

<p>Activity</p>	<p>Describe the Activity: -</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, Workshop employees and a small amount of office based staff 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>Location</p>	<p>STILL Exeter Offices Facility</p>	<p>Persons at risk and period of exposure</p>		
<p>Name of assessor</p>	<p>Mark Lavington</p>	<p>STILL employees</p>	<p>Customer's employees</p>	<p>Members of the public</p>
<p>Date of assessment</p>	<p>May 2020</p>	<p>Number of hours of exposure</p>	<p>STILL Office workers 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>Risk of infection to employees through airborne virus spread</p>  <p>fig 1</p>  <p>fig 2</p>  <p>fig 3</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 isolated to ensure that only one person is using this facility at a time. Hand sanitiser has been provided in all toilets. (see fig 3 across).</p>				

 <p>fig 3a#</p>  <p>fig 4</p>  <p>fig 4a</p>		<p>The urinals in the gents toilets have been isolated, as a safe distance cannot be maintained when going to the main toilet(see fig 3a across).</p> <p>Adequate bins have provided in the offices and canteen areas. Canteen area has closed lid type (see fig 4 & 4a across)</p>				
<p>Risk of infection to employees through surface virus spread</p>  <p>fig 5</p>  <p>fig 5a</p>  <p>fig 5b</p>	<p>STILL Employees Virus infection could lead to Minor effects to major Lung failure</p>	<p>Hand soap and Hand Sanitiser has been supplied to all STILL UK employees, this is also situated at various locations throughout the depot (see fig 5, 5a & 5b across) and this should be applied at regular intervals and upon the removal of gloves.</p>				

 <p>fig 6</p>  <p>fig 6a</p>  <p>fig 6b</p>  <p>fig 7</p>  <p>fig 7a</p>	<p>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).</p> <p>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).</p>				
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Risk of infection to others from infected employees/ asymptomatic employees through air-borne virus spread



fig 8



fig 9



fig 10

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

Due to the current low numbers of office staff, social distancing is not a problem. As more staff return to work, office furniture may have to be moved around to be able to accommodate them safely. Office staff do not have to wear gloves or face masks at the moment, however this may change in the future(see fig 8 across).

The Training room is currently unused, as there is no training being carried out. This has been set up to ensure that social distancing is adhered to. When booking training in the near future this will have to be taken into account, for class sizes(see fig 9 across).

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(see fig 10 across). Due to the nature of the stairs. Staff are required to check before

 <p>fig 11</p>  <p>fig 11a</p>		<p>ascending/descending that the route is clear. This will ensure that social distancing is adhered to(see fig 11&11a across).</p> <p>All STILL Employees have been instructed to inform of any symptoms immediately and not to attend work. All STILL Employees have been informed about Social distancing, hand and Respiratory Hygiene. Should Social distancing not be possible, STILL engineers must use Face masks supplied. <i>(note, face masks supplied have not been taken from the UK supply to the NHS or care sector)</i></p>				
<p>Risk to STILL staff working in unfamiliar areas</p>	<p>STILL Employees Injuries could be minor to major</p>	<p>All STILL UK Employees have been reminded to raise any concerns of unsafe working areas to their line manager or HSEQ Manager.</p> <p>If staff feel that they are working in an unsafe area, they must stop the job and report as above.</p>				



Risk Assessment Record Sheet

COVID Exeter Offices RA

<p>Risk of Virus Spread from Contractors/ Visitors to sites.</p>	<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 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.</p>				
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