



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

X	
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Contractors

X	
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Other Workers

X	
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General Public

	X
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Hazards Identified (Tick boxes as applicable)

Physical Injury Hazards

Physical Agents

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

- 19 Radiation's
- 20 Ultraviolet light
- 21 Climate (temp, ventilation, light etc)
- 22 Noise
- 23 Vibration (HAV & WBV)

Hazardous Substances

- 24 Hazardous substances (COSHH)
- 25 Lead (in all forms)
- 26 Biological agents
- 27 Asbestos (in all forms)
- 28 Wood/stone and any other dust

Miscellaneous

- 29 Lone working
- 30 Ergonomics
- 31 Confined spaces
- 32 Inexperienced/young workers
- 33 Working on, near, above water
- 34 Other

If other please specify:

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Key risks & current safety precautions/Control measures

Returning to Work – Covid-19 Pandemic

Face visors or shields

A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth.

- 1. Activities:** There are numerous activities in the production areas that require personnel to work closer than the 2m social distancing requirements. Any process that cannot ensure safe social distancing, then 1m plus other precautions is to be adopted. It is likely that an outbreak of Covid-19 within the company would spread rapidly due to the nature of some work processes and the requirement for multiple staff on a task. If working alone and socially distanced from others face coverings may be removed, whenever leaving your workstation, for whatever reason, face covering **MUST** be worn, without fail. This includes transiting through the site at start and cease works times and during breaks.

Managers and Supervisors are to assess processes requiring multiple personnel to work in close proximity to ascertain if they must be carried out. If the processes must be carried out and there is no way of changing the process to protect the workforce, then in addition to the normal PPE for the task, all personnel involved in the process must don a face covering and gloves. Ensuring proper handwashing before, after and during the process (as required).

Wherever possible, a task is to be adapted to ensure social distancing, thus removing the reliance on face coverings. In Cell 2 Assembly personnel work side by side, and at times, facing each other across assembly lines. To ensure adequate social distancing; clear screens and barriers have been introduced into the fitting area so as to protect personnel working face to face, workstations have been spaced out to ensure at least 1m between work locations, side screens have been introduced to help protect side by side working.

Managers must not allow casual visitors from other departments, reducing the number of people each person has contact with. Where possible, use fixed teams or partnering so each person only works with a few others. Personnel must not make social visits to those personnel classed as Extremely Clinically Vulnerable, and Clinically Vulnerable. During periods of local or national lockdown, all Extremely Clinically Vulnerable, and Clinically Vulnerable personnel are to self-isolate and not report for duty.

Documentary guidance is sent to all visitors prior to visiting, detailing Portsmouth Aviation's requirements and restrictions during the Covid-19 pandemic. All visitors are to be informed of the company requirements for Covid-19: Temperature checks and covid tracking details will be taken at reception before entry to the premises. 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.

Extracts of this Risk Assessment have been added to the pay-packets of all personnel, to ensure the full dissemination of information. 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.

- 2. Biological Agent:** Personnel must ensure they wash their hands regularly and ensure any item commonly used by multiple users (tools, MHE, vehicles, desks, ablutions, reception etc.) are cleaned regularly. Currently in use is Anolyte (200ppm). Anolyte spray dispensers have been provided to all departments, meeting rooms, SFDC workstations etc. individuals must use the Anolyte spray to clean these areas & items before and after each use. COSHH Anolyte - IFS Doc [1527095](#).

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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 equipment has had operating handles covered in the film. This film has a life expectancy of up to 12 months from application.

3. **Mobile Plant & Equipment:**

Many items of mobile plant are used by numerous departments and individuals. Care must be taken to ensure that the handling and operating controls are disinfected before use using with Anolyte, this includes the charging stations for all electrical MHE. All MHE plant have been supplied with an anolyte spray to allow users to sanitise before and after use. Bio-film application to surfaces to prevent cross-contamination.

4. **Maintenance Tasks:**

Maintenance personnel can be required to work in all departments. Maintenance personnel are to ensure that they have the correct Covid-19 protection before commencing work in any area. The normal PPE requirements for a task remain the same.

If the area or equipment requiring maintenance is likely to be contaminated with Covid-19, then in addition to the normal PPE requirements, a face covering and gloves should be worn whilst the item is cleaned or area fogged prior to the commencement of the works. This must be covered by a separate risk assessment to cover the process.

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. These areas are disinfected regularly throughout the day using Anolyte. Anti-bacterial clear film has been applied to all door push plates and handles, touch-free hand sanitiser gel dispensers have been provided in all access points to departments and Reception and at strategic points throughout the factory and 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 regular disinfecting and hand sanitiser, regular handwashing and personal hygiene must be maintained.

6. **Display Screen Equipment:**

Wherever possible, personnel must 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. Anolyte spray dispensers, hand sanitiser gel and keyboard wipes have been provided to all departments, individuals must use the Anolyte spray and keyboard wipes to clean these areas & items before and after use, and the hand gel to ensure their personal hygiene.

Personnel are advised to wear nitrile gloves when entering details into a shared PC terminal or the SFDC terminals to protect against cross-contamination.

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

8. **All Tooling:** Wherever possible, tooling should not be shared to prevent cross-contamination, where an item of tooling must be used by several personnel care must be taken to ensure the item is cleaned before use Anolyte spray has been provided.

9. **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.**



PORTSMOUTH AVIATION LTD

The Airport, Portsmouth, Hampshire, England PO3 5PF

Telephone: 023 9266 2251

Facsimile: 023 9267 3690

International: +44 (0) 23 9266 2251

International: +44 (0) 23 9267 3690

Website: www.portav.co.uk

e-mail: info@portav.co.uk

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 1st Aid not required, 2 - Minor injury 1st 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
Social Distancing in all areas to be monitored and enforced where required.	All Managers & Team Leaders	Ongoing Immediate

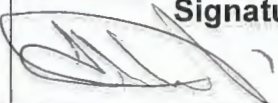
Risk evaluation if the recommended controls are implemented


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

Assessment if the recommended additional controls are implemented

1 – 5 Low		6 – 12 Medium		15+ High	
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Risk Assessment Agreement

Assessors Name J Hunt	Signature 	Date of assessment 10 Feb 2021
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Managers Name S Escott	Signature 	Date 10 Feb 2021
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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)

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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 & Delivery Drivers</p> <p>Company drivers visiting outside establishments</p>	<p>Safe hand washing advice and signage displayed in all ablutions areas.</p> <p>Soap, hand scrub and barrier cream dispensers available in ablutions areas. Current facilities suitable for number of employees.</p> <p>1 x toilet cubicle reserved for visiting drivers/contractors.</p> <p>All ablution areas cleaned/disinfected regularly throughout the day using Anolyte 200.</p> <p>All visitors to Portsmouth Aviation are sent documentary information before visiting, detailing Portsmouth Aviations' Requirements and restrictions for visitors during Covid-19 pandemic.</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 – Contact should be made with the sites being visited to ensure suitable facilities are available for the visiting staff. (Providing handwashing and toilet facilities.)</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	<p>Employees</p> <p>Customers/Visitors</p> <p>Contractors</p> <p>Courier & Delivery Drivers</p>	<p>All corridors are marked with social distancing markers at 1m & 2m intervals, with large warning stickers in the centre of the corridors at 10m intervals.</p> <p>Canteen: seating areas spaced out and cordoned off to ensure at least 1m social</p>	<p>Ensure good natural ventilation in all communal areas.</p>	<p>All Personnel</p>	

<p>changing rooms and other communal areas.</p>		<p>distancing during breaks.</p> <p>Reception: visitors announce their arrival by telephone, only 2 x personnel to enter reception at a time. All visitors are to be informed of the company requirements for Covid-19: Temperature checks and covid-19 tracking details will be taken at reception before entry to the premises Area regularly disinfected with Anolyte 200. Personnel to follow guidance and signage displayed in the area.</p> <p>Anolyte 200 has been provided in all communal areas to allow employees to disinfect area & 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>All touch points in high traffic areas have anti-bacterial film applied and are disinfected with Anolyte throughout the day.</p> <p>Face coverings have been provided to all personnel.</p>	<p>For areas where pinch points are present (narrow corridors in Refurb, corridor intersections etc) personnel are to keep to the left when walking the corridor. If keeping to the left still cannot ensure a safe social distance, or when approaching busy intersections, give way and if necessary, turn to face the wall until personnel have passed.</p> <p>Managers to monitor and supervise the wearing of face coverings and ensure social distancing is being adhered to.</p> <p>Face coverings. Personnel are to be trained how use and wear face masks.</p> <p>Managers to monitor areas at start and cease work times to ensure social distancing. There may be a requirement to stagger start times if social distancing cannot be followed when clocking in/out.</p>	<p>All Personnel</p> <p>All Managers & Supervisors</p> <p>All users</p> <p>All Managers & Supervisors</p>	
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		<p>A face cover is to be worn whenever leaving the normal workplace, moving around the site visits to washrooms etc. T-Breaks and Lunch times have been staggered to prevent crowds of personnel.</p> <p>One Way Systems introduced for transiting through the TO and Main Office Blocks upper and lower floors and stairways.</p> <p>Face coverings must be available to cover 24hr operations.</p> <p>Reduce the need for personnel movements around the site and departments. No social visiting differing departments.</p>		All Managers & Supervisors	
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. All personnel, visitors and contractors are to ensure social distancing guidelines are followed at all times in the approved smoking areas and shelters. Personnel are not to crowd in smoking shelters, including during periods of inclement weather. Split T-Break timings to ensure numbers of smokers 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, coupled with the rapid dispense times ensure there is no congregating around the machine. Wherever possible the contactless payment facility should be used, limiting physical contact. On vending machines not offering contactless payment try to use the</p>	<p>In addition to user wipe downs, ensure regular cleaning of vending machines.</p> <p>Anti-bacterial film to be applied to vending machine touchpads and vending access doors.</p>	H&S Champions	15 Feb 2021

		correct amount of money reducing the need for change, personnel are to ensure the vending machine keypad, access hatch door and coin return are cleaned prior to using the vending machine using the anolyte spray or antibacterial wipes provided.			
Lack of Information	Employees, Visitors & Contractors	Covid-19 information to be displayed on electronic notice boards. To include advice on social distancing, handwashing and other pertinent government guidelines.	Managers to monitor their AOR to ensure compliance.	Ongoing to reflect current guidelines	
Getting or spreading coronavirus through workers living together and/or travelling to work together	Employees	Co-residing employees where possible are grouped (SHWI & GRWI). Car sharing is to be avoided where possible. When required to travel in a shared vehicle, all occupants are to don a face covering and ensure good personal hygiene.	Introduce further grouping of workers to evolve “safe bubbles” in departments with the requirement to work in close proximity to each other E.G. Maintenance.	All Managers & Supervisors	
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Employees Customers/Visitors Contractors Courier & Delivery Drivers Company drivers visiting outside establishments	All frequently used tooling, jigs, MHE and all shared equipment is disinfected regularly throughout the day using Anolyte 200. Anti-bacterial film has been applied to all door push plates, and MHE controls where possible. Anolyte 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),	Managers to monitor and ensure all plant is cleaned on a self-help basis at each shift changeover. 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	All Managers & Supervisors	

		<p>workstations, are sprayed regularly throughout the day using Anolyte 200.</p> <p>SFDC terminals all have antibacterial wipes, anolyte and sanitising hand gel available at the point of use.</p> <p>Anolyte is manufactured by Portsmouth Aqua; it is therefore readily available throughout the company. 1000lt IBC Anolyte 200 is located outside H&S Office. All Anolyte sprays & dispensers can be replenished from this IBC.</p> <p>Cell 2 fitting - workstations have been marked off at 1m intervals and clear screens installed to prevent face to face working. Work positions have been spaced apart by at least 1m, side screens have also been introduced to offer added protection.</p>	<p>up to date.</p> <p>Bins to be emptied regularly during the day. Bins must not be allowed to overflow.</p> <p>Reusable stores containers to be cleaned before issue / re-issue.</p>	Users & Stores	
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Homeworkers Employees	<p>Several managers trained for Mental Health & 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>	Covid-19 Task Force - Ongoing PANE/CRST/JEHU	
Contracting or spreading		The Company have formed a COVID-19	Managers are to monitor and		

<p>the virus by not social distancing.</p> <p>Contracting or spreading the virus by not social distancing. (Continued)</p>	<p>Employees</p> <p>Customers/Visitors</p> <p>Contractors</p> <p>Courier & Delivery Drivers</p> <p>Company drivers visiting outside establishments</p>	<p>Task Force, to review and control company actions for compliance with the Government guidelines and the cooperation of the workforce.</p> <p>Some procedures require close contact with others due to the nature of the task.</p> <p>All corridors are marked with social distancing markers at 1m and 2m intervals, with large warning stickers in the centre of the corridors at 10m intervals.</p> <p>HR Procedure to be followed for any outbreak of Covid-19. A full deep clean and fogging of the area is to be carried out, and all tooling and equipment is to be disinfected with anolyte before work is allowed to recommence in the area.</p> <p>A face cover is to be worn whenever leaving the normal workplace, moving around the site visits to washrooms etc.</p>	<p>enforce the social distancing of personnel and for compliance with the covid-19 guidelines.</p> <p>Cell 2: Pallet wrapping, and banding are tasks that require multiple workers. If the procedure cannot be adapted to allow a single worker, create safe bubbles of workers to allow them to work in closer proximity with the correct protective equipment. (face visor and mask, or mask.)</p>	<p>All Managers & Supervisors</p> <p>JASL</p> <p>All Managers & Supervisors</p>	
	<p>Employees</p> <p>Customers/Visitors</p> <p>Contractors</p> <p>Courier & Delivery Drivers</p> <p>Company drivers visiting outside establishments</p>	<p>All visitors to the company are to provide and don a face covering whenever entering and transiting the site. Face coverings may be removed in a suitable socially distanced meeting room/office.</p> <p>One Way Systems introduced for transiting through the TO and Main Office Blocks upper and lower floors and stairways.</p> <p>T-Breaks and Lunch times have been staggered to prevent crowds of personnel.</p> <p>Canteen: seating areas spaced out and</p>	<p>Visitors to Portsmouth Aviation are to be advised of the company Covid-19 requirements, and to provide their own face covering(s).</p> <p>There is a constant requirement in the Maintenance department to work in close proximity to each other. Maintenance personnel to form a safe bubble.</p> <p>Managers to monitor and supervise the wearing of face</p>	<p>All Managers</p> <p>DAMO</p> <p>All Managers &</p>	

	<p>Employees</p> <p>Customers/Visitors</p> <p>Contractors</p> <p>Courier & Delivery Drivers</p> <p>Company drivers visiting outside establishments</p>	<p>cordoned off to ensure at least 1m social distancing during breaks.</p> <p>Chairs removed from seating areas to avoid face to face dining and to ensure social distancing.</p> <p>Reception: Social distancing enforced, visitors announce their arrival by telephone, only 2 x personnel to enter reception at a time. All visitors are to be informed of the company requirements for Covid-19: Temperature checks and covid-19 tracking details will be taken at reception before entry to the premises Area regularly disinfected with Anolyte 200. Personnel to follow guidance and signage displayed in the area. Anolyte spray has been placed in all company vehicles.</p> <p>Anolyte available from IBC outside H&S Office.</p> <p>For all tasks where social distancing cannot be adhered to, personnel are to ensure they increase the frequency of handwashing. Cell 2 fitters are seated side by side, no face to face working unless controls implemented. Screens have been provided for face to face and side to side working locations.</p> <p>Regular teams consistently working together. T-breaks and lunch</p> <p>Ensure good natural ventilation.</p>	<p>coverings and ensure social distancing is being adhered to.</p> <p>Covid-19 Face masks:- Personnel are to be trained how use and wear face masks.</p> <p>Managers to monitor areas at start and cease work times to ensure social distancing. There may be a requirement to stagger start times if social distancing cannot be followed.</p> <p>Ensure adequate ventilation during work hours. Keep window vents open (where installed).</p>	<p>Supervisors</p> <p>Ongoing</p> <p>KESA/CRST</p>	
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<p>Musculoskeletal disorders as a result of using DSE at home for a long period of time</p> <p>Home working can cause work-related stress and affect people's mental health. Being away from managers and colleagues could make it difficult to get proper support.</p>	All Homeworkers	iHasco DSE assessment available online for all homeworkers to assess their intended workstation.	Avoid awkward, static postures by regularly changing position.	Homeworkers	
	All Homeworkers	<p>Homeworkers to ensure regular breaks or changing activities from long DSE working periods.</p> <p>Homeworkers allowed to take company office equipment home to ensure their homeworking space is equipped with suitable and safe equipment.</p> <p>HR in regular contact with homeworkers to chat, seek for and give advice and guidance on any issues arising.</p>	Get up, move about and do stretching exercises.	Homeworkers	

Staying COVID Secure – Commitment

- We recognise the risk posed by Coronavirus (COVID-19) 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