

Parvalux Electric Motors Ltd. Coronavirus (COVID-19) Risk Assessment

Risk Assessment

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| Description | COVID-19 Company Risk Assessment | | | | | | |
| Prepared by (<i>print</i>) | B.Stephenson/A.Honebon | Prepared by (<i>sign</i>) | | Position | Quality Manager | Date | 15/07/20 |
| Authorised by (<i>print</i>) | N.Parker | Authorised by (<i>sign</i>) | | Position | Managing Director | Date | 15/07/20 |

| Risk No. | Hazard | Who might be affected and how? | Enter either, or/and 1 - Details of recommended UK Government / HSE / NHS / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) 2 - What we are currently doing | Evaluate current control measures. Do we need to implement additional controls? | | | Enter either, or/and 1 - New control measures recommended 2 - Why the recommended control measures are not implemented 3 - General comments | By who | By when | |
|---|---|--|--|--|----|--|--|--------|---------|--|
| | | | | YES | NO | N/A | | | | |
| R1 | COVID-19 | Managing risk <i>(Staff, others - failure to identify hazards & mitigate risk)</i> | Objective: That all employers carry out a risk assessment. | | | | | | | |
| 1 | Undertake a COVID-19 risk assessment in adherence to Government and HSE guidance. | | | | | | | | | |
| NOTE: We are aware of and are following HSE Guidance on Managing risks and Risk Assessment at Work: https://www.hse.gov.uk/simple-health-safety/risk/index.htm | | | | | | | | | | |
| 1.1 | Managing risk | | Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority. | | | | | | | |
| 1 | Increase the frequency of handwashing and surface cleaning. | | | NO | | Current measures already established to ensure adequate handwashing and surface cleaning takes place - cleaning stations established across all manufacturing areas, with also hand sanitizing stations available at all entrances and exits, to outside and when entering internal office spaces. | | | | |
| 2 | We will make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible) | | | NO | | The business has identified those individuals that can work from home and have put in place the necessary remote working tools to accommodate this as a first option. | | | | |
| 3 | Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Further mitigating actions include: - increasing the frequency of hand washing and surface cleaning | | | NO | | Screens and working area segregation are to be implemented by 23/06/20 Social distancing floor markings to be distributed by 19/06/20 across all sites. | | | | |

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| 4 | Providing equipment for people to work from home safely and effectively, for example, remote access to work systems. | NO | All employees working remotely/from home have been equipped with all necessary provisions to perform their work to a safe suitable standard. |
| 2.1 | Protecting people who are at higher risk | Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals. | |
| 1 | Clinically extremely vulnerable individuals have been strongly advised not to work outside the home. | NO | Under the guidance from the government those categorized as extremely vulnerable individuals have been accommodated to work from home or have been furloughed during this period set out by the UK Government. |
| 2 | Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions) have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role. | | |
| 3 | Providing support for workers around mental health and wellbeing. This could include advice or telephone support. | NO | All employees under guidance from the government to be in isolation/working from home are regularly monitored/called and supported by company HR |
| 4 | See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups . (We have considered this guidance) . | NO | Those categorized and identified by the NHS have been instructed to isolate in accordance to government guidance. Copies of NHS letters submitted by those individuals that have reported their status have been logged with HR department. |
| 2.2 | Protecting people who are at higher risk | Objective: To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms. | |
| 1 | Enabling workers to work from home while self-isolating if appropriate. | NO | Those individuals where roles can be performed remotely are working from home. Those where work cannot be performed remotely provisions will be reviewed and implemented when they become applicable. |
| 2 | See current guidance for employees and employers relating to statutory sick pay due to COVID-19. (We have considered this guidance) . | NO | Re-iteration following government communication and guidance has been published internally to all employees at all key stages of release. |
| 3 | See current guidance for people who have symptoms and those who live with others who have symptoms . (We have considered this guidance) | NO | Re-iteration following government communication and guidance has been published internally to all employees at all key stages of release. |

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| | | | | YES | NO | N/A | | | | |
| R3 | COVID-19 | Lack of social distancing at work (Staff, others - failure to implement robust social distancing) | Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites. | | | | | | | |
| 3.1 | Coming to work and leaving work | | | Objective: To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival. | | | | | | |
| 1 | Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. | | | | NO | | Staggered arrival and leave times commenced on trial to be made permanent if successful in keeping with safe practice | | | |
| 3 | Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty. | | | | | N/A | Not Applicable | | | |
| 5 | Using markings and introducing one-way flow at entry and exit points. | | | | NO | N/A | Social distancing floor markings and introduction of one-way flows where possible implemented. Not possible at entry/exit points. | | | |
| 6 | Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points. | | | | NO | | Sanitising stations in place at all entry and exits across all sites | | | |
| 7 | Providing alternatives to touch-based security devices such as keypads. | | | | | N/A | Clocking in terminals in use are contactless and require, no physical contact by employees | | | |
| 8 | Defining process alternatives for entry/exit points where appropriate, for example deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance. | | | | | | | | | |
| 3.2 | Moving around buildings and sites | | | Objective: To maintain social distancing wherever possible, while people travel through the workplace. | | | | | | |
| 1 | Reducing movement by discouraging non-essential trips within buildings and sites. For example, restricting access to some areas, encouraging use of telephones where permitted, and cleaning them between use. | | | | NO | | The business has recognised the need for some personnel to travel between sites to ensure continued operation. | | | |
| 3 | Implementing one-way systems where possible on walkways around the workplace. | | | | NO | | The introduction of one-way flows where possible have been implemented | | | |
| 4 | Using signage such as ground markings or being creative with other objects to mark out 2m to allow controlled flows of people moving throughout the site. | | | | NO | | Social distancing floor markings and introduction of one-way flows where possible complete. | | | |

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| 5 | Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses, and when needed, social distancing measures should be followed within the vehicles. | | | N/A | |
| 6 | Separating sites into working zones to keep different groups of workers physically separated as much as practical. | | NO | | The business has a recognised need for some personnel to travel between work areas to ensure continued operation, social distancing guidelines are to be maintained and adhered to. |
| 3.3 | Making the main workplace safe for people who work statically | Objective: To maintain social distancing between people who work in one place. | | | |
| 1 | Changing layouts to allow people to work further apart from each other. | YES | | | Working areas have been modified to adhere to social distancing guidelines R.T Ongoing |
| 2 | Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face. | | NO | | Subject to 3.3.1 |
| 3 | Only where it is not possible to move workstations further apart, using screens to separate people from each other. | | NO | | Screen Implementation - Office Screen Implementation - Production |
| 4 | Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned. | | NO | | Only applicable to maintenance - where a buddy check process is continually performed |
| 5 | Using floor tape or paint to mark areas to help workers keep to a 2m distance. | YES | | | Ongoing Action to apply social distancing floor markings and signs. R.T 31/07/20 |
| 6 | Only where it is not possible to move workstations further apart, installing screens to separate people from one another. | | NO | | Screens - Production |
| 3.4 | Meetings | Objective: To reduce or eliminate transmission due to face-to-face meetings and maintain social distancing in meetings. | | | |
| 1 | Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout. | | NO | | Notice issued to all employees; meeting room maximum occupancy is defined on all meeting room doors. A meeting room etiquette policy is available in all meeting rooms. |
| 2 | Avoiding transmission during meetings, for example, avoid sharing pens and or other objects. | | NO | | Meeting room etiquette policy posted in all meeting rooms. |
| 3 | Providing hand sanitiser in meeting rooms. | | NO | | Sanitising material available in all meeting rooms |
| 4 | Holding meetings outdoors or in well-ventilated rooms whenever possible. | | NO | | All meetings held in well ventilated rooms or open spaces where no risk of failure to meet social distancing guidelines is possible |

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| 5 | Using remote working tools to avoid in-person meetings. | | | | NO | | The business has identified the use of skype conference calls where individuals are unable to participate safely during meetings where social distancing guidelines cannot be followed. Notice issued to all employees; meeting room maximum occupancy is defined on all meeting room doors. A meeting room etiquette policy is available in all meeting rooms. | | |
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| 3.5 | Common areas | | | Objective: To maintain social distancing while using common areas. | | | | | |
| | Staggering break times to reduce pressure on break rooms or places to eat. | | | | NO | | Breaktimes have been staggered for employees in order to reduce traffic and individuals congregating in communal areas | | |
| | Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions. | | | | NO | | Communal areas available for breaks have been organised to reduce over capacity. Chairs removed from tables to permit only 2 available seats per table. | | |
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| R4 | COVID-19 | Managing customers, visitors and contractors <i>(Staff, others - failure to prevent unnecessary visits to the workplace)</i> | Objective: To manage contacts with others by providing and explaining available guidance. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work#outdoors-4-1 | YES | NO | N/A | | | |
| 4.1 | Manage contacts | | | Objective: To minimise the number of unnecessary visits to the worksite. | | | | | |
| 1 | Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. | | | | NO | | Welcome Visitor/Safe Practice Policy created and implemented. | | |
| 2 | Encouraging visits via remote connection/working where this is an option. | | | | NO | | This continues to be the priority and default working action. | | |
| 3 | Limiting the number of visitors at any one time. | | | | NO | | Welcome Visitor/Safe Practice Policy created and implemented. Necessity of visit questioned prior to commitment, and entry / exit times defined for those on site. | | |
| 4 | Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people. | | | | NO | | Welcome Visitor/Safe Practice Policy created and implemented. Necessity of visit questioned prior to commitment, and entry / exit times defined for those on site. Encouraging visits to be outside of | | |

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| | | | | | | | | | normal working hours. | |
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| 5 | Maintaining a record of all visitors, if this is practical. | | | | NO | | | | All Visitors log in to Reception and visitor request to be submitted to HR. | |
| 4.2 | Providing and explaining guidance | Objective: To make sure people understand what they need to do to maintain safety. | | | | | | | | |
| 1 | Providing signage at entrances to the worksite to remind the public and workers to maintain social distancing. | | | | NO | | | | Signage present and updated accordingly in line with government release | |
| 3 | Establishing host responsibilities relating to COVID-19, providing any necessary training for people who act as hosts for visitors. | | | | NO | | | | Welcome Visitor/Safe Practice Policy created and implemented. Issued via all Parvalux communication process with host responsibilities. | |
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| | | | | YES | NO | N/A | | | | |
| R5 | COVID-19 | Cleaning and sanitising workplaces (Staff, others - failure to prevent transmission by inadequate cleaning and hygiene) | Objective: To ensure workplaces remain as clean as possible to prevent the spread of COVID-19. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work#outdoors-5-5 | | | | | | | |
| 5.1 | Keeping the workplace clean | Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces. | | | | | | | | |
| 1 | Frequent cleaning of work areas and equipment between uses, using your usual cleaning products. | | | | NO | | | | Resources and materials available to follow guidance. Notices detailing company guidance issued to all employees. | |
| 2 | Frequent cleaning of objects and surfaces that are touched regularly, such as equipment and benches, and making sure there are adequate disposal arrangements. | | | | NO | | | | Resources and materials available to follow guidance. Notices detailing company guidance issued to all employees. | |
| 3 | Clearing workspaces and removing waste and belongings from the work area at the end of shift. | | | | NO | | | | Resources and materials available to follow guidance. Notices detailing company guidance issued to all employees. | |
| 4 | Sanitisation of all hand tools, benches, machinery and equipment after use. | | | | NO | | | | Resources and materials available to follow guidance. Notices detailing company guidance issued to all employees. | |
| 5.2 | Hygiene: handwashing, sanitation facilities and toilets | Objective: To help everyone keep good hygiene through the working day. | | | | | | | | |

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| 1 | Providing additional handwashing facilities where there are significant numbers of personnel on site. | | | NO | Hand Sanitising materials and resources available in all public/production areas. | | | |
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| 2 | Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. | | | NO | Signage and released information on awareness of good handwashing can be found across all sites | | | |
| 3 | Providing regular reminders and signage to maintain hygiene standards. | | | NO | Regular internal company guidance issued to staff with up to date guidance from the NHS and WHO | | | |
| 4 | Providing hand sanitisers in multiple locations in addition to washrooms. | | | NO | Multiple Hand Sanitising materials and resources available in all public washrooms | | | |
| 5 | Enhancing cleaning for busy areas. | | | NO | Cleaning provisions available in all areas. Increased frequency of cleaning followed internally for high throughput/public spaces. | | | |
| 6 | Providing more waste facilities and more frequent rubbish collection. | | | NO | Additional waste disposal items procured and implemented across sites. | | | |
| 7 | Providing sanitary hand drying facilities. | | | NO | Blue Roll and towel dispensers available in all public communal areas. | | | |
| 5.3 | Handling equipment, materials and waste | | | Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite. | | | | |
| | Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks. | | | NO | Cleaning notices to be created; printers/kettles etc. | | | |
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| | | | | YES | NO | N/A | | |
| R6 | COVID-19 | Personal protective equipment (PPE) and face coverings (Staff, others - failure to provide adequate PPE) | Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work#outdoors-6-1 | | | | | |
| 6.1 | We have considered the use of Face coverings relevant to the risks posed within our workplace. | | | NO | Face masks have been made available to employees if they so wish to use, however no explicit requirement has been issued by the government and availability is based on status of supply chain. | | | |
| NOTE: Face coverings: We are aware of the UK Government guidance on Face coverings. Whilst we know it is not law, we will support our staff should they chose to wear one. If staff do choose to wear one we will provide them with government guidance for their safe use. Guidance can be read here (We have considered this guidance) | | | | | | | | |

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| | | | | YES | NO | N/A | | | | |
| R7 | COVID-19 | Managing the workforce (Staff, others - failure to control shift patterns, travel, or provide adequate information, instruction and training) | Objective: To reduce transmission by managing shift patterns, travel and communication. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work#outdoors-7-1 | | | | | | | |
| 7.1 | Shift patterns and working groups | | | Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has. | | | | | | |
| | As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. | | | | NO | | At this time standard shifts continue to operate however under this recognised guidance the business will continue to monitor whether additional shifts may be required. | | | |
| | Identifying areas where people have to directly pass things to each other, such as shared tools, materials or job instructions, and find ways to remove direct contact, for example by using drop-off points or transfer zones. | | | | NO | | Tooling is dedicated to work area and no movement of tooling or equipment between work areas is permitted | | | |
| | Minimising worker congregation at bottlenecks such as timeclocks, entrances and exits and maintaining social distancing during shift handovers. | | | | NO | | Floor Marking placed in those areas subject to congregation and staggered timings. | | | |
| 7.2 | Work related travel | | | | | | | | | |
| 7.2.1 | Cars, accommodation and visits | | | Objective: To avoid unnecessary travel and keep people safe when they do need to travel between locations. | | | | | | |
| | Minimising non-essential travel - consider remote options first. | | | | | N/A | All Non-Essential travel is prohibited, remains in place 03/06/20. | | | |
| | Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. | | | | NO | | Employees travelling for purpose of work between sites are not prohibited to vehicle share | | | |
| 7.2.2 | Deliveries to other sites | | | Objective: To help workers delivering to other sites such as markets or customer premises to maintain social distancing and hygiene practices. | | | | | | |
| | Putting in place procedures to minimise person-to-person contact during deliveries to other sites. | | | | NO | | A defined process for internal site deliveries has been communicated within the Logistics team | | | |
| 7.3 | Communications and training | | | | | | | | | |

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| 7.3.1 | Returning to work | | | Objective: To make sure all workers understand COVID-19 related safety procedures. | | | | | |
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| | Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. | | | YES | | | Ongoing action - Internal employee communications. | A.H | Ongoing |
| 7.3.2 | Ongoing communications and signage | | | Objective: To make sure all workers on site are kept up to date with how safety measures are being implemented and updated. | | | | | |
| | Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19) . (We have considered this guidance). | | | | NO | | Who to speak to/resources available poster have been issued in all communal areas | | |
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| | | | | YES | NO | N/A | | | |
| R8 | COVID-19 | Inbound and outbound goods (Staff, others - failure to control shift patters, travel, or provide adequate information, instruction and training) | Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site especially in high volume situations, for example builders' yard or despatch areas. | | | | | | |
| 1 | Revising pick-up and drop-off collection points, procedures, signage and markings. | | | | NO | | Current logistics collection and drop off points apply | | |
| 2 | Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. | | | | NO | | As a best practice approach, all inbound and outbound deliveries are assessed for reduced frequency | | |
| 4 | Where possible, using the same pairs of people for loads where more than one is needed. | | | | NO | | Current logistics process and operations apply | | |
| 5 | Enabling drivers to access welfare facilities when required, consistent with other guidance. (HSE have emphasised that all drivers must have access to welfare facilities in the premises they visit as part of their work. See guidance here .) | | | | NO | | All visitors have the availability to use welfare facilities under supervision of the logistics supervisor(s) | | |
| 6 | Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice | | | | NO | | All Drivers are encouraged to remain in their vehicles unless it poses a risk during operation, where the driver will be asked to step out of the vehicle during unloading/loading. | | |