



MORRIS
LINE ENGINEERING

COVID-19 Risk Assessment Head Office





Hazards Risk-Assessed



1
 Employees with Pre-Existing Health Conditions



Who is at risk?	Controls Required	Additional Comments
Employees	Affected employees identified and controls implemented such as <input type="checkbox"/> working from home <input type="checkbox"/> shielding.	N/A
	Providing regular contact with them to ensure their wellbeing normally through their manager.	



2

Employees
Self-Isolating
or
Symptomatic



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Who is at risk?	Controls Required	Additional Comments
Employees	Self isolating guidance for individuals and their families has been issued through HR, regular advisor bulletins continue to be issued through HR	Support and equipment is arranged through the company. Covid 19 Business Resillience Team continues to receive data on number self - isolating etc at its weekly Tue meeting chaired by Managing Director.
	Individual circumstances are considered including protected needs.	



3

Arriving/
Leaving
Office &
Social
Distancing on
Site



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Who is at risk?	Controls Required	Additional Comments
Employees	For our small teams staggered arrival and departure times to reduce congestion. Sufficient circulation space in reception area to maintain social distancing	The building is limited to a single access/egress point
	All person required to wash hand on arrival at building. Sanitiser gel provided	
	Local control in place for stairwell etc to ensure minimisation of persons passing each other	
	Situation to be kept under constant review for changes e.g. employees returning from furlough.	
	Provide alternatives to touch based security devices at entrance	



4
Moving
Around
Buildings



Who is at risk?	Controls Required	Additional Comments
Employees	Non-essential movement is discouraged by Management, even within buildings, and meetings are undertaken by use of technology	There are no lifts to be monitored
	Minimal employee numbers in building due to working from home.	
	Numbers on site at any one time 6-8 persons	
	Use of floor markings to identify 2m distancing	



5

Social
Distancing at
Workstations



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Who is at risk?	Controls Required	Additional Comments
Employees	Minimal employee numbers in building due to working from home.	There are no lifts to be monitored
	Numbers on site at any one time 6-8 persons to assist in achieving social distancing.	
	Employees on rota to come into work to assist in maintaining 2m distancing e.g. Finance Dept.	
	Social distancing measures introduced for toilet facilities to maintain 2m rule	



6

Meetings & Work-Related Travel



Who is at risk?	Controls Required	Additional Comments
Employees	Using remoting working whenever possible to minimise travel	N/A
	If attending meeting if it is absolutely necessary – only necessary participants to attend and maintain 2m rule.	
	Provision of hand sanitiser gel in meeting rooms.	
	If meetings are undertaken avoid transmission risk by not sharing pens or other objects	
	Where possible undertake meetings outdoors if circumstances allow.	



7
Unnecessary
Site Visits



Who is at risk?	Controls Required	Additional Comments
Employees	Encourage visits via remote connection/working, where this is possible.	N/A
	Site guidance on social distancing and hygiene controls to be explained to visitors on or before arrival to office.	
	Number of visitors limited. There is to be no overlap with numbers arriving and departing at same time.	
	Record of visitors to office to be maintained	



8
Spread of
COVID-19



Who is at risk?	Controls Required	Additional Comments
Employees	All employees have been briefed on self isolation / reporting requirements via HR bulletins	N/A
	Employees to follow local rules at all times. Managers to monitor local areas under their control for adherence to rules	
	Reduced business travel - remote working	
	Regular bulletins are issued via HR that include COVID 19 information	
	Frequent cleaning of work area, this is normally am and pm and includes frequent touch areas.	



9
Planning for Full Operations



Who is at risk?	Controls Required	Additional Comments
Employees	Office has remained open, although with limited employees on-site	N/A
	Pending full return building systems such as ventilation / AC to be checked.	
	Through local resilience team make all necessary adjustment taking into account all guidelines issued by Government	



10 Workplace Sanitation



Who is at risk?	Controls Required	Additional Comments
Employees	Frequent cleaning daily of common touch surfaces including objects and surfaces.	Noted the business does not have changing rooms or shower at its head office facility. Use of non-contact deliveries and pickup.
	Frequent removal of waste	
	Regular cleaning of toilets / welfare facilities. Clear guidance displayed regarding use of toilets.	
	Awareness posters are displayed around the building.	
	Hand sanitiser gel available.	
	Deliveries are generally confined to small parcels and letters.	



11
Training in
Large Groups



Who is at risk?	Controls Required	Additional Comments
Employees	At the present time classroom type training is currently on hold	Situation is reviewed regularly by management Company is in touch with training providers to monitor developments in control measures and social distancing plan

