

# COVID-19 Risk Assessment Metals



# Hazards Risk-Assessed



1  
Quantity of  
Employees  
on Site

Who is at risk?	Controls Required	Additional Comments
Employees	Employee numbers have been drastically reduced on site due to furloughing and small numbers working from home	Situation is kept under review by Management team
	Client has set area manning levels across the plant.	Manning situation is kept under review at daily meetings between TATA and contractor management



2

Employees with Pre-Existing Health Conditions

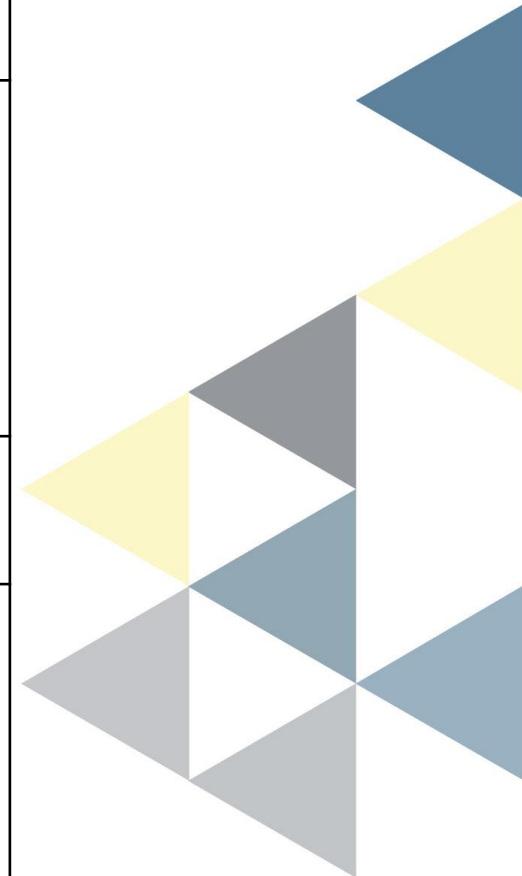
Who is at risk?	Controls Required	Additional Comments
Employees	Affected employees identified and controls implemented such as working from home / shielding implemented	Company issues regular employee advisory bulletins which contain and reiterate message around self-isolation should employee demonstrate symptoms. These are routinely issued through Finance Director and HR Team)
	Equality issues considered by local management team to ensure all are treated equally in such adverse times	



# 3

## Social Distancing on Site

Who is at risk?	Controls Required	Additional Comments
Employees	Staggered arrival and departure times implemented	N/A
Contractors	The limiting of employees in company vehicles	
TATA Personnel	To reduce congestion points at buildings further access/egress points opened up by TATA	
	2 mtr floor marking installed across yard	Additional amenity floor markings to be installed
	Handwashing facilities all readily available, hand sanitisers available on all desks and tables	N/A
	Non-touch barriers and card readers already in position at TATA sites	



**4**  
Moving  
Around  
Buildings

Who is at risk?	Controls Required	Additional Comments
Employees	All but essential travel between sites/locations.	N/A
Contractors	One way movement around site buildings implemented by TATA, social distancing floor markers utilised frequently,	
TATA Personnel	Reduced occupancy in vehicles	
	Tool box talks / Safety cascades are presented via e-mail to eliminate gatherings of employees.	



5  
Static Based  
Workplace

Who is at risk?	Controls Required	Additional Comments
Employees	Lifts have been temporarily closed	N/A



# 6

## Meetings & Large Gatherings

Who is at risk?	Controls Required	Additional Comments
Employees Contractors Tata Personnel	Office – reconfigured to maintain 2M rule	Measures around reconfiguration of office now allow a second person to return when required
	Remote meetings via skype etc	Controls are reviewed regularly
	Essential TATA meetings – 1 person to attend when these are required.	
	All occupied amenities have hand gel	





7  
Use of  
Common  
Areas

Who is at risk?	Controls Required	Additional Comments
Employees	To reduce pressure on common area split shifts and staggered hours have been implemented across the team.	N/A
	Outdoor areas available for break, and offices/workshop can be used to segregate employees at break when numbers increase	Further improvement planned - screens to be installed in rest areas and chairs to be removed to prevent face to face contact.



8

Unnecessary  
Site Visits

Who is at risk?	Controls Required	Additional Comments
Employees	TATA and JWM messaging to remind on the need for social distancing	N/A
	Only one visitor allowed in offices at one time.	
	Record book maintained for visitors / deliveries.	



9

Spread of COVID-19

Who is at risk?	Controls Required	Additional Comments
Employees Contractors	Hand washing facilities with soap and hot water in place at all locations, JW Morris & TATA	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Toolbox talks are utilised to issue information updates, these are signed for by all employees. Latest public health advice issued by Welsh Assembly Government / HM Government (primacy – Welsh Assembly Government), issued through Finance Director – updated to continuously follow Government advice.</p> <p>COVID 19 Task Groups established by Board which meets weekly – Led by Managing Director</p>
Visitors	Stringent hand washing taking place.	
Drivers	See hand washing guidance displayed at all work locations.	
	Drying of hands with hand dryers OR paper towels	
	Gel sanitisers in any area where washing facilities not readily available	
	Gel sanitisers available e.g. at entry points into buildings / offices with appropriate signage prominently displayed throughout.	



**10**  
Hygiene & Sanitation

Who is at risk?	Controls Required	Additional Comments
Employees	Assessment has identified insufficient resource to cover all possible hygiene points / cleaning	Resource question has been raised with Directors



11  
Work-Related  
Travel

Who is at risk?	Controls Required	Additional Comments
Employees	All non-essential travel has been curtailed	N/A
	Additional vehicles provided to reduce car sharing	
	Consistent pairing of work teams where necessary	



12  
Training  
within Large  
Groups

Who is at risk?	Controls Required	Additional Comments
Employees	At present, no training is being undertaken.	Situation is kept under review



13

Control of  
Inbound/  
Outbound  
Goods

Who is at risk?	Controls Required	Additional Comments
Employees	Designated drop off areas in use TATA gatehouse is non-contact	N/A
	Majority of good is from single source supplier	
	Larger items can be unloaded using our FLT.	

