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When determining controls, or considering changes to existing controls, considerations shall be given to reducing the risks according to the following hierarchy:

- A) Elimination, B) Substitution, C) Engineering controls, D) Signage/warnings and/ or administrative controls, E) Personal protective equipment

ALUK shall document and keep the results of identification of hazards, risk assessments and determined controls up-to-date. ALUK shall ensure that the OH&S risks and determined controls are taken into account when establishing, implementing and maintaining its OH&S management system. The significance of health & safety implications will be determined against the 'probability' versus 'severity' matrix below and recorded in this document which will be subject to regular review and update.

Likelihood	Severity				
	Trivial	Minor Injury	Over 3 Day Injury	Major Injury	Incapacity or Death
Highly Unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Probable	4	8	12	16	20
Certain	5	10	15	20	25

From this risk assessment a record of those health & safety issues that have significant risk that the company can influence will be recorded in the Non Conformance, Preventative & Opportunity Action Plan log within the Occupational Health & Safety Management System as prescribed herein. Consideration will be given within the assessment of risk of the personnel at risk and the environment within which the risk resides.

Risk Rating (R)	1 – 3 = Acceptable	4 – 6 = Monitor/Improve <12 mths	8 – 12 = Action/Improve <6 mths	15 = Urgent Action/Improve <3 mth	16 – 25 = Improve Immediately / <1 mth
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Young Person's - References to Young Person's will be made throughout this assessment and has been included to ensure considerations have been made with respect to their age, inexperience, lack of awareness, maturity and any other factors which may be different to an older or more experienced employee. This will also make sure we have complied with Regulation 19 of the Management of Health & Safety at Work Regulations.

Agency Workers – References to Agency Workers will be made throughout this assessment and has been included to ensure the health, safety and welfare of Agency workers has been considered with respect to their lack of experience and knowledge of the processes and any exposure to chemical, biological and physical agents, Work equipment intended for their use; and The organisation of processes and activities intended for them to undertake.

Measures to manage risks may not be extraordinary to those that are already in place. However, there may be instances where additional measures are necessary, e.g. close supervision. In certain circumstances, Young persons or Agency workers will be prohibited from undertaking particular activities because significant risks are identified that cannot be avoided. Such risks can include: Work beyond their physical or psychological capabilities, Work in which there is a risk to their health from exposure to extreme cold or heat, noise or vibration, Work involving harmful exposure to radiation, Exposure to substances chronically harmful to human health, e.g. toxic carcinogenic, skin or respiratory sensitising, or have effects likely to be passed on genetically, Accidents which are unlikely to be recognised because of a lack of experience, training or sufficient attention to safety.

Date	Revision	Change Description	Author
03/06/2020	01	First Issue	Toby Ambler / Darren Burford / Dan Owen / Glyn Spillane
07/07/2020	02	RA updated to reflect Working safely during coronavirus updates	Toby Ambler/ Darren Burford / Dan Owen & Glyn Spillane

TRAINING RECORD

NAME	POSITION	Risk Assessment											SIGNATURE
		COVID-19 WORKING SAFELY IN FACTORIES - R&D FACILITY											
Date:													
		✓											

WHO		Employees, Maintenance Engineers, Visitors, Contractors, Young, Cleaners and inexperienced Persons.									
		Risk Level			Residual Risk						
HAZARDS	HOW	EXISTING CONTROLS	LIKELIHOOD	SEVERITY	RISK	FURTHER ACTIONS / CONSIDERATIONS	LIKELIHOOD	SEVERITY	RISK	WHO	WHEN
WORKING SAFELY IN FACTORIES & R&D FACILITY											
1. Workforce consultation	Failure to consult with the workforce may lead to a misunderstanding on the management of the COVID-19 risks associated within their workplace. This could lead to the transmission of the COVID-19 virus.	<ol style="list-style-type: none"> AluK COVID-19 H&S representatives selected. AluK COVID-19 H&S representative names displayed on posters within the site. AluK COVID-19 H&S representative communications conducted remotely. AluK Health & Safety committee AluK employees involved with assessing COVID-19 workplace risks and the development and review of COVID-19 policies AluK iComms Information, training, instruction, and supervision 	3	3	9	No further action required for now.	3	3	9	na	na
1.1 Management of risk	AluK have a duty to reduce workplace risk to the lowest reasonably practicable level. Failure to work with employees, contractors sharing the workplace could expose persons to the COVID-19 virus	<ol style="list-style-type: none"> AluK have carried out a COVID-19 risk assessment of the R&D department, have cleaning, handwashing and hygiene procedures in line with guidance. AluK have taken all reasonable steps to help people work from home and have taken all reasonable steps to maintain a 2m distance in the workplace and where people cannot be 2m apart, we have done everything practical to manage transmission risk. AluK ensure that workers and or visitors who feel unwell stay at home and do not attend the site. 	3	3	9	No further action required for now.	3	3	9	na	na

		<ol style="list-style-type: none"> 4. Vulnerable and extremely vulnerable members of staff work from home or are staying at home (shielding). 5. Increased frequency of handwashing and surface cleaning of high traffic areas through information, training, instruction, and supervision. 6. Increased frequency of handwashing and surface cleaning by having nominated sanitation cleaning teams. 7. Aluk encourages working from home as a first option. 8. Aluk make every reasonable effort to comply with the social distancing guidelines set out by the UK Gov. Currently 2 m. 9. If social distancing guidelines cannot be followed in full Aluk will consider whether that activity needs to continue for the business to operate and will take all mitigating actions possible to reduce the risk of transmission between our staff. 10. Keeping the activity time involved as short as possible 11. Use of barriers and screens to separate employees from each other. Barriers used in R&D department. 12. Use of one-way routes to separate employees from each other 13. Use of back to back and side by side working whenever possible 14. Reducing the number of people each member of staff has contact with. R&D staff work in small teams. 15. Aluk shield vulnerable employees from carrying out the work. 16. Should face to face working be carried out for a sustained period an assessment is carried out to establish if the task can safely go ahead. 17. The risks raising of voices to each member of staff is communicated via electronic means. 														
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<p>1.2 Sharing the results of the Risk Assessment</p>	<p>Failure to share the results of the Risk Assessment may increase the transmission of COVID-19 if the employee is unaware of the hazards and associated risks.</p>	<ol style="list-style-type: none"> 1. Risk Assessments are read and acknowledged by R&D employees 2. COVID-19 specific Risk Assessments are displayed on Department notice boards 3. COVID-19 Risk Assessments are published on the Aluk website - https://uk.aluk.com/en-gb/company/covid-19 4. Company iComms used to communicate COVID-19 Risk Assessments to employees. 5. "Staying COVID-19 secure 2020" poster displayed on site and on line. 6. "Staying COVID-19 secure 2020" poster is communicated to inductees 	<p>3</p>	<p>3</p>	<p>9</p>	<p>No further action required for now.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>na</p>	<p>na</p>
<p>7. Who should go to work</p>	<p>Failure to plan for the minimum number of workers needed on the premises and deployed in the field may result in increased transmission of COVID-19.</p>	<ol style="list-style-type: none"> 1. R&D and Technical employees work from home where possible. 2. Only essential employees are on site. 3. Aluk plan for the minimum number of workers needed on the premises and deployed in the field to operate safely and effectively. 4. Aluk provide equipment for employees to work from home safely and effectively. 5. The HSE Manager monitors the well-being of employees who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site. 6. Keeping in touch with off-site staff on their working arrangements including their welfare, mental and physical health and personal security. Aluk promote Employee Assistance Programme (EAP) using iComms. 	<p>3</p>	<p>3</p>	<p>9</p>	<p>No further action required for now.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>na</p>	<p>na</p>

2.1 Protecting people who are at higher risk	Failure to protect clinically vulnerable and clinically extremely vulnerable employees may expose these employees to the transmission of COVID-19	<ol style="list-style-type: none"> Clinically vulnerable and clinically extremely vulnerable employees are shielded by staying at home AluK pay particular attention to those members of staff that live with clinically extremely vulnerable individuals Occupational Health support is provided to the employees AluK promote Employee Assistance Programme (EAP) using iComms. 	3	3	9	No further action required for now.	3	3	9	na	na
2.2 People who need to self-isolate	Failure to prevent persons with COVID-19 symptoms, clinically vulnerable and clinically extremely vulnerable employees from staying at home could increase the risk of transmitting COVID-19	<ol style="list-style-type: none"> Clinically vulnerable and clinically extremely vulnerable employees are enabled to work from home COVID-19 self-declaration form is required to be completed by all persons entering site 	3	3	9	No further action required for now.	3	3	9	na	na
2.3 Equality in the workplace	Failure to take into account the needs of different groups of employees may result in the transmission of COVID-19	<ol style="list-style-type: none"> AluK understand and take into account the particular circumstances of those with different protected characteristics. AluK involve and communicate appropriately with employees whose protected characteristics might either expose them to a different degree of risk AluK take into account their duties under the equalities legislation. Expectant mothers Risk Assessed. 	1	3	3	No further action required for now.	1	3	3	na	na
3. Social distancing at work	Failure to following social distancing guidelines including arriving at and departing from work, while in work and when travelling between departments. may result in the transmission of COVID-19	<ol style="list-style-type: none"> Should the person be unable to follow the social distancing guidelines AluK ensure: <ol style="list-style-type: none"> That increased frequency of hand washing and surface cleaning is carried out. Posters are used to remind employees and designated cleaners undertake enhanced COVID-19 cleaning activities. 	3	3	9	No further action required for now.	3	3	9	na	na

		<ul style="list-style-type: none"> b) That the activity time involved is kept as short as possible c) That screens or barriers are used to separate people from each other. Screens are utilised in Reception and Canteen d) That back-to-back or side-to-side working (rather than face-to-face) in the R&D department is carried out whenever possible e) Reduction in the number of people each person has contact with. R&D department staff work in small teams. f) Social distancing measures incorporated into entrances and exits, corridors and canteen facilities. 									
3.1 Coming to work and leaving work	Failure to following social distancing guidelines and to maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival may result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. COVID-19 Policy, induction and procedures. 2. Information, training, instruction and supervision. 3. Handwashing upon arrival. 4. Staggered arrival and departure times of Operations employees 5. Sufficient parking facilities. Office and Operations car parking facilities utilised. Spaces left between each parked car. 6. AlUK employees are encouraged to travel to work alone where possible 7. One way flow at entry and exit points within the R&D department 8. Signage indicating one-way routes 9. Barriers and screening used to segregate employees in the Reception and Canteen areas. 10. Hand sanitiser points at high traffic areas and throughout Operations 11. Signing in points not touch based. Employees swipe cards are used. 12. Doors opened to allow access without touching handles. 	3	3	9	No further action required for now.	3	3	9	na	na

		13. Currently one exit and entry route. No congestion experienced. However should this occur AluK will open up an additional entry point.									
3.2 Moving around buildings, worksites and destinations	Failure to following social distancing guidelines and to maintain social distancing wherever possible, while people travel through the workplace may result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. Non essential trips within buildings discouraged 2. Line leaders have electronic methods of communication 3. One way flow throughout site. 4. Maximum occupancy for lift 5. Lift controls sanitised 6. Stair use encouraged 7. Staff with disabilities can access lift 8. AluK employees are encouraged to travel to work alone where possible 9. Corridors are part of one-way routing. 10. Bottle necks controlled with waiting stations 	3	3	9	No further action required for now.	3	3	9	na	na
3.3 Workplaces and work stations	Failure to following social distancing guidelines when they are at their workstations may result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. Floor layouts reviewed – one-way routing considered around workstations. CAD Drawings created and available on request. 2. Floor tape and floor markers used to keep workers 2m apart. Refer to CAD drawing layout 3. Workers that cannot achieve 2m social distancing work side by side 4. Screens used where appropriate. Refer to CAD drawing layout 5. Shift and layout allow for small teams 6. Workstation assigned for Innovation & Research Managers 7. Number of employees to be kept to a minimum 8. Employees have separate toolboxes and tools 9. Designated pick up and drop off collection areas 10. One-person occupancy in: office x 2, storeroom & test roller rig facility at any one time 11. Access doors to entrance and exit always remain open until end of shift. Doors secured 	3	3	9	No further action required for now.	3	3	9	na	na

		<ol style="list-style-type: none"> 12. Authorised persons only into R&D facility 13. Hand tools sanitised before and after use. 14. Nitrile gloves available at designated workstations 15. Additional hand sanitising stations located within department. 16. Adherence to one-way system and designated routes. CAD drawing available for review 17. Sanitisation regime in place for workstations, tools, and other areas 18. Innovation & Research Managers time restriction within R&D facility 19. Innovation and Research Managers are allocated designated areas 20. Innovation and Research Managers to use training workshop tools only. Tools stored in training cupboard 21. When lone working, regular checks with colleagues via texts, calls and meetings are used. 22. Consistent pairing takes place within the Tape and Wrap and Logistics Departments 23. Access to R&D department limited to authorised staff. 									
3.4 Meetings	Failure to following social distancing guidelines during face to face meetings may result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. Remote working tools such as Microsoft Teams are encouraged 2. 2m separation maintained at meetings 3. Only absolutely necessary participants to attend 4. Consider placing hand sanitiser in all meeting rooms 5. Consider placing floor signage in meeting rooms 6. Transmission of pens and other objects does not take place. 7. Meetings held outdoors, R&D shop floor or in well ventilated rooms whenever possible. 8. Single person occupancy in smaller meeting rooms 	3	3	9	No further action required for now.	3	3	9	na	na

3.5 Common areas	Failure to following social distancing guidelines when using common areas may result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. Information, training, instruction and supervision 2. Staggered break times 3. Outdoor area next to smoking shelter 4. Floor markings – 2m distance COVID-19 5. No staff manned canteen 6. Tables reconfigured to maintain 2m distancing 7. Staff encouraged to stay on site during working hours 8. Social distancing signage used for toilets and locker rooms. 9. Screening utilised in the Reception and canteen areas. 	3	3	9	No further action required for now.	3	3	9	na	na
3.6 Accidents, security and other incidents	Failure to prioritise safety during an incident could jeopardise staff when evacuating the site	<ol style="list-style-type: none"> 1. Sanitation measures undertaken after an incident- Work Instruction - COVID19 Ramsol sanitiser disinfectant spray dispenser v1 details sanitation measures. 2. First Aid COVID-19 measures – Work Instruction COVID-19 19 First aid procedure outlines control measures required when dealing with an incident. This work instruction details the action taken in relation to the provisions for first aiders and the instructions and PPE provided to them. COVID-19 First Aid pack issued to First Aiders. First Aid pack contains: Full Face Visor, Disposable Over Shoes (pack), Disposable Gloves x pack, Disposable Aprons pack, Disposable paper overalls, hand sanitizer, waste bags. Work Instructions 	3	3	9	No further action required for now.	3	3	9	na	na
4.1 Managing customers, visitors and contractors – Managing contact	Failure to minimise the contact risk from people visiting site unnecessarily may result in the transmission of COVID-19	<ol style="list-style-type: none"> 1. Skype for business promoted 2. Remote working via VPN 3. Visitors limited at any one time 4. Essential services visits revised to reduce interaction. Out of hours attendance utilised where possible. 5. A record of all visitors is kept 6. Sanitisation measures available when visitors enter the site 	3	3	9	No further action required for now.	3	3	9	na	na

		<ul style="list-style-type: none"> 7. Fever screening used to scan persons 8. H&S & COVID-19 induction briefings <p>Visitors use their own pens.</p>									
4.2 Providing and explaining available guidance	Failure to understand what is required to maintain safety may result in the transmission of COVID-19	<ul style="list-style-type: none"> 1. Information, training, instruction and supervision 2. COVID-19 Induction briefing for all returning staff 3. Visual aids and posters 4. Host responsibilities – Maintenance, facilities and transport 5. 24/7 security guards act as hosts for any visitors 6. Site does not have share occupancy 7. COVID-19 Tool box talks <p>iHasco Learning Management System Corona virus awareness course utilised to increase understanding of the virus.</p>	3	3	9	No further action required for now.	3	3	9	na	na
5.1 Cleaning the workplace – Before opening	Failure to clean the workplace prior to start up may result in the transmission of COVI-19	<ul style="list-style-type: none"> 1. Pre return cleaning of R&D offices, & facilities undertaken 2. Air handling units not switched off during shutdown 3. No positive air systems on site – clean rooms 4. Aerosol surface cleaning equipment in operation - Work Instruction -COVID19 Ramsol sanitiser disinfectant spray dispenser v1 details sanitation measures. 	3	3	9	No further action required for now.	3	3	9	na	na
5.2 Cleaning the workplace - Keeping the workplace clean	Failure to maintain hygiene will result in the transmission of COVI-19	<ul style="list-style-type: none"> 1. Information, training, instruction and supervision 2. COVID-19 induction 3. COID-19 policy 4. Frequent cleaning of work and equipment areas undertaken – pre use and post use. 5. Frequent cleaning of printers, control panels and equipment undertaken 6. Dedicated waste and cleaning team. 7. Frequent sanitisation of FLT's undertaken before and after use. 	3	3	9	No further action required for now.	3	3	9	na	na

		<ul style="list-style-type: none"> 8. Ventilation is provided by the opening of doors and windows. 9. Cleaning at end of shift. 									
5.3 Hygiene – handwashing, sanitisation facilities and toilets	Failure to maintain hygiene in our handwashing, sanitisation facilities and toilets will result in the transmission of COVID-19	<ul style="list-style-type: none"> 1. Enhanced cleaning of all facilities regularly during the day. 2. Information, training, instruction and supervision 3. Signage and posters referring to HM Gov guidelines 4. 12 hand sanitiser stations on site 5. External contractors used 6. Enhanced COVID-19 cleaning regimes employed by contractor 7. Enhanced cleaning measures for Portacabin toilets 8. Dedicated waste and cleaning teams 9. Paper towels used in the portacabin facilities 	3	3	9	No further action required for now.	3	3	9	na	na
5.4 Changing rooms and showers	Failure to minimise the risk of transmission in changing rooms and showers may lead to COVID-19 transmission	<ul style="list-style-type: none"> 1. Washroom kept clean with frequent cleaning regimes 2. Social distancing achieved with washroom 3. Enhanced cleaning regime introduced 4. Evening cleaning takes place. 	3	3	9	No further action required for now.	3	3	9	na	na
5.5 Handling goods, merchandise and other materials and onsite vehicles	Failure to reduce transmission through contact with objects that come into the workplace and vehicles on site may expose our staff to COVID-19	<ul style="list-style-type: none"> 1. COVID-19 Tool box talks which include the cleaning of shared equipment in the warehouse, transport, paint and rolling lines. 2. Sanitising products available for cleaning CNC equipment, hand tools and dollies 	3	3	9	No further action required for now.	3	3	9	na	na
6 Personal Protective Equipment and face coverings	Additional PPE beyond what Aluk provide is not beneficial. This is because COVID-19 is a different type of risk to the risks Aluk normally face in the workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.	<ul style="list-style-type: none"> 1. Information, training, instruction and supervision 2. Work Instruction 460-W001 Covid-19 Correct Fitting and Use of Face Masks and Face Shields During Global Pandemic Version 1 29.04.2020 outlines how the COVID-19 PPE is to be worn 3. Social distancing measures in place 4. Face visors 5. Filtering face pieces 6. Safety glasses 	3	3	9	No further action required for now.	3	3	9	na	na

6.1 Face coverings	Face coverings can provide a false sense of security to the user and increase the likelihood of contamination when the user touches the front of the face piece	<ol style="list-style-type: none"> Information, training, instruction, and supervision Minimising time spent in contact with staff Fixed teams Partnering for close-up work Increasing hand and surface washing. 	3	3	9	No further action required for now.	3	3	9	na	na
7.1 Workforce management – shift patterns and outbreaks 7.1.1 Shift patterns and working groups	Failure to organise shift patterns and failure to change the way work is organised to create distinct groups and reduce the number of contacts each worker has may lead to exposure and transmission of the COVID-19 virus	<ol style="list-style-type: none"> Staff operate in one shift Product is moved via zoning. 	3	3	9	No further action required for now.	3	3	9	na	na
7.2 Workforce management – shift patterns and outbreaks 7.2.1 Outbreaks in the workplace	Failure provide guidance in an event of a COVID-19 outbreak in the workplace may lead to exposure and transmission of the COVID-19 virus	<ol style="list-style-type: none"> HSE Manager is the lead contact for Public Health teams. Records are available upon request 	3	3	9	1. Specific outbreak plan required	3	3	9	TA	30/08/20
7.2.1 Work related travel – Cars, Accommodation and visits	Failure to avoid unnecessary work travel and to keep staff safe when they need to travel between locations may result in the transmission of the COVID-19 virus.	<ol style="list-style-type: none"> Non-essential travel minimised. Business skype Microsoft teams Minimise the number of people travelling Logging the stay and ensuring overnight accommodation meets social distancing guidelines 	3	3	9	No further action required for now.	3	3	9	na	na
7.2.2 Work related travel – Deliveries to other site	Failure to maintain social distancing and hygiene practices whilst delivering to customer's premises may result in the transmission of the COVID-19 virus	<ol style="list-style-type: none"> Information, training, instruction and supervision Minimising contact Refer to Working safely in or from vehicles Risk Assessment. Single drivers utilised. No cab sharing. 	3	3	9	No further action required for now.	3	3	9	na	na
7.3.1 Communication s and training – Returning to Work	Failure to carry out COVID-19 communications and training may result in Aluk employees failing to understand social distancing and hygiene practices	<ol style="list-style-type: none"> Information, training, information and supervision COVID-19 Employee return to work inductions COVID-19 tool box talk Posters Signage 	3	3	9	No further action required for now.	3	3	9	na	na

	required to prevent the transmission of COVID-19	<ul style="list-style-type: none"> 6. Procedures 7. Work instructions 8. iComms 9. Newsletters 									
7.3.2 Communication s and training – Ongoing communications and signage	Failure to inform Aluk employees about safety measure being implemented or updated could affect their mental health and well being and may lead to transmission of COVID-19	<ul style="list-style-type: none"> 1. Information, training, information and supervision 2. Employee engagement 3. Training materials 4. Posters 5. Signage 6. Procedures 7. Work instructions 8. iComms 9. Newsletters 10. Employee Assistance Programme to support mental health. 11. White boards used to communicate shift patterns to operations staff. Best practices shared amongst trade bodies – Glass Glazing Federation & Alfed 	3	3	9	No further action required for now.	3	3	9	na	na
8.Inbound and outbound goods	Failure to maintain social distancing and avoiding surface transmission when goods enter and leave the site may lead to transmission of COVID-19	<ul style="list-style-type: none"> 1. Designated pick up and drop off collection areas 2. Signage 3. Markings 4. Electronic means of communication 5. Single workers load and unload vehicles 6. Paired workers 7. Access to welfare facilities 8. Drivers to remain in their vehicles 	3	3	9	No further action required for now.	3	3	9	na	na