

Acro Aircraft Seating Covid -19 Risk assessment July 2020

What are the Hazards	Who Might be Harmed	Controls Required	Additional Controls	Action by who?	Action by When?	Done
Exposure to Covid -19	<ul style="list-style-type: none"> Staff Visitors to your premises 	<p>Hand Washing</p> <p>Hand washing facilities with soap and water in place. In A1 and A2 toilets</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap. Team leaders to remind staff at daily briefs.</p>	Team Leaders	Now	Complete
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions 	<p>Hand washing posters at various site around the business</p> <p>See hand washing guidance.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>	<p>Also reminded to catch coughs and sneezes in tissues or bent elbow, Follow catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Posters around the business at various sites e.g. on doors and in Galley and kitchen areas.</p>	Facilities	Now	Complete
Death	<ul style="list-style-type: none"> Anyone else who physically comes in to contact with you in relation to your business 	<p>Gel sanitisers in any area where washing facilities not readily available and by entrances in to A1 and A2 buildings and at end of production lines</p> <p>Cleaning</p> <p>Frequently cleaning and sanitising objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches,</p> <p>Tools used on production lines are to be sanitised at the start and end of every shift</p>	<p>Posters and leaflets and other materials are available for display</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876212/COVID19_Guidance_Employers_and_businesses_.pdf</p> <p>See onsite working policy page 3</p>	Facilities	Now	Complete
			<p>Contracted cleaner on site daily to sanitise high contact areas on doors and surfaces in the galley.</p>			
			<p>Team leaders to ensure staff are disinfecting tools in production areas</p> <p>See Onsite Working Policy page 3</p>	Team Leaders	Now	Complete

		<p>Social Distancing</p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Shifts stopped Core work hours set to 07.30 – 16.00 Mon – Thursday And 07.30 – 13.00 Friday Working from home for office-based staff.</p> <p>Office staff who need to come onsite to get clearance from line managers and ELT See Onsite Working Policy page 6</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring enough rest breaks for staff. Social distancing also to be adhered to in canteen area and smoking area.</p>	<p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Shifts stopped Core work hours set to 07.30 – 16.00 Mon – Thursday And 07.30 – 13.00 Friday Working from home for office-based staff. Office staff who need to come onsite to get clearance from line managers and ELT See Onsite Working Policy page 6</p> <p>Workstations will be partitioned so that there is only one person per station Physical barrier between stations. Ample number of tools to stop tool sharing.</p> <p>Clearance from ELT / SLT See Onsite Working Policy page 6</p> <p>IT Dept to set up Microsoft Teams for conference calling</p> <p>Break times for staff to be staggered for smoking breaks, rest breaks and lunchtimes. See Onsite Working Policy page 2</p>	<p>Team Leaders</p> <p>ELT / HR</p> <p>Team leaders</p> <p>ELT / HR</p> <p>IT Dept</p> <p>Team Leaders</p>	<p>Now</p> <p>Now</p> <p>Now</p> <p>Now</p> <p>Now</p> <p>Now</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
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		<p>Face Masks</p> <p>Where RPE is a requirement for risks associated with that task. Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out</p>	<p>Tasks requiring face masks will be supplied in line with HSE RPE regulations. For the purpose of Covid-19. Disposable Face masks will be issued daily from People and Place office See Onsite Working Policy page 5</p>	Facilities	Now	Complete
		<p>Safety Glasses</p> <p>Safety glasses will be provided to staff with a requirement for them during their daily tasks.</p>	<p>Currently issued to operators and visitors to the Seat back Cell production area where tasks dictate the use of safety glasses.</p>	Team leader seatback Cell	Now	Complete
		<p>Temperature Checks</p> <p>Temperature checks will be taken of staff twice a day, once before entering site and again after lunch Temperature checks of Visitors will also be taken on arrival</p>	<p>Infar red handheld non-contact temperature scanner to be used to check staff temperatures during the working day, any staff member found to have a temperature in excess of 38 degrees to be escorted off site and HR informed by email hr@acro.aero Visitors with temperatures above 38 degrees will be asked to leave immediately and denied entry to the Facilities See Onsite Working Policy page 4 and 5</p>	Facilities	Now	Complete

		<p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p>	<p>Where staff become unwell at work, they are to inform their line manager who should follow the guidance in the Onsite Working Policy page 4 And email HR hr@acro.aero</p>	<p>Team Leaders HR</p>	<p>Now</p>	<p>Complete</p>
		<p>Mental Health</p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Online resources available in "MY Acro" in the wellbeing Centre. Communications via email to staff from L&D manager Physical presence of Mental Health First Aider at work</p>	<p>L&D manager MHFA</p>	<p>Now</p>	<p>Complete</p>

		<p>Corridors and passageways One-way system</p> <p>Introduction of one-way system around the internal office space</p>	<p>One way signs to provide direction of pedestrian flow around the site, especially internally, one way flow in to and out of the Galley, one way system to the Toilets (along the warehouse rear passage way in to the Ops corridor, past the toilets and exit through reception, security doors disabled to allow free non-touch access).</p> <p>One-way flow for issue of PPE and temperature checks in A2, enter through People and Place main door and exit via rear fire door.</p>	Facilities	Now	Complete
		<p>Parking onsite</p> <p>Staff to utilise the whole car park</p>	<p>The full number of car park spaces on site to be used to facilitate as far as possible staggered or alternate bay parking</p>	Team leaders	Now	Complete
		<p>Deliveries / collections</p> <p>Exercise social distancing measures</p>	<p>If more than one person required to take delivery then they should work in same pairs/groups. Drivers to remain in cab or observe social distance when not. Inform drivers that welfare facilities are available in A2 on the ground floor to save them walking through production area.</p> <p>"Goods in" staff to wear PPE to include gloves when taking delivery or signing for goods and to maintain social distancing.</p>	Goods in	Now	Complete
		<p>Mechanical handling equipment And Stock Guns</p> <p>Control access and number of operators</p>	<p>Forklift trucks and pump trucks should be used by the least number of people possible, assign staff to individual equipment and ensure the equipment is cleaned and sanitised at start and end of shift or between operator changes.</p>	Warehouse Goods in	Now	Complete

		<p>Supplier Visits</p> <p>Staff visiting suppliers to carry adequate amounts of PPE.</p>	<p>Acro will ensure adequate supplies of PPE is available for employees working offsite. Extra sets of PPE are available from People and Place Office.</p>	Facilities	Now	Complete
		<p>Staff to observe Supplier Covid19 secure guidelines, risk assessment or policy.</p>	<p>Acro to obtain supplier covid19 risk assessments, guidelines or policy and review said documents before an employee visits a Supplier to assess mitigations against exposure to Covid19 and safety of Acro employee whilst offsite.</p>	Managers/ HR/Facilities	Now	Ongoing
		<p>Empowering employees to make decisions concerning their safety whilst away from site.</p>	<p>Managers to communicate and empower employees with the right to leave a supplier if the employee feels threatened or unsafe with supplier working practises.</p>	Managers	Now	Complete