	Controls Required	Additional Comments
Employees	When site visits are required guidance on social distancing explained to visitors on arrival	N/A
	Limit number of visitors	N/A



8  
Spread of  
COVID-19



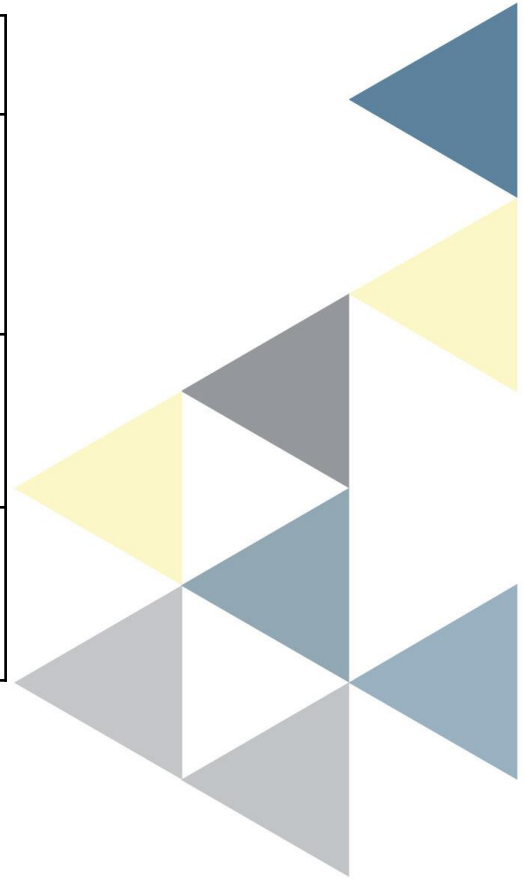
Who is at risk?	Controls Required	Additional Comments
Employees	All reasonably practicable measures to be undertaken to achieve 2 mtr distancing between employee. Where close proximity working cannot be avoided, risk assessment will be reviewed with the aim of identifying additional control measures.	N/A
	Where possible floor markings to identify 2 mtr distancing	N/A
	Handwashing facilities provided. Plus hand gel available in workplace.	N/A
	All employees have received information regarding situations where self-isolation is required.	N/A



9  
Workplace  
Cleanliness



Who is at risk?	Controls Required	Additional Comments
Employees	Frequent cleaning of equipment, objectives, site equipment and control panels	N/A
	Removal of waste from the work area at end of shift	N/A
	If cleaning is required after a known or suspected case specific government guidance must be referred to	N/A



**10**  
Hygiene & Sanitation



Who is at risk?	Controls Required	Additional Comments
Employees	Additional handwashing facilities on larger sites with appropriate posters and signage	Maintain under regular review
	Provision of hand sanitisers	
	Clear usage and cleaning guidance for toilets to ensure they are maintained	
	Enhanced cleaning regimes, waste facilities and rubbish collection	
	Where possible providing paper towels as an alternative to hand dryers.	



**11**  
 Handling  
 Goods,  
 Onsite  
 Vehicles, &  
 Other  
 Materials



Who is at risk?	Controls Required	Additional Comments
Employees	Cleaning procedures for the parts of shared equipment you touch after each use e.g. pump trucks and fork lift trucks	N/A
	More frequent handwashing and use of hand sanitiser stations.	



**12**  
Working  
Groups &  
Shift Patterns



Who is at risk?	Controls Required	Additional Comments
Employees	Where teams are required these will be fixed so that were contact is unavoidable this happens between the same people	N/A
	Identifying areas where people have to directly pass things to each, Eliminating or controlling such activities through designated drop off points or transfer zones	



**13**  
Work-Related  
Travel



Who is at risk?	Controls Required	Additional Comments
Employees	Consideration of remote options first	N/A
	Minimisation of number travelling together, fixed travel partners	
	Single crewing of vehicles	
	Cleaning of shared vehicles between shifts or at handover	



14  
Comms Training



Who is at risk?	Controls Required	Additional Comments
Employees	Ongoing engagement with workers – briefing notes are issued by HR, focus on simple messaging	N/A
	Maintain awareness around mental health issues that build in the workplace	
	Visual communication such as signage to reduce need for face communications	





**15**  
Control of  
Inbound/  
Outbound  
Goods



Who is at risk?	Controls Required	Additional Comments
Employees	Pairing of employees for loads where more than one is needed.	N/A
	Identification and access to welfare facilities	
	Encouraging drivers to stay with vehicles.	

