







<p><b>Activity</b></p>	<p><b>Describe the Activity: -</b></p> <p>This Risk Assessment has been put into place following the outbreak of COVID – 19. As STILL UK Provides, Services and Maintains Materials Handling Equipment for the Key supply chain in the UK, the Business is classed as Key Work and an essential part of the Supply chain.</p> <p>Although some Customers may have closed down during the lockdown period, many others have either kept open or have increased demand for Materials Handling Equipment.</p> <p>The Advice from the HSE is currently that there is no relaxation on the Regulations that are applicable to Materials Handling Equipment which are LOLER and PUWER, therefore, the equipment supplied to Customers is still subject to the same requirements for Service and Inspection in accordance to these regulations.</p> <p>All STILL UK employees that can work from home have taken equipment home to carry out their duties until such time that the Lock-down situation is lifted in the UK, however, some staff such as Field engineers, Resident Engineers and Workshop employees will still be required to attend work at the STILL UK Depots and Customers premises.</p> <p>All STILL Employees will be updated on a regular basis about any changes to the current Guidelines given.</p>			
<p><b>Location</b></p>	<p>STILL Exeter Workshop Facility</p>	<p><b>Persons at risk and period of exposure</b></p>		
<p><b>Name of assessor</b></p>	<p>Mark Lavington</p>	<p><b>STILL employees</b></p>	<p><b>Customer's employees</b></p>	<p><b>Members of the public</b></p>
<p><b>Date of assessment</b></p>	<p>May 2020</p>	<p><b>Number of hours of exposure</b></p>	<p>STILL Engineers Up to 8 hours per day</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
<p><b>Risk of infection to employees through airborne virus spread</b></p>  <p>fig 1</p>  <p>fig 2</p>  <p>fig 3</p>  <p>fig 3a</p>  <p>fig 4</p>  <p>fig 4a</p>	<p>STILL Employees Virus infection could lead to Minor effects to Major Lung failure</p>	<p>All STILL Employees have been informed to follow the latest Government advice on social distancing, keeping 2m from all other employees. Should Social Distancing not be possible i.e. when two person jobs are worked on, Face Coverings must be worn.</p> <p>STILL Exeter Canteen area has been redesigned and surplus chairs removed to ensure social distancing when sat at the canteen tables to eat Lunch (see fig 1 and 2 across).</p> <p>To ensure social distancing within the toilet areas, one sink has been disabled to ensure only one person is using this facility at a time. Hand sanitiser has been provided in all toilets. One urinal has been disabled within the workshop toilets to ensure that social distancing is adhered to (see fig 3 &amp; 3a across).</p> <p>Bins provided in the workshop and canteen areas are closed lid type (see fig 4 &amp; 4a across)</p>				

**Risk of infection to employees through surface virus spread**



fig 5



fig 5a



fig 5b



fig 5c



fig 6



fig 6a



fig 6b



fig 7



fig 7a

STILL  
Employees  
Virus infection could lead to Minor effects to major Lung failure

All STILL UK Engineers are provided with disposable gloves, these should be worn at all times whilst working onsite at the depot location.

Disposable gloves should be changed on a regular basis.

Hand soap and Hand Sanitiser has been supplied to all STILL UK employees, this is situated at various locations throughout the depot (see fig 5, 5a, 5b & 5c across) and this should be applied at regular intervals and upon the removal of gloves.

Surface disinfectants are provided (along with up to date COSHH Sheet) within the canteen locations and these must be used on regular basis whilst the canteen is in use (see fig 6, 6a & 6b across).

Toilet cubicles have extra surface cleaners for cleaning before and after use, should there be visitors to the depot, other toilets can be used for these people. Cleaning of the depot location has been increased during the COVID Pandemic and all areas will be cleaned and disinfected on a regular basis (see fig 7 & 7a across).

**Risk of infection to others from infected employees/ asymptomatic employees through air-borne virus spread**



fig 8



Other employees. Virus infection could lead to Minor effects to major Lung failure

Workshop engineers have been requested to stay within their own work bays(see fig 8 across) which gives a 2m distance and to continue this when outside their bays. Workshop engineers will also employ a buddy system when work cannot be completed without the assistance of others. This means that they will work with only one other person from the workshop, and that face masks will be worn during the task. If social distancing cannot be adhered to, then another solution must be found to remedy the problem.

The smoking shed can accommodate two people at a time due to the size. Currently with the low volume of smokers/vapourers there is on site, and the staggering of smoke breaks. This is currently suitable. However once more people start returning to work this will have to be looked at again, with possibly relaxing where people can smoke. This will also have to take into consideration office windows, entrances, non-smokers and potential fire risks.

All STILL Employees have been instructed to inform of any symptoms immediately and not to attend work.



**Risk Assessment Record Sheet**

**COVID Exeter Workshop RA**

		<p>All STILL Employees have been informed about Social distancing, hand and Respiratory Hygiene.</p> <p>Should Social distancing not be possible, STILL engineers must use Face masks supplied. (note, face masks supplied have not been taken from the UK supply to the NHS or care sector)</p>				
<b>Risk of engineers lone working</b>	<p>STILL Employees Injuries could be minor to major</p>	<p>All STILL UK engineers have been reminded to raise any concerns of unsafe working areas to their line manager or HSEQ Manager.</p> <p>If engineers feel that they are working in an unsafe area, they must stop the job and report as above.</p> <p>Should the area of work result in a lone working issue, the engineer must liaise with their Line Manager to ensure regular contact is established.</p>				
<b>Risk of Virus Spread from Contractors/ Visitors to sites.</b>	<p>STILL Employees Virus infection could lead to Minor effects to major Lung failure</p>	<p>Before attending any site, Contractors and Visitors must complete the COVID Visitors and Contractors Questionnaire to establish that no symptoms are shown for the visitor/ contractor. Once onsite the visitors/ contractors must follow the same rules as set out in this RA.</p> <p>Contact with outside agents is to be kept to a minimum. Welfare facilities are provided</p>				



**Risk Assessment Record Sheet**

**COVID Exeter Workshop RA**

		<p>through the disabled toilets in the foyer area of the building. STILL Employees are not to use this facility whilst this is in place. Cleaning products are provided, and the facility is deep cleaned regularly by a cleaning contractor. Contractors/agents for the workshop are to access this facility via the front door, and not through the warehouse. Fresh drinking water will be provided in the form of bottled water at the rear warehouse entrance.</p>				
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