


Risk Assessment Document COVID-19

	Department	Whole Site							Date of original assessment	20.03.2020
	Task or Process	Operational activities in relation to Covid-19							Date of latest update	02.10.2020
	Assessed By	B Darby, B Antal, C McCarthy, S Jackson, S Ruffie, P Powell, J McKeown, S Earl							Current Revision	rev 7
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Onsite activities	Covid-19 Pandemic		All persons	Site	Employees all entered the workplace with no home working	4	2	8	Employees working from home where practicable to prevent unnecessary contact Well being monitoring of persons working from home through regular contact established.	4	1	4	Monitor on regular basis	Man Team	Ongoing
				Site	Employees were not monitored prior to entering the workplace and no temperature checks were undertaken	4	2	8	All persons attending the workplace will be monitored for signs of illness and will have their temperatures measured with a hand held device at the gatehouse. Any indicators of ill health at this point will mean the individual will be refused entry to the workplace and be told to self isolate and following the governments advice regarding self isolation. The company will be introducing a "smart thermometer camera" system at site entrance to "recognise" individuals and check their temperature prior to entering the inner site. Only persons with a normal temperature reading will be allowed into the workplace. Abnormal readings will require second testing, in case of repeat high temperature, individual will be sent home and further telephone interview will be set up.	4	1	4	Continuous monitoring process for all persons entering the site Smart Station to be introduced at the gatehouse and staff entry.	Man Team	Ongoing 15/11/20
				Site	Break times were not staggered through he shifts allowing potential for large gatherings to take place. No social distancing measures were in place	4	2	8	The company has introduced staggered break times for the workforce to allow for employees to maintain greater distance between fellow employees where practicable. The company has also informed the workforce to maintain a 2 metre distance where practicable whilst working in all areas	4	1	4			
				Site	Cleaning programme in place in all areas,	4	2	8	Additional cleansing/sanitising stations have been introduced throughout the buildings Face masks and nitrile gloves will be made available for all persons who would like additional protection where the wearing of other PPE is not effected. New foot operated bins have been introduced in several areas for the safe disposal of used PPE.	4	1	4	Maintain supplies of cleaning equipment and PPE	SE	Ongoing

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				Smoking area	Smoking was permitted within a smoking area allowing for the potential of close contact between persons	4	3	12	A smoking ban has been introduced due to prevent large gatherings of individuals Any individual leaving the site for a cigarette must clock out prior to leaving site	4	1	4	Audit to ensure ban is adhered too.	AH	20.03.2020
				Site	Deliveries were accepted into a number of areas and visiting drivers were allowed into the inner site and to interact with a number of JVM employees as a result.	4	3	12	Non essential deliveries to the company have been stopped until further notice and non essential third party working has been stopped. New process introduced to prevent the need for drivers to access the inner site where practicable by utilising a new security hut on the front yard single manned	4	2	8	Review on regular basis	Man Team	Ongoing
				Site	Cleaning regime in place	4	2	8	Disinfectants and cleaning products are being made even more readily available to clean and maintain work surfaces and rest areas. Additional workforce employed on both shifts to ensure regular cleaning and disinfection of common areas (corridors, canteen, changing room etc).	4	1	4	Maintain supplies of cleaning equipment	SE	Ongoing
				Site	Welfare facilities were stocked and maintained	4	2	8	Regular advice given to the workforce regarding best practice for the cleaning of hands and maintaining good hygiene standards at all times. Visual aids in all areas created to provide advice and support to the workforce regarding Covid 19.	4	1	4	Encourage through demonstration of best practice	Man Team	Ongoing
Operational Activities	Covid-19	Ill health and potential spread of virus to others	All persons	Office	External updates were advised to the morning operations meeting if relevant	4	1	4	Monitoring of any new government advice or alterations with sub-sequent risk-assessment updates.	4	1	4	Maintain communication process throughout	BA	Ongoing
				Site	The workforce were informed of changes to the working environment as and when required	4	1	4	Regular communication to the workforce regarding any potential changes to the working environment and operational activities.	4	1	4	Maintain communication process throughout	Man Team	Ongoing

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				Site	General cleaning regime in place for all areas	4	2	8	Daily cleaning regime introduced for all public areas to include contact areas such as door handles, with disinfectant products. Pandemic response team introduced to provide cleaning programmes for pre and post shift, and maintain stocked hygiene stations.	4	1	4	Maintain cleaning regime	Cleaning team	Ongoing
				External	Employee visits to customers and suppliers were permitted	4	2	8	Employee visits to customer and suppliers sites have been reduced to essential only until further notice.	4	1	4	Ongoing review process	Man Team	Ongoing
				Site	3rd party attendance was permitted and controlled at a local basis	4	2	8	3rd parties attending site have to undergo a temperature check, complete a COVID assessment document following which access to the site will be granted if no related symptoms are identified as a result of this process. All essential contractor working will be carried out with an agreed safe system to protect employees and contractors established prior to entering the workplace.	4	1	4	Ensure compliance.	Man Team	Ongoing
				Site	Employees in high risk category			0	Questionnaire issued to all employees to help identify employees in high risk category as defined by PHE.			0	Review and identify high risk individuals and isolate as required.	Man Team	20/03/20
				Site	Night shift operations undertaken across the site	4	2	8	Night shift removed from operational activities. Over time in line with customer's order fluctuation, following safe sytem at work and COVID-19 Risk Assessment.	4	1	4	Review on regular basis	Man Team	
				Site	AM and PM shift start times were not staggered allowing for large gatherings in changing and other areas	4	3	12	Staggered shift start introduced to reduce potential interaction at start and end of shifts.	4	2	8	Shift time slots to be relayed to all interested parties prior to commencement	Man Team	Ongoing
				Site	Break times were not staggered through the shifts allowing potential for large gatherings to take place. No social distancing measures were in place	4	3	12	Additional staggered breaks to reduce people in rest areas at any one time	4	2	8	Ongoing review process	Man Team	Ongoing
				Clock stations	2 clocking stations for shop floor and 1 station for staff allowed for the potential for large gatherings at clock in/out times	4	3	12	Additional clocking stations introduced to reduce person numbers in clocking areas	4	1	4			


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				Clock stations	Employees were allowed to stand inline to clock in/out	4	3	12	Floor markings introduced to indicate the 2 metre distance rule for employees entering the site attending the changing area and clocking on.	4	1	4			
				Site	Multi directional access to all welfare and shop floor areas was allowed	4	3	12	1 way system introduced to access locker, clocking and shop floor areas (additional entrance and exit points introduced where required). New Exit from site introduced to strenghten one way sytem when entering and leaving the site.	4	1	4	All employees to be made aware of new practice to access all areas.	Man Team	Ongoing
				Rest areas	Rest areas had multiple seating arrangements, no person limitations and allowed close interaction for all employees	4	4	16	Rest areas person limit restrictions introduced.	4	1	4			
				Ladies changing	Ladies changing room was a compact area where social distancing was difficult to achieve.	4	4	16	Ladies changing area extended to allow greater distance between persons.	4	1	4			
				Office areas	Office areas had multiple occupancy where social distancing was difficult to maintain	4	4	16	Maximum number persons per office area (all offices) introduced with each office assessed on individual basis	4	1	4			
				Changing rooms	Changing facilities were multi occupancy and included a number of departments using the same facility potentially at the same time	4	4	16	Maintenance/Tool Room/ Facilities changing area to be created closer to their workplace to reduce numbers attending all changing areas.	4	2	8	New changing area to be created at the entry to the toolroom.	NP	15/11/20
				Site	Doors maintained closed required opening by hand	4	3	12	Doors, where practicable, have been fitted with foot opening capability to remove the need to use hands to open.	4	2	8	Foot opening to be installed on A3N door.	SR SJ	15/11/20
				Site	Visitor numbers were controlled but allowed	4	3	12	Visitors only permitted via a strict invitation only process	4	1	4			
				Inner car park	Snack vans visited site on a daily basis	4	3	12	Food snack vans banned until further notice	4	1	4			
				Site	Hi vis worn in identified areas by employees as directed	4	2	8	Hi vis jackets will be worn by all shop floor displaying the 2 metre rule	4	1	4			
				Windage Cell (AJ133)	Windage area had some workstations within a close proximity	4	3	12	Additional protective screens have been added to the Windage area to aid separation of persons	4	1	4			

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				Wash rooms	Hot air dryers and linen roller towels provided in wash rooms	4	2	8	Hot air dryers removed from wash rooms and replaced by paper towel dispensers and bins to hold used towels. Linen roller towels removed.	4	1	4			
				Company vehicles	Vehicle cleaning process was not documented and cleaning equipment not available at the work station	4	3	12	Vehicle cleaning stations and equipment introduced for FLT's.	4	1	4	Process to be introduced for pool cars.	SE	30/10/20
				Site	No online suggestion scheme in place	4	3	12	Online employee "improvement suggestion" process introduced to allow all employees to contribute to the improvement process. E-mail suggestions@jvmcastings.com created and communicated to the workforce.	4	1	4			
				Metrology	Metrology department was accessible to all employees	4	3	12	Internal deliveries to metrology department process introduced to reduce numbers and interaction of persons.	4	2	8			
				Welfare facilities	Access to welfare facilities required some individuals to visit other work areas	4	3	12	Additional welfare facilities installed to limit person movement across the site (3 self contained porta loos introduced) . Restriction notices applied to wash basins and urinals to achieve social distancing	4	2	8			
				Site	No training specific to a pandemic situation	4	3	12	Training for supervision prior to the return of the workforce regarding new operating procedures and requirements	4	1	4			
				Site	No training specific to a pandemic situation	4	3	12	instruction document for all returning employees regarding new operating procedures and requirements.	4	1	4			
				Office areas	Shared computers was common practice and no specific hygiene instruction was given to multiple users	4	3	12	Where a shared computer is the only option gloves must be worn whilst inputting data and disposed of in the foot operated bins provided	4	2	8			
				Site entrance to inner site	Common entrance/exit allowed close contact when entering or leaving	4	3	12	New one way system created by introducing a new exit from inner site and a entrance only gate by the gatehouse	4	2	8			
				Site	No policy for pandemic situations	4	3	12	Employee handbook created for pandemic response measures provided to all employees	4	1	4			
				Reception/gatehouse	Open fronted reception and gatehouse areas	4	3	12	Protective screens to be added to gatehouse.	4	1	4	Protective screen to be installed at the gatehouse.	NP	15/11/20
				Site	Employees with pre existing conditions not always known if individuals had not informed the company	4	3	12	Employees who have pre existing conditions or partners with pre existing conditions identified and measures taken to protect where reasonably practicable have been put into place	4	2	8	Ongoing monitoring of government advice.	Man Team	Ongoing

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				American Axle Cell	Access to cell via dual operated walkway. Machine layout allowed for social distancing with the exception of a shared wash process	4	3	12	One way system introduced and process changed to allow a single operator to run wash process	4	1	4			
				Bentley Cell	Cell layout allowed for social distancing to be achieved, dual access route to cell	4	3	12	one way system introduced by introducing new exit route	4	1	4			
				CPLA Cell	Access to cell via dual operated walkway. Machine layout allowed for social distancing	4	2	8	One way system introduced for pedestrian access/egress	4	1	4			
				Windage Cell (AJ133)	Employees working in close proximity to each other, 4 person operation with some shared equipment	4	3	12	Reduced persons from 4 man to 2 man team, wash plant moved and transfer station moved to allow for social distancing. Partition introduced to segregate persons New exit from building created	4	2	8			
				Upper Timing Cover	Layout and operational process allowed for social distancing to be achieved	4	2	8	Enforced social distancing for all employees via instruction and supervision	4	1	4			
				R&D Building (Headlamp Surround)	Machine layout allowed for social distancing. Single pedestrian door for dual movement	4	2	8	One way pedestrian system introduced with alternative exit opened	4	1	4			
				Tool room	Tool Room had access restrictions that helped maintain social distancing. 2 man operations for certain tasks	4	3	12	Face visors and masks provided for tasks where social distancing is not possible between 2 persons. One way system introduced.	4	2	8			
				Bulk Melt	Shared office and rest areas. Operational activities allowed for social distancing measures as strikos operated by individual employees.	4	3	12	One way pedestrian system created. Cleaning stations introduced, rest area modified to allow social distancing. Access to office area restricted to 3 person maximum to maintain social distancing	4	2	8			

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				Casting Cells	Casting cell layouts and operating systems accommodated social distancing in normal operations. Access to foundry areas via multi directional walkways	4	2	8	Casting cell layouts were individually reviewed to establish social distancing could be achieved. One way system* introduced to access foundry areas, foot operated door opening systems introduced. *Dual movement door reintroduced by southern entrance to AF1 following a reconfiguration of entrance area to allow a "visual" observation process to maintain social distancing whilst allowing better access to clock machine.	4	2	8			
				Linishing and Shot blast	Restricted area allowed for social distancing capability for operating equipment. 2 way door in operation.	4	2	8	One way system introduced to allow safe access/egress to cell	4	1	4			
				Sump Cell	Cell layout allowed for social distancing with the exception of component rack and 1 unit	4	3	12	Additional rack introduced and one unit taped off to create sufficient social distancing for operators.	4	1	4			
				FEC Cells	Cell layout allowed for social distancing	4	1	4	No change required	4	1	4			
				Headlamp surround cell	dual access route into cell	4	3	12	1 way system introduced by creating an additional doorway to be used as a new exit route from the building	4	1	4			
				Assembly Cells	dual access route into cell	4	3	12	cells modified to create social distancing	4	1	4			
				Spare Wheel Carrier AF3S machining	Area layout allowed for social distancing	4	2	8	Social distancing enforced	4	1	4			
				Quality Gate (Despatch)	Area layout allowed for social distancing	4	2	8	Social distancing enforced	4	1	4			
				External walkways	Dual directional travel routes allowed for close contact with other persons with no segregation	4	3	12	One way system introduced wherever reasonably practicable and where not walkways have been widened or passing points introduced to allow social distancing to be achieved.4	2	2	4			
				Emergency Procedures	Bespoke 1st aid room and trained 1st aid team	4	2	8	Visors provided for 1st aid team, face masks provided for injured parties, additional hand sanitisers provided and information displayed regarding usage	4	1	4			
				Emergency Procedures for evacuations	Bespoke assembly area with signage and written procedures	4	2	8	Assembly area extended to allow 1Metre+ social distancing for attendees. Masks to be worn by fire marshals taking the roll call	4	1	4	Mandatory wear of additional face covering to be introduced in case of fire drill.	BA	30/10/20

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				Air conditioning units	Air conditioning units were used to cool the individual office areas	4	3	12	Air con units were individually evaluated and if found to be a "split" unit with no fresh air source within the office were switched off. CMM and Server rooms to be excluded	4	1	4			
				Car sharing	Employees who car shared did not need to wear face masks	4	3	12	Washable masks provided by company. Employees are advised to wear face masks when car sharing.	4	1	4	To be introduced	BA	30/10/20
				Changing rooms	Employees allowed into rooms without face masks	4	3	12	Washable masks provided and the mandatory wearing introduced within the changing room areas	4	1	4	To be introduced	BA	30/10/20
				Maintenance office	Maintenance and facility office combined	4	3	12	Facilities moved to separate office allowing social distancing to be achieved in both maintenance and facility office spaces	4	1	4			
				Site	Support employees are not wearing additional face coverings	4	2	8	Additional face coverings to be introduced as mandatory, for employees in support functions who operates across the site.	4	1	4	To be introduced	BA	30/10/20