



# RISK ASSESSMENT

## Risk Summary

### Location:

Portsmouth Aviation Ltd – All Working Areas

### Summary of Work Activity:

All Engineering & Support Activities: CNC Machining, Electroplating, Surface Finishing, Assembly, Stores & Quality.

Persons	Y	N	Comments (include reference to disabled, trainees, number of persons etc)
Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Contractors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Other Workers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

## Hazards Identified (Tick boxes as applicable)

### Physical Injury Hazards

- |    |                               |                                     |
|----|-------------------------------|-------------------------------------|
| 1  | Mobile plant equipment        | <input checked="" type="checkbox"/> |
| 2  | Moving parts of machinery     | <input type="checkbox"/>            |
| 3  | Maintenance work/tasks        | <input checked="" type="checkbox"/> |
| 4  | Working at height             | <input type="checkbox"/>            |
| 5  | Access and egress             | <input checked="" type="checkbox"/> |
| 6  | Slips, trips & falls          | <input type="checkbox"/>            |
| 7  | Display screen equipment      | <input type="checkbox"/>            |
| 8  | Pressurised systems           | <input type="checkbox"/>            |
| 9  | Electricity                   | <input type="checkbox"/>            |
| 10 | Storage/racking/shelving      | <input type="checkbox"/>            |
| 11 | Fire                          | <input type="checkbox"/>            |
| 12 | Sharps                        | <input type="checkbox"/>            |
| 13 | Explosion                     | <input type="checkbox"/>            |
| 14 | Lifting equipment (LOLER)     | <input checked="" type="checkbox"/> |
| 15 | Hand tools                    | <input checked="" type="checkbox"/> |
| 16 | Portable electrical equipment | <input checked="" type="checkbox"/> |
| 17 | Moving/loading vehicles       | <input checked="" type="checkbox"/> |
| 18 | Manual material handling      | <input type="checkbox"/>            |

### Physical Agents

- |    |  |                          |
|----|--|--------------------------|
| 19 | Radiation's                            | <input type="checkbox"/> |
| 20 | Ultraviolet light                      | <input type="checkbox"/> |
| 21 | Climate (temp, ventilation, light etc) | <input type="checkbox"/> |
| 22 | Noise                                  | <input type="checkbox"/> |
| 23 | Vibration (HAV & WBV)                  | <input type="checkbox"/> |

### Hazardous Substances

- |    |                               |                                     |
|----|-------------------------------|-------------------------------------|
| 24 | Hazardous substances (COSHH)  | <input type="checkbox"/>            |
| 25 | Lead (in all forms)           | <input type="checkbox"/>            |
| 26 | Biological agents             | <input checked="" type="checkbox"/> |
| 27 | Asbestos (in all forms)       | <input type="checkbox"/>            |
| 28 | Wood/stone and any other dust | <input type="checkbox"/>            |

### Miscellaneous

- |    |                               |                          |
|----|-------------------------------|--------------------------|
| 29 | Lone working                  | <input type="checkbox"/> |
| 30 | Ergonomics                    | <input type="checkbox"/> |
| 31 | Confined spaces               | <input type="checkbox"/> |
| 32 | Inexperienced/young workers   | <input type="checkbox"/> |
| 33 | Working on, near, above water | <input type="checkbox"/> |
| 34 | Other                         | <input type="checkbox"/> |

If other please specify:



## RISK ASSESSMENT

### Key risks & current safety precautions/Control measures

#### Returning to Work – Covid-19 Pandemic

##### Face Coverings:

**It is a Portsmouth Aviation Policy to wear a face mask or visor whilst moving around the company. This is a mandatory requirement.**

- Activities:** There are numerous activities in the production areas that require personnel to work in close proximity to each other. It is likely that an outbreak of Covid-19 within the company could spread due to the nature of some work processes, the requirement for multiple staff on a task, and the uncertainty of the level of vaccination between the employees. If working alone and socially distanced from others face coverings may be removed, whenever leaving your workstation, for whatever reason, a face covering **MUST** be worn. This includes when transiting through the site at start and cease works times and during breaks.

Where personnel are involved in a task that requires working in close proximity to others, in addition any normal PPE for the task, all personnel involved should don a face covering and gloves. Ensure proper handwashing before, after and during the process (as required), keep the work area well ventilated. Managers and Supervisors are to assess processes requiring multiple personnel to work in close proximity, to ensure personnel are wearing a face covering.

In Building – E (Cell 2), the layout of this area has been reviewed to ensure that adequate social distancing can be adhered to whilst at the workstations. All assembly stations now have a minimum of 2m separation, there is no face to face working within Building-E.

Managers must not allow casual visitors to or from other departments, reducing the number of people each person has contact with. Personnel must not make social visits, especially to those personnel classed as Extremely Clinically Vulnerable, and Clinically Vulnerable. Where processes require the close interaction with personnel classed as Extremely Clinically Vulnerable, and/or Clinically Vulnerable, a face covering must be worn by all parties to protect all parties.

**Visits to external companies:** Any requirement for external travel on behalf of the Company, then Director approval must be sought prior to the journey. Personnel are to raise the company Travel Request Form, IFS Document No [1224237](#) Revision 12, providing details of and reasons for the visit.

**Visitors to the Company:** In addition to the normal security requirements, before entry to the Company is allowed the body temperature of all visitors is monitored and noted, a visitor health questionnaire is also completed and signed. Visitors are to don a face covering when visiting the premises in line with the requirements of this risk assessment. Visitors to the company are to provide their own face coverings. It must be ensured that meeting rooms are kept well ventilated to reduce the chances of transmission of the virus.

The Company has formed a Covid-19 Task Force to monitor and review Government guidelines for Covid-19. The Covid-19 Task Force meet monthly to review the latest Covid-19 statistics, review the effectiveness of the controls currently in place, and to form new controls where required.

To ensure the full dissemination of information from the Covid-19 Task Force, the HR Department email all changes to the covid controls and the requirements of this risk assessment and any and all changes to it.

Managers and Supervisors are to ensure that all personnel in their AOR are kept apprised of the requirements of this risk assessment and any and all changes to it.



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- 2. Biological Agent:** Personnel must ensure they wash their hands regularly and ensure good engineering hygiene practises. Paqualyte 200 spray dispensers are available in all departments and can be used to sanitise any commonly used tooling or equipment. Personnel are strongly encouraged to sanitise items in use by multiple users to reduce the likelihood of transmitting or contracting any bacterial agents. COSHH Paqualyte - IFS Doc [1527095](#).

Touch-free hand sanitiser gel dispensers have been provided in all areas and access points to departments, anti-bacterial clear film has been applied to all door push plates, handles, MHE plant etc. The antibacterial film has a life expectancy of up to 12 months from application. H&S Champions will renew the anti-bacterial film when required. Department Managers are to highlight any part of their AOR that requires the anti-bacterial film replacing.

**3. Mobile Plant & Equipment:**

Many items of mobile plant are used by numerous departments and individuals. Paqualyte 200 is available in all departments. It is strongly advised that the handling and operating controls are disinfected before use with Paqualyte. Where possible, antibacterial film has been applied to frequently touched areas of MHE Plant & equipment to prevent cross-contamination. The antibacterial tape should be renewed if it becomes damaged or dirty.

**4. Maintenance Tasks:**

Maintenance personnel are required to work in all departments. Maintenance personnel are to ensure that, in addition to the PPE requirements for a task, they also have the correct Covid-19 protection before commencing work in any area. The normal PPE requirements for a task remain the same. Maintenance personnel are to monitor and replenish the hand-gel dispensers as required.

**5. Access & Egress:**

All entry points to the company have a heightened risk of being contaminated with the Covid-19 virus due to the amount of human traffic. An anti-bacterial clear film has been applied to all door push plates and handles, touch-free hand sanitiser gel dispensers have been provided at all access points, Reception and at strategic points throughout the production areas. Both hand sanitiser gel and keyboard wipes have been provided in offices and all SFDC terminals to allow users to disinfect keyboards and mice before use. Personnel are not to rely on the hand sanitiser, regular handwashing and personal hygiene must be maintained

Paqualyte is being applied to regular use access points, MHE equipment and jigs constantly throughout the day by the H&S team.

**6. Display Screen Equipment:**

Wherever possible, personnel should not share desks or Personal Computers (PC). The SFDC terminals in the production areas and some production PC terminals must be shared during the day. Paqualyte spray dispensers, hand sanitiser gel and keyboard wipes have been provided, individuals should use the Paqualyte spray and keyboard wipes to clean these areas & items before and after use.

**7. Technical Office: A separate Risk Assessment covers the TO activities.**

- 8. Managers & Team Leaders are to actively monitor and control staff to ensure these requirements are followed. All issues are to be raised with the Department Manager & the H&S Office.**





# RISK ASSESSMENT

## Risk Evaluation

Risk	Likelihood of harm (Score 1 – 5)	Severity (Score 1 – 5)	Risk Factor (Scores Multiplied)
Physical Injury	--	--	--
Physical Agents	--	--	--
Hazardous	4	3	12
Miscellaneous	--	--	--

**Likelihood of harm:** 1 - Rare, 2 - Possible (under unfortunate circumstances), 3 - Possible, 4 - Probable, 5 - Certain.

**Severity:** 1 - Minor injury 1<sup>st</sup> Aid not required, 2 - Minor injury 1<sup>st</sup> Aid required, 3 - Injury requires Doctor/A&E (possible RIDDOR), 4 - Major injury (RIDDOR long term sick/disability), 5 – Fatality.

## Assessment

1 – 5 Low	6 – 12 Medium	✓	15+ High
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## Are the risks adequately controlled?

Yes:  No:

Recommended Additional Controls	To be actioned by	Target date for completion

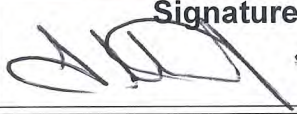

**Risk evaluation if the recommended controls are implemented**

<b>Risk</b>	<b>Likelihood of harm (Score 1 – 5)</b>	<b>Severity (Score 1 – 5)</b>	<b>Risk Factor (Scores Multiplied)</b>
Physical Injury	--	--	--
Physical Agents	--	--	--
Hazardous	--	--	--
Miscellaneous	--	--	--

**Assessment if the recommended additional controls are implemented**

<b>1 – 5 Low</b>		<b>6 – 12 Medium</b>		<b>15+ High</b>	
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**Risk Assessment Agreement**

<b>Assessors Name</b> J Hunt	<b>Signature</b> 	<b>Date of assessment</b> 14 Dec 2021
<b>Managers Name</b> S Escott	<b>Signature</b> 	<b>Date</b> 14 Dec 2021

**Review Date: On Change of Govt Guidelines.**

If there is no significant change this risk assessment shall be reviewed on the date stated above  
*(but no longer than 12 months from the original assessment date)*



What are the Hazards?	Who might be harmed and how?	Controls	What further action do you need to consider controlling the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	<p>Employees</p> <p>Customers/Visitors</p> <p>Contractors</p> <p>Courier &amp; Delivery Drivers</p> <p>Company drivers visiting outside establishments</p>	<p>Safe hand washing advice and signage displayed in all ablution areas.</p> <p>Soap, hand scrub and barrier cream dispensers available in ablutions areas.</p> <p>Current facilities suitable for number of employees.</p> <p>1 x toilet cubicle reserved for visiting drivers/contractors.</p> <p>All employees have had the salient points of this assessment included in their pay-packets.</p>	<p>Hand sanitiser dispensers available at all entrance points to buildings, reception and in areas where hand washing cannot be carried out.</p> <p>Signage to be displayed in production areas and electronic noticeboards advising to wash hands regularly.</p> <p>Outside companies/sites being visited by Portsmouth Aviation workers requires documented Director approval prior to any visit.</p>	<p>Complete</p> <p>Complete</p> <p>Person despatching the Driver.</p>	
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities changing rooms and other communal areas.	<p>Employees</p> <p>Customers/Visitors</p> <p>Contractors</p> <p>Courier &amp; Delivery Drivers</p>	<p>All corridors are marked with social distancing markers at 1m &amp; 2m intervals, with large warning stickers in the centre of the corridors.</p> <p>Canteen: seating areas spaced out and cordoned off to ensure at least 1m social distancing during breaks.</p> <p>Reception: All visitors are required to complete a Covid-19 visitor health questionnaire, and temperature checks of all visitors are being taken and recorded. All visitors are to follow guidance and signage displayed in the reception and all other areas during the visit.</p>	<p>Ensure good natural ventilation in all work and communal areas.</p> <p>Managers to monitor and supervise the wearing of face coverings and ensure social distancing is being adhered to.</p> <p>If face to face meetings are unavoidable, meeting rooms are to be well ventilated.</p>	<p>All Personnel</p> <p>All Personnel</p>	

<p>Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities changing rooms and other communal areas</p>		<p>Paqualyte 200 has been provided in all communal areas to allow employees to disinfect area &amp; equipment before and after use.</p> <p>Stores counter has distancing markers placed to ensure safe separation distances when visiting Stores, Stores counter has clear plastic screen with serving hatch.</p> <p>Where possible, meetings being conducted using Microsoft Teams to prevent gatherings of personnel.</p> <p>All personnel belongings to be stored in personal lockers and not left out.</p> <p>Touch points in high traffic areas have anti-bacterial film applied and are regularly sprayed with Paqualyte 200.</p> <p>Face coverings have been provided to all personnel.</p> <p>A face cover is to be worn whenever leaving the normal workplace, moving around the site visits to washrooms etc.</p> <p>T-Breaks and Lunch times have been staggered in some departments to prevent crowds of personnel.</p> <p>Reduce the need for personnel movements around the site and departments. No social visiting to other departments.</p>	<p>If face to face meetings are unavoidable, meeting rooms are to be well ventilated.</p> <p>Managers to monitor areas at start and cease work times to ensure face masks are worn when clocking in/out.</p>	<p>All Managers &amp; Supervisors</p> <p>All users</p>	
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Catching Covid-19 whilst using a Smoking Shelter	Employees, Visitors & Contractors	<p>Smoking and vaping are permitted in approved smoking areas ONLY. Smoking shelters are provided.</p> <p>Personnel are not to crowd in smoking shelters, including during periods of inclement weather.</p> <p>Consider split T-Break timings to ensure numbers of smokers gathered in one area is kept to a minimum.</p>	Managers & Supervisors to conduct spot checks on smoking areas to ensure social distancing guidelines are being followed.	All Managers & Supervisors	
Catching Covid-19 From Vending Machines	Employees, Visitors & Contractors	<p>Using a vending machine contains fewer touch points than using a kettle. The rapid dispense times ensure there is no congregating around the machine.</p> <p>Wherever possible the contactless payment facility should be used, limiting physical contact.</p> <p>On vending machines not offering contactless payment, use the correct amount of money reducing the need for change, which may be contaminated.</p>	Ensure regular cleaning of vending machines using Paqualyte, before and after use.	All users	
Lack of Information	Employees, Visitors & Contractors	Covid-19 information to be displayed on electronic notice boards. To include advice on the need for ventilation, social distancing, handwashing and other pertinent government guidelines. HR promulgate the results of the Covid-19 Task Force meetings, to ensure good communication throughout the company.	Managers to monitor their AOR to ensure compliance. Managers to ensure the dissemination of information to the workforce.	Ongoing to reflect current guidelines	



<p>Getting or spreading coronavirus through workers living together and/or travelling together</p>	<p>Employees</p>	<p>Co-residing employees where possible are grouped (SHWI &amp; GRWI). Car sharing is to be avoided where possible. When required to travel in a shared vehicle, all occupants should don a face covering and ensure good personal hygiene. Company vehicles are all equipped with Paqualyte spray, this is to be used to sanitise the vehicle before and after each use.</p>	<p>All Managers &amp; Supervisors  All employees</p>	
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p>	<p>Employees Customers/Visitors Contractors Courier &amp; Delivery Drivers Company drivers visiting outside establishments</p>	<p>Paqualyte is available to sanitise all frequently used tooling, jigs, MHE and all shared equipment. Anti-bacterial film has been applied to door push plates, and MHE control surfaces where possible. Paqualyte provided in company vehicles and all work areas to allow shifts to clean areas and equipment at start/cease work. Offices, Office chairs (arms and backs), workstations etc. Paqualyte spray is available to allow employees to clean as they go. SFDC terminals all have antibacterial wipes, Paqualyte and sanitising hand gel available at the point of use. Paqualyte is manufactured by Portsmouth Aqua; it is therefore readily available throughout the company.</p>	<p>Erect signage to advise of Covid-19 cleaning procedures for plant, tooling and areas of regular contact points with departments. Signage is to be reviewed to ensure guidance still valid and up to date. Bins to be emptied regularly during the day. Bins must not be allowed to overflow.  Reusable stores containers to be cleaned before issue / re-issue.</p> <p>All Managers &amp; Supervisors  Users &amp; Stores</p>	

		<p>A 1000lt IBC of Paqualyte 200 is located outside H&amp;S Office, all Paqualyte sprays &amp; dispensers can be replenished from this IBC.</p> <p>In Building-E, wherever possible processes and work positions have been spaced apart to allow social distancing. These measures will remain until further notice.</p>	<p>Managers &amp; Supervisors</p>	
<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p>	<p>Homeworkers Employees</p>	<p>Several managers trained for Mental Health &amp; Wellbeing.</p> <p>HR in regular contact with all homeworking personnel to discuss any issues arising.</p> <p>Keep workers updated on what is happening to reassure and so they feel involved.</p> <p>Discuss issues of fatigue with employees, making sure they take regular breaks, are encouraged to take leave, set working hours to ensure they are not working long hours.</p>	<p>Provide updates on Company intentions and controls for Covid-19 to keep personnel aware of controls and any potential changes. Display information on electronic notice boards.</p> <p>Occupational health referral if personal stress and anxiety issues are identified.</p>	<p>Covid-19 Task Force - Ongoing</p> <p>PANE/CRST/JEHU</p>
<p>Musculoskeletal disorders as a result of using DSE at home for a long period of time Home working can cause work-related stress and affect people's mental</p>	<p>All Homeworkers All Homeworkers</p>	<p>iHasco DSE assessment available online for all homeworkers to assess their intended workstation.</p> <p>Homeworkers to ensure regular breaks or changing activities from long DSE working periods.</p>	<p>Avoid awkward, static postures by regularly changing position. Get up, move about and do stretching exercises.</p>	<p>Homeworkers Homeworkers</p>



<p>health. Being away from managers and colleagues could make it difficult to get proper support.</p>		<p>Homeworkers allowed to take company office equipment home to ensure their homeworking space is equipped with suitable and safe equipment.  HR in regular contact with homeworkers to chat, seek for and give advice and guidance on any issues arising.</p>			
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**Staying COVID Secure – Commitment**

- We recognise the risk posed by Coronavirus (COVID-19 and its variants) to our employees, their families and those who use our services. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- We will ensure, so far as is reasonably practicable, the Health, Safety and Wellbeing of our Employees and others.
- We will share this Building Risk Assessment and its findings with employees and consult on its contents.
- We will continue to comply with all relevant Health and Safety Legislation