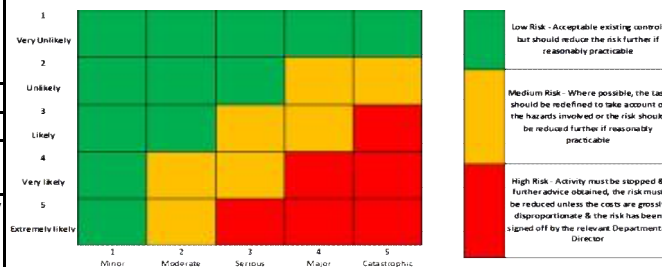


<b>Assessment Title (Task, pA1:N15rocess, equipment or facility)</b>		<b>Coronavirus Infection Risk, team members, Contractors, Visitors</b>	
<b>Location</b>	<b>TMHUK Castleford Workshops and Offices</b>	<b>Date</b>	<b>01/03/2021</b>
		<b>Review date</b>	<b>31/08/2021</b>
<b>Prepared By (Team)</b>		<b>P Mulcahy (QHSE Manager), G Thomas</b>	
<b>Legal / Best Practice Requirements / links to other assessments (eg COSHH)</b>		Management of Health & Safety at Work Regs / Workplace (Health, Safety & Welfare) Regs, Health & Safety at Work Act, Management of Health & Safety at Work Regulations, Coronavirus Regulations 2020	



Hazard	Risk	Effect (Who / what affected)	Initial Risk			Current Controls (inc practices/ procedures)	Actual Risk			Additional Controls (inc practices/ procedures)	Action by and when
			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level		
Inadequate site controls	Passing or receiving infection from/to another person	TMHUK team members / site visitors / contractors/ any other person	3	3	M	TMHUK management team and the Depot Responsible Person to ensure the following controls are in place: Confirmation that there are no persons are on site with known symptoms, high temperature (above 37.8C), new persistent cough, loss of taste and/or smell Confirmation that there are adequate social distancing controls in place by all site attendees Confirmation that adequate hand washing facilities are available on site COVID Marshals are in place and health questions, temperature checks, additional signage have been implemented throughout TMHUK depots. These checks will apply to all team members, visitors, contractors etc. Specific intervention may be needed if a team member is known to have CV-19 and has been at work. Refer to QHSE and HR. These will be managed case by case.	2	3	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary. Monitor throughout the activity	Depot responsible person
Heating, Ventilation, Air Conditioning (HVAC)	Passing or receiving infection from/to another person	TMHUK team members / site visitors / contractors/ any other person	1	4	L	These controls follow the Health and Safety Executive guidance issued 23rd June 2020. The centralised systems (split air systems) in multi occupancy spaces should be switched off. Air conditioning units are permitted to be used in single occupancy offices or meeting rooms. The building centralised heating and cooling system can remain in use as this draws fresh air. Desk fans should not be used. Fans may be used to draw air in from open windows in order to help the introduction of fresh air and dilution. Additional electric heaters have been provided for cold weather days and the dress policy relaxed to allow individuals to wear clothing more suitable to the office temperature and personal choice. It is recognised that the risk of spreading the virus by this method is currently considered low.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary.	
TMHUK team member/contractor/customer team member showing symptoms	Passing or receiving infection from/to another person	TMHUK team members / site visitors / contractors/ any other person	4	4	H	TMHUK team members will monitor, prior to work and throughout the day for any person showing symptoms. Anyone showing possible symptoms will be asked to leave site immediately and HR informed.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary. Monitor throughout the activity	Depot responsible person

Hazard	Risk	Effect (Who / what affected)	Initial Risk			Current Controls (inc practices/ procedures)	Actual Risk			Additional Controls (inc practices/ procedures)	Action by and when
			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level		
Insufficient segregation in work area and welfare facilities from other persons - minimum 2 metres	Passing or receiving infection from/to another person	TMHUK team members / site visitors / contractors/ any other person	3	3	L	TMHUK policy is to have reduced numbers of team members in rooms at any time. Maximum occupancy levels have been set and a booking system is in place. Prior to work commencing TMHUK team member will ensure sufficient segregation of work area from other site activities and that no encroachment can take place. Minimum 2 metres from other persons. Warning tape and safety cones are provided to enable TMHUK team members to define their work area. TMHUK team members have the authority to stop work if their work area is encroached. Suitable systems must be in place in canteens, bistros, toilet and restroom areas to prevent people coming within 2 metres of each other. It is recognised that in 'passing places' polite common sense will be required.	1	3	L	<b>TMHUK team member must contact their leader immediately if a minimum 2 metre distancing area is not maintained.</b>	Depot responsible person
Insufficient hand cleaning facilities	Passing or receiving infection from/to another person	TMHUK team members / site visitors / contractors/ any other person	3	3	M	TMHUK management will provide access to hand washing facilities. Additional sanitisers have been provided throughout the depots. Frequent hand washing is encouraged by TMHUK management and at least before eating, drinking or smoking. Hands must be washed after touching shared contact surfaces such as door handles, printer controls etc.	2	3	L	<b>All appropriate controls are in place that are reasonably practicable, no further action is necessary. Monitor throughout the activity</b>	Depot responsible person
Insufficient social distancing	Passing or receiving infection from/to another person	TMHUK team members / site visitors / contractors/ any other person	3	3	M	TMHUK team member must maintain a minimum of 2 metre distance between individuals If there is any activity that is a 2 person or more job that cannot provide the 2 metre rule, an assessment must be made into the requirement of the job and if it is really necessary and/or if it can be done in a different way. If the job continues each team member must wear a face mask. If the job is more than 15 minutes duration a risk assessment must be carried out. 2 person jobs must only be carried out if essential. Receiving/dispatching goods will require controls to ensure social distancing and not sharing pens/tablets etc to sign for goods. Agreements can be developed with individual couriers etc to negate the need for document signing.	2	3	L	<b>All appropriate controls are in place that are reasonably practicable, no further action is necessary. Monitor throughout the activity</b>	Depot responsible person
Travel to/from the workplace, depot etc	Passing or receiving infection from/to another person	TMHUK team member	3	3	M	Multi occupancy in company vehicles is not permitted. Refer to the company risk assessment 'Company Vehicles Multiple Occupancy'. Team members travelling to depots are advised not to car share and if they do a face covering should be worn. If public transport is used a face covering must be worn.	2	3	L	<b>All appropriate controls are in place that are reasonably practicable, no further action is necessary.</b>	

## TOYOTA MATERIAL HANDLING UK

Hazard	Risk	Effect (Who / what affected)	Initial Risk			Current Controls (inc practices/ procedures)	Actual Risk			Additional Controls (inc practices/ procedures)	Action by and when
			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level		
Jobs requiring more than 1 person	Passing or receiving infection from/to another person	TMHUK team members / site visitors / contractors/ any other person	3	3	M	If a job requires more than one person that may breach the 2 metre rule, a risk assessment must be carried out. The risk assessment may not need to be documented (see point 2) however the following must be adopted in the order listed: Is this job essential, if yes can the job be delayed until a later date, if no can the job be carried out in a different way by just one person, if no can the job be planned so the people involved do not breach the 2 metre rule, if no the job should be carried out in a well ventilated area, outside if possible and safe, wear face masks, try not to work face to face and keep the job to as short a time as possible. If close face to face contact exceeding 15 minutes cannot be avoided a documented risk assessment must be completed. Refer to your leader and the QHSE team for further guidance.	2	3	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary. Monitor throughout the activity	
Insufficient PPE and improper use of such PPE	Passing or receiving infection from/to another person	TMHUK team members / site visitors / contractors/ any other person	3	3	M	TMHUK will provide, in addition to any standard PPE, sufficient disposable gloves and face masks/visors TMHUK team member will ensure that PPE is worn appropriately and seek advice from their leader or QHSE if in any doubt.	1	3	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary. Monitor throughout the activity	Depot responsible person
Potentially contaminated MHE or office furniture, doors etc	Passing or receiving infection from/to another person	TMHUK team members	2	3	L	Disposable gloves are available (not mandatory) and must be changed for new if they become ripped or torn. Spray a cloth with hard surface cleaner or another cleaning product and wipe down the regularly touched areas such as steering wheel/tillar arm, hydraulic controls, switches, desks, chair arms, keyboards etc. Dispose of the cloth immediately. Do not spray the product directly onto the equipment, this could potentially distribute any settled infectious droplets and damage equipment. Offices will maintain cleaning contracts to ensure regular cleaning of desks, door handles etc. in working areas. Team members have been provided the facility to clean their own work station.	1	3	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	Depot responsible person
Insufficient first aid and fire marshal support	Unable to provide first aid. No trained team members to assist with building evacuations	TMHUK employees / site visitors / participants	2	4	M	At all times depots will have an assigned responsible person. Due to site engineering activities, this depot will have first aid and fire marshal support at all times. An re-evaluation will be made by QHSE for each depot in relation to how many, if any trained persons are needed. The depot responsible person will monitor the status of first aid and fire marshal support and designate the appointed person.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary. Monitor daily	Depot responsible person

## TOYOTA MATERIAL HANDLING UK

Hazard	Risk	Effect (Who / what affected)	Initial Risk			Current Controls (inc practices/ procedures)	Actual Risk			Additional Controls (inc practices/ procedures)	Action by and when
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Shared equipment	Passing or receiving infection from/to another person	TMHUK employees / site visitors / participants	2	4	M	Offices, workshops, kitchens, canteens, bistro's may use various pieces of shared equipment however this should be kept to a minimum. Before and after each use, the user must wash/sanitise their hands and wipe the equipment with the antibacterial/antiviral wipes provided.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Depots used for training or customer visits	Passing or receiving infection from/to another person	TMHUK employees / customer / 3rd party contractors / site visitors	2	4	M	Any training or visits must be authorised by the HR & QHSE Director. The HR & QHSE Director will liaise with the QHSE team to decide if a specific risk assessment is required. If this is a requirement the QHSE team will liaise with the requester to ensure suitable controls are in place.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Depot's in lock down areas	Passing or receiving infection from/to another person	TMHUK employees / customer / 3rd party contractors / site visitors	2	4	M	The HR & QHSE Director/teams will monitor changing implementation of 'lockdown' areas imposed by the government and/or local authorities. Appropriate actions will be implemented to ensure the authority guidance is followed. This will be managed on case by case and may result in short notice action being provided to team members. TMHUK leaders will also consider the individuals health needs when advising home or office working.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	
Operator training activities	Passing or receiving infection from/to another person	TMHUK employees / customer / 3rd party contractors / site visitors	2	4	M	Operator training for TMHUK team members or customers must be authorised by the HR & QHSE Director. Specific locations will be provided for the training to take place. Refer to the 'Coronavirus Operator Training TMHUK Premises' and apply all controls identified.	1	4	L	All appropriate controls are in place that are reasonably practicable, no further action is necessary	

L I K E L I H O O	1 Very unlikely						Low Risk - Acceptable existing control, but should reduce the risk further if reasonably practicable
	2 Unlikely						
	3 Likely						
	4 Very likely						
	5 Extremely likely						
		1 Minor	2 Moderate	3 Serious	4 Major	5 Catastrophic	
		SEVERITY					
							High Risk - Activity must be stopped & further advice obtained, the risk must be reduced unless the costs are grossly disproportionate & the risk has been signed off by the relevant Departmental Director
							Medium Risk - Where possible, the task should be redefined to take account of the hazards involved or the risk should be reduced further if reasonably practicable
							Low Risk - Acceptable existing control, but should reduce the risk further if reasonably practicable

Severity		Likelihood	
Catastrophic	Death or permanent disability - damage to property that results in initial loss of facility, environmental damage that requires a major clean up, HSE investigation.	5	Extremely likely
Major	Injury that could result in long term absence from work, event that has the potential for significant environmental damage and potential prosecution.	4	Very likely
Serious	Injury that could result in short term absence from work, damage to property/environment that has been contained/restricted.	3	Likely
Moderate	Injury requiring first aid only - slight damage to property - environmental damage that can be remedied immediately.	2	Unlikely
Minor	Cut, sprain, bruise, etc..that does require first aid, insignificant damage to the environment or property.	1	Very unlikely