

# COVID-19 RISK ASSESSMENT

## PUBLISHED VERSION V2

## SECTION 1: RISK ASSESSMENT SUMMARY

### COVID-19 RISK ASSESSMENT OF OPERATIONAL SITES (PHASE 1)

A COVID-19 Risk Assessment of operational sites has been undertaken to identify all controls in place within WCM Europe to manage the risks, wellbeing and operational requirements of the business following the impacts of COVID-19. The control measures specified to reduce risk are based on current guidance from the UK and devolved Governments (England and Wales), Society of Motor Manufacturers and Traders, as well as existing operational standards within WCM Europe.

This Risk Assessment has been carried out by the Senior Management Team within WCM Europe within the period of May/June 2020 as part of an ongoing exercise to evaluate the controls in place. This Risk Management Document will continue to be reviewed and updated as and when required to reflect any additional controls that are deemed to be necessary.

WCM Europe considers its employee's health, safety and wellbeing to be of the utmost importance when in the workplace, therefore all necessary steps required to implement against this Risk Assessment are being introduced where possible. This Risk Assessment will be used in conjunction with existing WCM Health and Safety Policies to guide decision making.

This Risk Assessment has been fully reviewed in September 2020 to reflect the ongoing changes in response to the COVID-19 Pandemic. WCM will at all times adhere to the current UK Government legislation.

## SECTION 3: HAZARDS LIST (NOT EXHAUSTIVE)

Mechanical Hazards	Work Activity Hazards	Electrical Hazards
Cutting/Severing	Condition of Tools	Stored energy
Drawing-In/Trapping	Pool Workplace Design	Accidental Start Up
Crushing	Visual Fatigue	Condition of Cables/Plugs
Entanglement	High Workload /Stress	Source of Ignition
Shearing	Falling/Moving Object	Short Circuit/Overload
Impact	Slips/Trips/Falls	Static
High Pressure	Lifting and Handling	Indirect Contact
Stabbing/Puncture	Stressful Posture	Direct Contact
Friction/Abrasion	Highly Repetitive Actions	
Other Mechanical Hazards	Other Activity Hazards	
Work Environment	Hazardous Substances	
Slippery/Wet Flooring	Flammable Gas/Mist/Fumes/Dust	
Spillage	Flammable Liquid	
Hot/Cold Work Areas	Fumes/Mist/Gas/Dust (COSHH)	
Lighting	Liquid	
Vibration	Other Hazardous Substances	
Noise		
Hot/Cold Work Surfaces		
Other Environmental Hazards: COVID-19		

## SECTION 4: RISK SCALE

LIKELY OUTCOME	X	SEVERITY / CONSEQUENCE
4 Very High	4	4 Very High Fatal/Serious injury, prolonged lost time, significant damage or disruption
3 High	3	3 High Significant injury, lost time incident, major damage or disruption
2 Medium	2	2 Medium Minor injury, medical treatment, minor damage or disruption
1 Low	1	1 Low Minimal or no injury, first aid, minimal damage or disruption

## SECTION 5: RISK SCORE MATRIX

LIKELIHOOD OF RISK	1	2	3	4
4 Very High	4	8	12	16
3 High	3	6	9	12
2 Medium	2	4	6	8
1 Low	1	2	3	4

## SECTION 6: GENERAL RISK ASSESSMENT FORM

Task / Activity Undertaken: Infected person enters or exits WCM site entrances

Hazards: COVID-19

Potential Hard: Virus Spread

Current Controls	Current Score L x S = R			Additional Controls Required	Who	Due	Completed	Revised Score L x S = R		
	3	4	12					1	2	2
Employees own discretion relied upon for sensible practices.	3	4	12	All employees instructed to complete a return to work session which will identify any risk of symptoms.	AP	24/03/20	Implemented & ongoing	1	2	2
Employees permitted to enter building at numerous entrances.				All production employees will enter via 2 production entrances where all will be monitored on entry by temperature check. Staggered shift times also implemented to reduce congestion at entrance. Office staff have dedicated entrance and are temperature checked.	AP	24/03/20	Implemented & ongoing			
No phase return to work required.				phased return of employees in place on sites.	AP	08/04/20	Implemented & ongoing			
Majority of employees following same set shift hours.				Defined start times outlined to prevent over confusion/ queuing.	AP	11/05/20	Implemented & ongoing			
No restriction of movement around site.				Floor markings and signage introduced to encourage safe distancing of 2m requirement.	SW	15/06/20	17/06/20			
Entrance/exists common, not defined differently.				Separate entry and exit routes and one-way systems indicated where required.	SW	15/06/20	17/06/20			
Employees own discretion relied upon for sensible practices.				Employees briefed on return to work advice for safe working requirements i.e. travel, site entry and exit.	AP	08/04/20	Implemented & ongoing			
No hand sanitiser stations.				Sanitiser stations at 3 main entrances/exists. lockers moved to prevent congestion.	AP	16/09/20	24/09/20			

## SECTION 6: GENERAL RISK ASSESSMENT FORM

Task / Activity Undertaken: Infected person walks across site to get to work area

Hazards: COVID-19

Potential Hard: Virus Spread

Current Controls	Current Score L x S = R			Additional Controls Required	Who	Due	Completed	Revised Score L x S = R		
Employees own discretion relied upon for sensible practices.	2	4	8	As per controls for entry to site, employee's temperature taken upon entry and at various points of the day if deemed necessary. This measure will reduce risk associated with this task.  During return to work briefing, all employees are instructed to leave site immediately if they become unwell and to maintain regular hand washing.	AP	24/03/20	Implemented & ongoing	1	2	2
No restriction of movement around site.				Floor markings and signage introduced to encourage safe distancing of 2m requirement.	SW	15/06/20	17/06/20			
Entrance/exits to individual work areas common, not defined differently.				Floor markings and signage introduced to encourage safe distancing of 2m requirement across specific work areas.	SW	15/06/20	17/06/20			
Previous use in some areas of access cards.				To reduce risk, doors now held open by default. To mitigate open access, employees advised to only enter work areas where they operate within or where permitted.	AP	15/06/20	17/06/20			
All doors security controlled.				Doors across site now open to prevent handling.	AP	15/06/20	17/06/20			

## SECTION 6: GENERAL RISK ASSESSMENT FORM

Task / Activity Undertaken: Infected person 'clocks in'  
 Hazards: COVID-19  
 Potential Hard: Virus Spread

Current Controls	Current Score L x S = R			Additional Controls Required	Who	Due	Completed	Revised Score L x S = R		
Use of employee finger print for clocking in.	3	4	12	Finger print scan requirement removed. New control introduced by clocking in through use of keyfobs.	AP	08/06/20	Implemented & ongoing	1	2	2
No restriction on number of employees in clocking in areas.				Staggered start times for employees to reduce congestion and maintain social distancing.	AP	24/03/20	Implemented & ongoing			

## SECTION 6: GENERAL RISK ASSESSMENT FORM

Task / Activity Undertaken: Infected person carrying out duties or transport requiring >1 person in immediate area  
 Hazards: COVID-19  
 Potential Hard: Virus Spread

Current Controls	Current Score L x S = R			Additional Controls Required	Who	Due	Completed	Revised Score L x S = R		
No measures in place to aid increase distancing.	3	4	12	Production activities reviewed to amend work areas to suit social distancing. Work areas adjusted for 'back to back' working and greater distancing.	AA	08/04/20	Implemented & ongoing	1	4	4
Masks provided based on task related risk.				Provision of masks/face shields provided in line with PPE requirements to all employees.	AP	08/04/20	Implemented & ongoing			
Vulnerable persons only monitored for task related risk.				Vulnerable employees identified by management to prevent close proximity working / risk alongside other employees.	AP/AA	08/04/20	Implemented & ongoing			
No previous preferences regarding employees residing in same household.				Identified any employees who reside in same household, in order to fulfil duties where 2 people are required to carry out tasks.	AA/DM	08/04/20	Implemented & ongoing			
No previous controls in place.				Employers advised to wear masks if using shared forms of transport i.e. public transport and shared vehicles.	AP	08/04/20	Implemented & ongoing			

## SECTION 6: GENERAL RISK ASSESSMENT FORM

Task / Activity Undertaken: Infected person enters a communal area (kitchen / seating area)

Hazards: COVID-19

Potential Hard: Virus Spread

Current Controls	Current Score L x S = R			Additional Controls Required	Who	Due	Completed	Revised Score L x S = R		
Standard/default temperature settings for washing facilities.	3	4	12	Increased temperature of dishwashing facilities to reduce risk of virus spreading.	AP	09/03/20	09/03/20	1	2	2
Tea/coffee provisions supplied by WCM for open employee use.				Removal of communal tea/coffee making provisions and cleaning cloths to reduce risk of virus transmission.	AP	09/03/20	09/03/20			
No restrictions applied on number of employees at one table.				Reduction in number of seats/tables separated out further within communal spaces to ensure distancing of 2m.	AP	24/03/20	24/03/20			
Standard cleaning practices in place.				Increase cleaning of these areas to reduce risk of virus spreading.	AP	09/03/20	Implemented & ongoing			
Limited restrictions on break times.				Staggered breaks introduced to reduce congestion in communal areas.	AP	24/03/20	Implemented & ongoing			
Previously, additional communal spaces not a requirement. Existing kitchen spaces adequate.				Re-assigned existing meeting areas as communal kitchen/seating areas to maintain safe social distancing.	AP	24/03/20	24/03/20			
Standard hand washing procedures encouraged.				Hand washing encouraged upon entry and exit of communal areas.	AP	24/03/20	Implemented & ongoing			



## SECTION 6: GENERAL RISK ASSESSMENT FORM

Task / Activity Undertaken: Infected person enters smoking areas

Hazards: COVID-19

Potential Hard: Virus Spread

Current Controls	Current Score L x S = R			Additional Controls Required	Who	Due	Completed	Revised Score L x S = R		
No limitations advised within smoking areas.	2	4	8	Maximum occupancy signage implemented within smoking areas to ensure safe distancing >2m.	AP	10/06/20	11/06/20	1	2	2

## SECTION 6: GENERAL RISK ASSESSMENT FORM

Task / Activity Undertaken: Infected person enters and working within an office area

Hazards: COVID-19

Potential Hard: Virus Spread

Current Controls	Current Score L x S = R			Additional Controls Required	Who	Due	Completed	Revised Score L x S = R		
	2	4	8					1	2	2
No previous restrictions or advice on working from home/number of staff within office areas.	2	4	8	Office employees work from home where possible and to be under continual review.	KM	24/03/20	Implemented & ongoing	1	2	2
Modesty boards previously utilised for decoration only.				Desk screens advised to reduce risk of virus transmission.	SW	26/05/20	27/07/20			
Standard cleaning procedures in place.				Increased cleaning of office workspaces to reduce risk of virus spreading.	SW	26/05/20	27/07/20			
No previous restrictions for movement around office space aside from permitted access.				One way system guidance also applied to office areas to promote safe distancing.	AP/SW	15/06/20	17/06/20			
Hot desking previously encouraged.				Hot desking no longer an option.	AP	24/03/20	24/03/20			
Standard cleanliness expected of employees i.e.hand washing.				Offices equipped with own hand sanitiser and wipes. Increased hand sanitising and desk cleaning by employees and more regular hand washing recommended.	AP	24/03/20	24/03/20			
Standard cleanliness advised of IT equipment.				Shared equipment must be sanitised before and after use after change of user.	AP	24/03/20	Implemented & ongoing			
Doors previously kept closed.				All office doors held open to reduce handling.	AP	24/03/20	24/03/20			

## SECTION 6: GENERAL RISK ASSESSMENT FORM

Task / Activity Undertaken: Infected person enters restroom

Hazards: COVID-19

Potential Hard: Virus Spread

Current Controls	Current Score L x S = R			Additional Controls Required	Who	Due	Completed	Revised Score L x S = R		
No previous restrictions in place.	2	4	8	Employees reminded to keep 2m distancing outside of restrooms.	AP	09/03/20	Implemented & ongoing	1	2	2
No previous restrictions in place.				Employees advised of appropriate queuing at restroom areas to encourage safe distancing.	AP	15/06/20	Implemented & ongoing			
No previous restrictions in place.				Floor markings outside of restroom areas to encourage social distancing whilst queuing.	AP	15/06/20	Implemented & ongoing			
Standard hand washing advice provided.				hand wash information added into restroom areas.	AP	09/03/20	Implemented & ongoing			
Standard cleaning practices carried out.				Increased cleaning of restroom facilities introduced to reduce virus transmission.	AP	09/03/20	Implemented & ongoing			

## SECTION 6: GENERAL RISK ASSESSMENT FORM

Task / Activity Undertaken: Infected person requires first aid treatment

Hazards: COVID-19

Potential Hard: Virus Spread

Current Controls	Current Score L x S = R			Additional Controls Required	Who	Due	Completed	Revised Score L x S = R		
First aiders existing training to determine actions taken.	4	4	16	Designated first aiders to advise casualty to administer their own first aid where possible to reduce contact/risk. Where physical contact is required, first aider to wear correct PPE.	First Aider	09/03/20	Implemented & ongoing	1	3	3
First aiders existing training to determine actions taken.				Both parties to wear masks when conducting first aid to reduce virus transmission.	First Aider	09/03/20	Implemented & ongoing			
First aiders existing training to determine actions taken.				Prior to and after first aid has taken place, both parties to be advised to follow hand washing guidance.	First Aider	09/03/20	Implemented & ongoing			
First aiders existing training to determine actions taken.				All first aid consumables must be disposed of as contaminated material.	First Aider	09/03/20	Implemented & ongoing			
First aiders existing training to determine actions taken.				First aider to use prior training to enable decision making upon whether casualty requires hospital attendance.	First Aider	09/03/20	Implemented & ongoing			
First aiders existing training to determine actions taken.				The process of CPR is encouraged but only if a face shield is present	AP	18/09/20	Implemented & ongoing			

## SECTION 6: GENERAL RISK ASSESSMENT FORM

Task / Activity Undertaken: Existing person on site then/begins to display symptoms of COVID-19 infection  
 Hazards: COVID-19  
 Potential Hard: Virus Spread

Original Controls	Ongoing Score L x S = R			Additional Controls Required	Who	Due	Completed	Revised Score L x S = R		
No existing controls in place as situation not previously of concern.	2	4	8	Employee to leave site immediately if displaying symptoms.	All	09/03/20	Implemented & ongoing	1	2	2
No existing controls in place as situation not previously of concern.				Instruct employee to follow ongoing Government guidelines relating to Covid-19.	All	09/03/20	Implemented & ongoing			
No existing controls in place as situation not previously of concern.				Internal assessment of track and trace to assess risk to other employees. This may lead to isolation of other employees and additional cleaning of areas by designated staff in suitable PPE.	All	26/05/20	Implemented & ongoing			
No existing controls in place as situation not previously of concern.				For return to work, WCM to conduct thorough interview and assessment.	AP	09/03/20	Implemented & ongoing			
No existing controls in place as situation not previously of concern.				WCM may request to see evidence of COVID 19 test result	AP	18/09/20	Implemented & ongoing			

## SECTION 6: GENERAL RISK ASSESSMENT FORM

Task / Activity Undertaken: Infected person works with colleagues defined as vulnerable or extremely vulnerable  
 Hazards: COVID-19  
 Potential Hard: Virus Spread

Current Controls	Current Score L x S = R			Additional Controls Required	Who	Due	Completed	Revised Score L x S = R		
No existing controls in place as situation not previously of concern.	3	4	12	Vulnerable/extremely vulnerable employees identified by management to prevent close proximity working / risk alongside other employees.	All	09/03/20	Implemented & ongoing	1	2	2
No existing controls in place as situation not previously of concern.				Where possible, vulnerable/extremely vulnerable can work from home.	KM	09/03/20	Implemented & ongoing			
No existing controls in place as situation not previously of concern.				As part of return to work interview, all employees are asked to confirm whether they live with others defined as extremely vulnerable. This then guides HR to give appropriate guidance.	AP	09/03/20	Implemented & ongoing			

## SECTION 6: GENERAL RISK ASSESSMENT FORM

Task / Activity Undertaken: Visitors to WCM sites by customers, suppliers, couriers or interested parties  
 Hazards: COVID-19  
 Potential Hard: Virus Spread

Current Controls	Current Score L x S = R			Additional Controls Required	Who	Due	Completed	Revised Score L x S = R		
No restrictions previously advised.	4	4	16	For admin functions, communication to all customers and suppliers that attendance to site no longer advised and to handle enquiries remotely where possible.	Admin Team	09/03/20	Implemented & ongoing	1	1	1
Standard requirements advised i.e. relevant HS&E documents, PPE.				Where attendance to WCM sites required for maintenance of equipment, supplier advised on set time of entry to site, PPE requirements and submission of copy of their own risk assessment.	Admin Team	09/03/20	Implemented & ongoing			
Standard requirements advised, no specific advice provided beyond security measures and protocols for loading/unloading.				Where attendance to WCM sites required for collection/deliveries of goods, couriers informed to call or raise attention from goods-in entrance i.e. sounding horn.	Admin Team	09/03/20	Implemented & ongoing			
Standard advice provided for cleanliness.				Any employees in contact with either suppliers or couriers advised to maintain safe distancing, reduce contact with goods, wear correct PPE and follow hand washing advice.	Admin Team	09/03/20	Implemented & ongoing			
Standard signing in process required, no requirement to query health status.				All visitors to site that require entry still required to sign in and notify of any symptoms prior to being permitted any further.	Admin Team	09/03/20	Implemented & ongoing			

## SECTION 6: GENERAL RISK ASSESSMENT FORM

Task / Activity Undertaken: WCM visitors to external customers, suppliers or interested parties

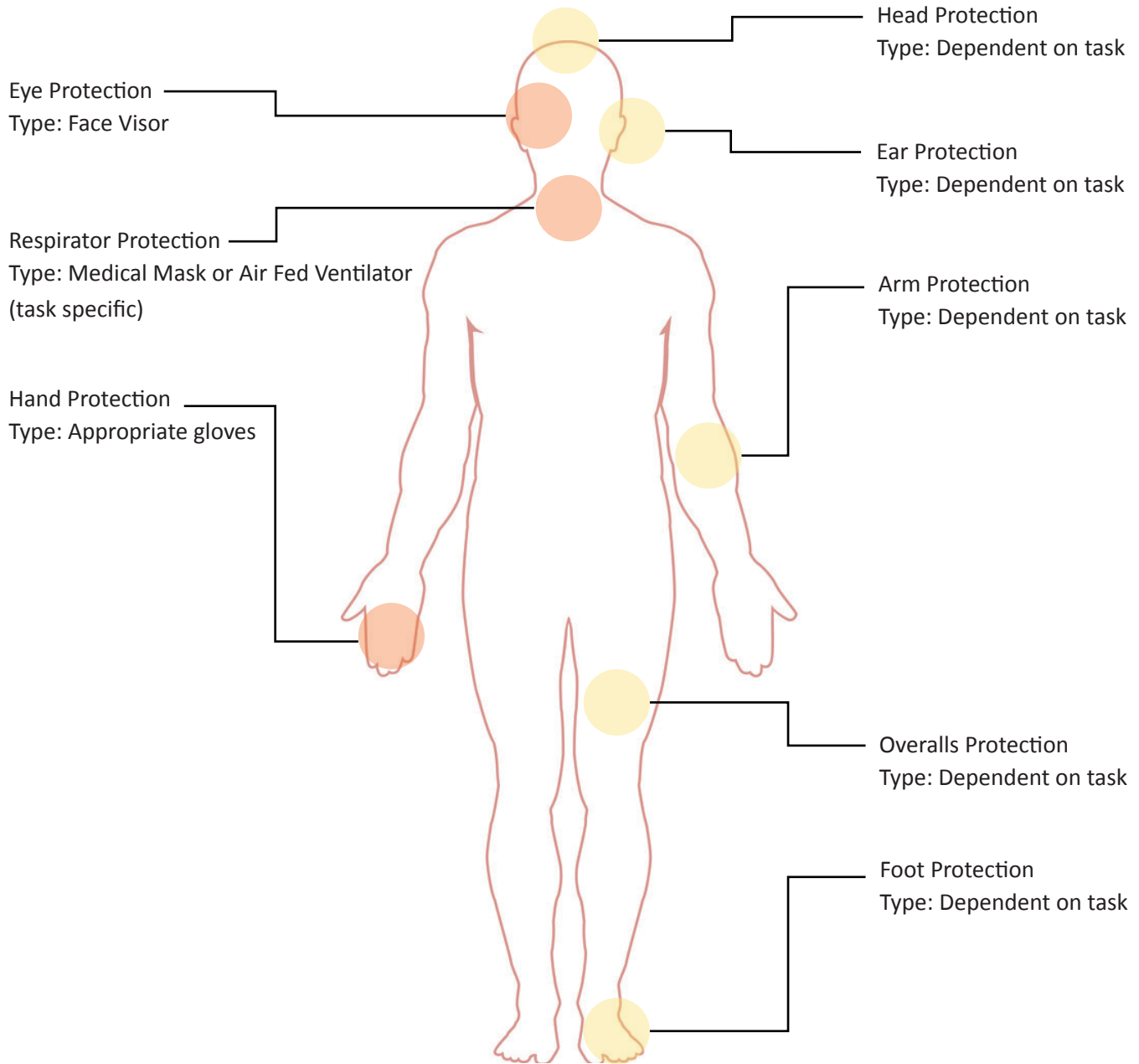
Hazards: COVID-19

Potential Hard: Virus Spread

Current Controls	Current Score L x S = R			Additional Controls Required	Who	Due	Completed	Revised Score L x S = R		
No restrictions previously advised.	4	4	16	All employees advised to no longer conduct external visits to customer, supplier or interested party locations/sites. Employees encouraged to use alternative digital provisions provided i.e. Microsoft Teams.	All	09/03/20	Implemented & ongoing	2	3	6



## SECTION 8: PPE REQUIREMENTS (SPECIFIC TO COVID-19)



### Further Requirements:

None