**Grundfos Pumps Ltd Premises: COVID-19 Risk Assessment**

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| Persons Affected |
| Grundfos staff | Up to 30 persons during stage 1 of de-escalation  |
| Essential Contractors  | e.g. cleaners  |
| Emergency services/Contractors  | Breakdown or other emergency contractor required  |
| General Public | No access permitted  |
| Pre-arranged contractors  | Specific access granted prior to 6th July return date  |
| Person Supervising Work | Victoria Mulford/Grundfos QHSE/Facilities team |

In the table below the risk value is calculated as follows:

*Risk = Likelihood x Severity*

The values obtained are coloured and rated as follows:

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| Risk Assessment Matrix |
|  | 1 – 6 | Low priority | Maintain existing controls |
|  | 8 – 10 | Medium priority | Ok to proceed, give consideration to additional controls |
|  | 12 – 25 | High priority | Additional controls required before proceeding |

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|  | Likelihood | Certain | Very Likely | Likely | May Happen | Unlikely |
| Severity |  | 5 | 4 | 3 | 2 | 1 |
| Death | 5 | **25** | **20** | **15** | **10** | **5** |
| Major Injury | 4 | **20** | **16** | **12** | **8** | **4** |
| Over 3 Day Injury | 3 | **15** | **12** | **9** | **6** | **3** |
| Minor Injury (off site treatment) | 2 | **10** | **8** | **6** | **4** | **2** |
| Minor Injury (on site treatment) | 1 | **5** | **4** | **3** | **2** | **1** |

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| **Risk Assessment Details** |
| Activity | **Hazard(s)** | **Control Measures** | **S** | **L** | **Risk (with control measures)**  |
| Arrival at premises  | * Sign in process requires contact with reception at closer than 2m and also contact with iPad.
* Persons arriving for the first time may not be familiar with specific site protocols/processes.
* Potential for lapse-based errors, e.g. shaking hands, not following social distancing etc.
* Employees arriving at same time of day preventing social-distancing
 | * New contactless process implemented using swiped on system & 2m rope barrier in place.
* Visitor booklet and contractor induction revised/updated to include new measures.
* Posters throughout the building to remind people of good practice such as hand-washing and social distancing.
* Employee start-times staggered
* Temperature checking with hand-held device where required
 | 3 | 2 | 6 |
| Working in an environment where the Coronavirus could be transmitted. | * Desks are not 2m apart and some offices contain a large number of people. (Lack of social-distancing).
* Surfaces may become contaminated.
* Potential for someone to become infected and spread COVID-19
* Potential mental health/wellbeing hazard caused by stress/anxiety.
* Shared equipment/printers as high-traffic areas are high risk compared to personal items
 | * Phased return implemented as per de-escalation plan (see GBIM2.02a)
* Max. 30 persons on site during phase 1.
* During phase 2, a rota system to be in place.
* Hand sanitiser beside each printer.
* Alcohol-based wipes on each desk. Employees asked to clean them once per day.
* All doors on door guard automatic closers to ensure that no door handles need to be touched
* Entry only via front door
* Cleaners given extra time for office cleaning each evening.
* Mental health first aiders in place and regular update emails sent to all staff to boost morale and ensure good communication.
* Regular mental health awareness campaigns and EAP in place.
 | 3 | 1 | 3 |
| Use of high-traffic areas, e.g. toilets/coffee making facilities  | * Cross contamination
* Over-crowding
* Lack of social distancing
* Lack of facilities
 | * All doors on door guard automatic closers to ensure that no door handles need to be touched
* Regular disinfection regime in place via Facilities team
* Hand-sanitiser in all high-traffic areas
* Clearly defined zoning, e.g. around coffee machine
* Extra cleaning time allowed during evening cleaning routine
* Alcohol based cleaning products in use
 | 3 | 2 | 6 |
| General contractor activities on site  | * Unfamiliar with premises
* Uncontrolled activity
* Lack of supervision
 | * Contractor inductions in place
* Non-emergency contractors arranged for pre de-escalation, so that no employees are on site
* RAMS required
* Contractors to observe PPE/social distancing requirements as detailed by their RAMS
* Required to follow new sign-in process
* Required to use hand sanitiser upon entry and exit
* Specific toilet facilities allocated
* Regular visits and supervision from QHSE/Facilities team.
 | 3 | 2 | 6 |
| Presence on site of those at higher risk from coronavirus  | Coronavirus (COVID-19) can make anyone seriously ill. But for some people, the risk is higher.There are 2 levels of higher risk:high risk (clinically extremely vulnerable)moderate risk (clinically vulnerable)People at high risk from coronavirus include people who:* have had an organ transplant
* are having chemotherapy or antibody treatment for cancer, including immunotherapy
* are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
* are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
* have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
* have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
* have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
* have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
* are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)
* have a serious heart condition and are pregnant

People at moderate risk from coronavirus include people who:* are 70 or older
* have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
* have heart disease (such as heart failure)
* have diabetes
* have chronic kidney disease
* have liver disease (such as hepatitis)
* have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
* have a condition that means they have a high risk of getting infections
* are taking medicine that can affect the immune system (such as low doses of steroids)
* are very obese (a BMI of 40 or above)
* are pregnant
 | All employees have been asked to advise QHSE if they fall into either category.A risk register has been produced based on responses. All office-based employees who fall into either category have been asked to remain working at home.  | 5 | 1 | 5 |
| Use of café and other breakout areas | * cross-contamination
* lack of social distancing
* infection risk of rapid spreading
 | * Regular disinfection process in place
* Employee break-times staggered
* Employees asked to stay with their ‘home-base’ as far as possible
* Hand sanitiser throughout all high-traffic areas
* Posters to remind people about hand-washing and social distancing in place
 | 3 | 3 | 9 |
| Persons potentially infected with COVID-19 being on the premises.  | * Infection spread
* Mental wellbeing affected
 | * COVID-19 isolation pod established
* Employees asked to ‘self-screen’ before attending the office
* No use of public transport permitted to minimize exposure
* Anyone with symptoms sent home to self-isolate
* Temperature checking with hand-held device where required
* Face masks for anyone who may be infected located in isolation pod
 | 3 | 2 | 6 |
| Evacuation required.  | * Confusion caused by social distancing
* Possible reluctance to evacuate
* Assembly point discipline
 | * During evacuation, social distancing not required.
* New inductions and welcome booklet to emphasise this point
* Fire wardens given extra training & asked to support anyone who may need assistance to comply
* Employees already grouped at ‘home bases’ at assembly point, fire wardens and line managers to ensure that line discipline and social distancing is complied with, once everyone is accounted for.
 | 3 | 3 | 9 |
| General activities of those who are pregnant.  | * Pregnant employees likely to fall into 1 of the high-risk categories as defined by the NHS.
 | * Required to work from home.
 | 3 | 1 | 3 |
| General activities of young persons.  | * Young people may be more severely impacted emotionally by stressful situations
* May be more likely to ignore advice due to being perceived as ‘low-risk’
* May require more detailed training/advice due to lack of experience.
 | * Specific RA for all young persons to be updated to include COVID-19 measures.
* To be discussed with individuals and shared with college tutors for apprentice.
* Extra time allowed for induction.
* Guidance provided to line managers to assist.
 | 3 | 3 | 9 |
| Deliveries  | * Contact with drivers
* Contact with items
* Need for signatures etc.
 | * Specific guidance produced to cover deliveries.
* No deliveries accepted at reception, all to warehouse.
* No personal deliveries permitted.
* Goods in access restricted.
* Non-contact procedures in place.
 | 3 | 3 | 9 |
| Return to work after long period of home-working  | * Loss of familiarity with site and processes
* Focus on COVID-19 distracting from other hazards
* Fear/anxiety/stress
* Lapse-based errors
 | * New inductions for all employees on each person’s first day back
* ‘Back to work’ campaign
* New guidance booklet & video issued via TAM prior to first day back, including walk-through to demonstrate new measures in place/what to expect.
* Drop-in sessions offered with mental health first aiders.
* Reminder about EAP in induction.
 | 3 | 1 | 3 |
| All activity on site  | * Lack of first aid and fire warden provision due to COVID-19 absence
* Lack of supervision
 | * Sites not eligible to open without required numbers of first aiders and fire wardens.
* First aiders & fire wardens given extra training & asked to support on a volunteer basis.
* At least 1 manager on each premises everyday
* At least 1 member of QHSE on each premises everyday
 | 3 | 1 | 3 |
| Meetings & Training courses  | * Social distancing (lack of)
* Virus spread
 | No meetings permitted where social-distancing cannot be maintained.  | 3 | 1 | 3 |
| Use of carparks and bike rack | * Social distancing (lack of)
* Virus spread
 | Regular disinfection of high-traffic surfaces, e.g. bike rack Staggered start times/end times.  | 3 | 2 | 6 |

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| Signature of person compiling assessment |  | Name of person compiling the assessment | **Victoria Mulford**  |
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Many employees have asked for advice when it comes to PPE for use in our personal lives, e.g. when going to the supermarket etc.

Due to the stress on PPE supply chains we are unable to suggest specific suppliers for you to purchase items from, however, we would like to provide some advice\*:

1. *A mask is different to a respirator:*
* Masks are typically loose fitting and cover the nose and the mouth.
* They are designed to capture bodily fluid leaving the wearer.
* Contrary to popular belief, they are not designed to protect the wearer. (Though there is some evidence that wearing one is better than nothing, e.g. they provide greater than 0 protection).
* The vast majority of these types of masks do not need or have a safety rating assigned to them. Medical masks comply with requirements defined in European Standard EN 14683:2014
1. *Things to consider when wearing a face mask:*
* Face masks need to be carefully put on and taken off in order to prevent self-contamination.
* Face masks have been shown, by some studies, to create a false feeling of security, leading to relaxing of physical distancing and increased frequency of face touching (mask adjustment, etc.)
* Medical face masks are currently in short supply. In view of the current pressure to the health systems, and the lack of evidence of their effectiveness in a community setting, medical face masks are not recommended by the WHO for non-medical use.
* Non-medical face masks and other face covers made of textiles have the advantage that they can be produced easily; they are washable and reusable.
1. *Respirators:*
* *A respirator or filtering face piece (FFP) is* designed to protect the wearer from exposure to airborne contaminants.
* Respirators comply with requirements defined in European Standard EN 149:2001+A1:2009.
* Respirators are tight fitting masks, designed to create a facial seal.
* Non-valve respirators provide good two way protection, by filtering both inflow and outflow of air. (e.g. they protect the wearer and those around them).
* These are designed protect the wearer (when worn properly), up to the safety rating of the mask.
* Respirators have different standards:



1. *Things to consider when wearing a respirator:*
	* *Not fitting or wearing it correctly can result in the respirator being ineffective.*
	* *Touching the front of the respirator can lead to contamination of hands.*
	* Don't let wearing a respirator give you confidence to take unnecessary risks. So for example, don't go to an event with lots of people (especially if it's indoors), and think it's safe because you're wearing a respirator. The safest thing you can do is practice social distancing.
2. *How to put on any face-covering safely:*

Before putting on a mask, clean your hands well with soap and water.

Cover the mouth and nose with your mask and make sure there are no gaps between your face and the mask.

Avoid touching the mask while using it and, if you do, wash your hands. Replace the mask when it is damp.

To remove your mask, take it off using the elastic tags, without touching the front and discard immediately, double bagged, into a closed bin or, if the mask is reusable, directly into the washing machine and wash using normal detergent (Scotland specifies a 60°C wash).

1. *Other considerations:*
* *Please do not litter. Used PPE should be suitably disposed of.*
* *If you are wearing gloves, please do not touch your face with the gloves.*
* *Following social distancing and handwashing guidelines is more effective than wearing a mask.*
* *Wearing a face covering doesn't mean you can take more risks or increase your contact with others.*
* *For more information see* <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>
* <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>