

AWP UK COVID-19 Risk Assessment

This document is to cover temporary procedures put in place to prevent the risk of contracting or passing COVID-19 within the business and relates to sites and site visits. For the four countries we work in, guidance is taken from:

www.gov.uk www.gov.scot www.gov.wales www.health-ni.gov.uk

COVID-19 Statement from CEO: <https://www.terex.com/covid-19/statement>

Internal Terex Resources & Requirements for Team Members

- Terex Coronavirus COVID-19 Resources – [Click here](#)
- Terex COVID-19 Guidelines for Start Up and Continuing Operations – [Click here](#)
- Terex Essential Travel Guidance – [Click here](#)

All Team Members	Page 1 to 9
Telford Site Specifics	Page 10
PDI South Witham Specifics	Page 10
Wharf Road Grantham Site Specifics	Page 11
Field Service Specifics	Page 11 - 13
Sales & Business Travel Specifics	Page 13 - 14
Training Department Specifics	Page 14



Author: Site/Department Managers/HSE Manager	Creation Date: 28 th May 2020
Review Date: 20 th October 2020	Next Review Date: 8 th December 2020 or significant change
Reviewed by: Zara Baird, Director of Health, Safety and Environment MP and James Hanley, Director – Health, Safety and Environmental, AWP	
Persons at risk: Team Members, Visitors, Contractors, Other Tenants and General Public	

Workshop and Office, Telford Site (TLD) Platform Service and Repairs Ltd Shropshire House Hortonwood 1 Telford TF1 7GN	PDI, South Witham (SW) Training, South Witham, (TSW) Genie UK Ltd The Mine Site Mill Lane South Witham NG33 5QN	Office, Wharf Road, Grantham (WR) Genie UK Ltd The Maltings Wharf Road Grantham NG31 6BH
---	---	---

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Before travelling to site	Transmission of COVID-19	Prior to leaving home, team member to verify they have no COVID-19 symptoms; high temperature, new continuous cough, loss or change to sense of smell or taste. (And any symptoms as per Government website.) If the tm has any symptoms, they should contact https://111.nhs.uk/ inform their supervisor and stay at home until tested COVID-19 free or self-isolate. https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/	
Travel to work	Transmission of COVID-19 between team members	Best option walk, cycle or travel on your own. Team members should avoid car sharing where possible and, in the event, this becomes necessary there should be no more than two people in the car, sitting diagonally, wearing face coverings and have windows open. Public transport should be used as a last resort and team members should where practicable travel at non busy times and always wear face coverings. 16/06/2020 mandatory to wear face coverings on public transport in line with government regulations.	

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Business Travel	Contracting COVID-19 and putting extra strain on NHS	<p>Please refer to Terex travel guidance.</p> <p>Use of public transport is to be avoided where reasonably practicable. All travel is planned in line with the Fatigue Policies. When travelling by vehicle single occupancy is the preferred option. All team members have an authorisation to travel letter available on request.</p> <p>Cleaning materials are provided for team members to clean contact points in vehicles such as handles, steering wheel, switches etc.</p> <p>Visiting other countries is not permitted unless approved by ELT.</p>	To be reviewed in line with government and Terex protocol.
Personal Travel	Contracting COVID-19 during holidays and putting extra strain on NHS	<p>If a team member is going to travel abroad for holiday, they should check GOV.UK for travel guidance during the pandemic. If they are visiting a country that requires self-isolation on return to the UK an agreed work isolation plan should be put in place prior to travel. On return the TM must follow the self-isolation guidance and not attend work until they either have a negative COVID-19 test or have self-isolated for the required period. Contact HR for document.</p> <p>https://www.gov.uk/foreign-travel-advice/</p>	
Hotel	Contracting COVID-19 and putting extra strain on NHS	Preferred use is Premier Inn or vetted accommodation. It is recommended that room service is used for food and drinks. All hotel usage to be preapproved by management.	
Arrival to and departure from site	Transmission of COVID-19 when people arrive/leave site	<p>All team members are briefed in the Terex rules and regulations surrounding COVID-19 outbreak and have received specific social distancing guidance. Multiple team members are not to enter areas where social distancing cannot be achieved unless wearing face coverings.</p> <p>If too many team members arrive at the same time following phased return to work, staggered start times to be implemented.</p> <p>Only pre-arranged visitors/contractors allowed to sites who should contact their host by telephone prior to entering site so that they can be COVID-19 checked prior to entry.</p> <p>SW – Visitor/team members planning to visit site should communicate date/time prior to arrival by contacting the site Manager or Supervisor by telephone/email. Prior to the visit individuals are expected to follow task “Before travelling to site” above.</p> <p>Field service engineers collecting parts or dropping off waste are required to have a temperature check and their visit recorded in the visitors’ book for ‘test and trace’ and to allow access into the workshop. Hand sanitizer to be used on entry to the buildings.</p> <p>SW/TLD - Temperature screening of HGV drivers is carried out prior to granting entry into the buildings only if to use site toilet facilities.</p> <p>TLD - Pathways to main entrance marked at 2 M intervals to encourage social distancing prior to entry</p> <p>TLD - FSE to following hygiene protocol/sanitation prior to and after collecting parts from just inside roller shutter door.</p>	<p>TLD/FSE to be advised that they should enter by front door.</p> <p>Complete 01/06/2020.</p> <p>TLD/FSE parts collection shelving to be relocated.</p> <p>Separate goods in/out tray to be instigated with cleaning facilities.</p> <p>Complete.</p>

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Screening TM's on entering the facility using infrared thermometer	Transmission of COVID-19 when taking temperature	<p>Terex sites have adopted temperature measurements using a digital non-contact thermometer on arrival at site. There is a robust process in place to prevent the transmission of COVID-19 between the team member taking the measurement and the arriving team member. Cleaning materials to be kept with thermometer to wipe surfaces between each use of thermometer.</p> <p>Any team member found to have symptoms or a raised temperature over 38°C (Terex standard) will not be permitted on site.</p> <p>If reading recorded is above 37.3°C team member should wait in their vehicle (or suitable alternative location) and will be re-tested after 10 minutes. If re-test still reads a high temperature, they will be asked to leave site immediately if they are well enough to do so. It is recommended the affected person(s) seeks advice from: https://111/nhs.uk/ and contact their Manager.</p> <p>TLD - Team member taking temperature to wear full face visor or self-check their temperature and clean thermometer before and after use or wear disposable gloves. Face visor to be cleaned periodically.</p> <p>SW – PDI team member stands up to Perspex screen at site office door and temperature is taken by passing the end of the thermometer through a small hole to maintain non-contact temperature taking.</p> <p>TSW - Trainers must enter site following screening process for SW.</p> <p>WR – Team member to self-check their temperature and clean thermometer before and after use or wear disposable gloves.</p>	
Screening drivers/contractors/visitors before entering the building to use facilities using infrared thermometer	Transmission of COVID-19 when taking temperature	<p>Any contractor/driver/visitor visiting site will be asked about COVID-19 symptoms (as above) or being in contact with another person with symptoms (within the last 7 days) or have travelled abroad in the last 14 days (in line with GOV.UK travel guidance), prior to having their temperature taken. If all is in line with company policy, they will be permitted onto site. Hand sanitiser to be used by drivers/contractor/visitor when entering or exiting a building.</p> <p>07/07/2020 For purposes of the Test and Trace system, contractors/drivers/visitors must be added to the COVID-19 register however brief their visit may be (e.g. using welfare facilities).</p> <p>20/10/2020 All sites have an NHS QR code for visitors/contractors to scan to help trace and stop the spread of coronavirus (COVID-19).</p> <p>Door handles, taps, sink and toilet are cleaned once driver/contractor/visitor has exited building through main reception.</p> <p>WR – Team member carries out testing and if the temperature reading is within recommended guidelines issues face covering to drivers/contractors/visitor to wear whilst inside the building and allows them to use toilet facilities if required.</p> <p>Collection drivers allowed into main reception to collect post/parcels.</p> <p>TLD – Team member carries out testing and if the temperature reading is within recommended guidelines issues face covering to drivers/contractors/visitor to wear whilst inside the building and allows them to use visitors (disabled) toilet facilities if required.</p> <p>SW - Team member carries out testing and if the temperature reading is within recommended guidelines allows drivers/contractors/visitor</p>	<p>TLD - Hand sanitiser to be positioned around entry point to building. 16/06/2020 complete.</p> <p>TLD – Face coverings to be kept in main reception. 16/06/2020 complete.</p> <p>TSW - Thermometer and PPE required for trainers. 28/07/2020 complete.</p>

Job/Task/Location	Hazard/Risk	Control Measures	Comments
		<p>into warehouse building to use toilet facilities. Separate toilet facilities in place for visitors and site team members.</p> <p>TSW - Trainees entering site will be requested to wait in their vehicle and individually called to the training foyer area to enable the trainer to take the trainees temperature. The trainer taking temperatures will be wearing full face visor and gloves. Face visor to be cleaned periodically or if the temperature of a trainee is over the 38°C. Any trainee not passing the temperature check will be asked to leave site and the surrounding area decontaminated. Individuals who pass the temperature test will be instructed to sit at an appropriate desk and the process starts over with the next trainee.</p>	<p>COVID-19 RA to be sent out with joining instructions. 27/07/2020 complete.</p>
Entry to site	Transmission of COVID-19 when people arrive at site and come into contact with door/wall furniture	<p>07/07/2020 For the purpose of the Test and Trace system, all team members are to be noted on the COVID-19 site register which at the end of each week is sent/saved by site management.</p> <p>08/09/2020 Team members to sign themselves in using the swipe board.</p> <p>Contractors/visitors signed in and if applicable work permit completed on their behalf within the reception by the host.</p> <p>All team members are advised to wash/sanitise their hands-on arrival at work and reminded to clean hands regularly throughout the day.</p> <p>Hand sanitiser stations are in situ around site for use by anyone on site.</p> <p>WR – team members swipe themselves in and add themselves to the COVID-19 register.</p> <p>TSW – the training/COVID-19 register will be completed by the trainer and not passed around the group as previously.</p>	<p>TLD - All signing in boards to be relocated to the main reception. Hand washing posters to be put up. 27/05/2020 complete.</p>
General walkways and stairways which are not wide enough to accommodate 2 M (6ft) social distancing rule	Transmission of COVID-19 when people pass each other or come into contact with doors/walls/ furniture	<p>Use of walkways between departments, tenants and third parties to be minimised and use of alternative communication such as telephone/email. If another person is within the walkway, stand aside and wait for them to pass before continuing and do not stop to talk without face coverings.</p> <p>Remind team members that they can use the external walkway.</p> <p>TLD – agreed with tenants to use different walkway and will not walk past the workshop office. 16/06/2020 different walkways not working so adopted stepping aside.</p> <p>SW - Confirmation from cleaning company/team that all areas will be cleaned as per KRH company schedule. This is audited during PDI team morning stand-up meeting at 8 am. 16/06/2020 PDI team perform two cleans throughout the day and check it has been completed at end of shift meeting.</p> <p>SW - Use of site radios to be used for communication to reduce people traffic where possible.</p> <p>TSW - Trainees will be asked to respect the current social distancing rules and will be restricted to the training areas. During training sessions, all training areas are strictly out of bounds to non-essential personnel.</p>	

Job/Task/Location	Hazard/Risk	Control Measures	Comments
		<p>WR - To be reviewed after meeting with other tenants. 16/06/2020 site cleaning reinstated to five days per week prior to work commencing. 07/07/2020 attempts made to contact other tenants to no avail.</p>	
Kitchens \ welfare facilities	Transmission of COVID-19 whilst using the kitchen and welfare facilities	<p>Daily cleaning to be carried out by external cleaning company.</p> <p>Each team member to wipe down kitchen surface before/after use.</p> <p>Team members to only prepare food and drink for consumption by themselves and not for other team members.</p> <p>TLD/WR – Each team member is responsible for placing dirty crockery into the dishwasher. Nominated tm to unload dishwasher wearing gloves at the start of the day. Each tm to wash their own cutlery and keep at their workstation/locker. Encourage tm to use coffee machine over making hot drink with kettle.</p> <p>Urinals taped off that are adjacent to each other.</p> <p>TLD - Hand dryers decommissioned, and signage put up.</p> <p>SW - Regular clean and check of kitchens/canteen instigated.</p> <p>TSW – Kitchen facilities are very limited and not suitable for social distancing.</p>	TSW – relocation of kitchen facility to be investigated. Complete.
Cleaning of areas to prevent spread of COVID-19 WITHOUT any potential or confirmed case	Cleaning person(s) coming into contact with contaminated surfaces	<p>Contracted cleaning companies attend sites each day to carry out various duties to specifically include all touch points and surfaces within offices, meeting room, canteens, main reception, corridors, workshop sink and toilets.</p> <p>All office-based team members to have cleaning materials available near their workstation for cleaning touch points such as telephone, keyboards, mouse, desks etc.</p> <p>TLD - Cleveland Cleaning company arrive after working day at 5.00 pm and start in the training/meeting room to minimise contact with team members. 20/10/20 Following positive COVID-19 TM on site, additional lunch time cleaning of shared welfare facilities by external cleaning company instigated.</p> <p>Workshop area (toolboxes and work benches) cleaned twice daily at start and end of day by team member. Any shared equipment to be cleaned before and after use.</p> <p>SW - KRH Cleaning company start times have been adjusted to eliminate contact with team members. PDI workshop area (individual bays, toolboxes and work benches) cleaned twice daily (am and pm) cleaning carried out by PDI team members. Team members to disinfect other areas (Site office and transport office, PDI canteen, outdoor handrails onsite, barrier intercoms)</p> <p>TSW- All welfare and communal areas will be cleaned by the trainers during the day at regular intervals and contractors prior to site opening. Used cups and cutlery will be placed in the dishwasher by the trainer who will then immediately wash their hands. Trainees should sanitise welfare touch points before and after use which will be advised during the induction to site. Machine(s) used for training</p>	<p>TLD - Cleaning Co working hours to be reiterated. 28/05/2020 complete.</p> <p>TSW - Site COVID-19 cleanliness protocol will be reiterated with posters on the toilet doors. Sanitiser will be provided in</p>

Job/Task/Location	Hazard/Risk	Control Measures	Comments
		<p>purposes will have any touch points sanitised during the day as required e.g. joysticks and toggle switches at ground and platform controls. Any PPE; harness & lanyard, hi-vis vest, issued to trainees will need to be bagged, dated and tagged and stored for 72 hours minimum prior to being put back in service.</p> <p>WR – KRH cleaning company attends site at start of each day prior to normal office hours.</p>	<p>all communal areas. Complete.</p>
Cleaning of areas to prevent spread of COVID-19 WITH a potential or confirmed case (no bodily fluids)	Team member coming into contact with contaminated surfaces	<p>Team member immediately wears face covering and gloves then notifies their direct manager/supervisor. Manager/supervisor confirms the tm is okay to travel and requests them to leave site. If the team member is not well enough to travel, they will be asked to wait in the 'quarantine' area and await further guidance. Each scenario to be assessed and acted on as appropriate. Cordon off area until deep cleaning has taken place. Deep cleaning to be performed by contracted cleaning company.</p> <p>TLD – Quarantine area is training waiting room. SW/TSW – Quarantine area is team members / trainee's own vehicle. Team members to clean work bay, toolboxes and workstations using appropriate PPE. WR – Quarantine area is meeting room 2.</p> <p>Any cleaning material waste generated should be put in a COVID-19 waste bin in the sites designated location which is stored for 72 hours minimum prior to being disposed of. TLD – Boiler room. SW – small skip in lock up. WR – meeting room 2.</p> <p>TLD/SW Workshops - In areas where there has been a potential case, where possible, will be disinfected by the cleaning company. If not possible the area should be isolated and shut down for 72 hours.</p> <p>TLD/WR Offices - The contacted supervisor/manager to give guidance on isolating the area until deep cleaning has taken place. Where this is not possible the area should be cordoned off for 72 hours.</p>	<p>TLD - Waste bin for this scenario with the wording 'quarantined equipment' to be put in place. 16/06/2020 complete.</p> <p>TLD - Roll of red/white tape to be in place. 16/06/2020 complete.</p> <p>WR – roll of tape to be sent to site. 16/06/2020 complete.</p>
Cleaning of areas to prevent spread of COVID-19 WITH a potential or confirmed case (with bodily fluids)	Transmission of COVID-19 to other team members and anyone coming into contact with bodily fluids	<p>Team member immediately wears face covering and gloves then notifies their direct manager/supervisor. Manager/supervisor confirms the tm is okay to travel and requests them to leave site. If the team member is not well enough to travel, they will be asked to wait in the 'quarantine' area and await further guidance. Each scenario to be assessed and acted on as appropriate. Cordon off area until deep cleaning has taken place and all contaminated waste disposed of by following the site protocol. Deep cleaning to be performed by contracted cleaning company.</p>	
Transporting & Storage of potential contaminated waste and PPE used to protect TM's against COVID-19	Other people unknowing being exposed to COVID-19	<p>Contaminated materials to be bagged up, labelled and place in the quarantined bin in the specified area which is then kept for a minimum of 72 hrs before being disposed of.</p>	
Office multi person lifts in the office	Team members involved transmitting COVID-19 between each other and	<p>Hand washing prior to lift.</p> <p>Face covering and disposable gloves worn by both persons as appropriate.</p> <p>Hand washing after the lift.</p>	

Job/Task/Location	Hazard/Risk	Control Measures	Comments
	contamination of the item being lifted	Where possible close face to face positioning is avoided and keep task to 15 minutes or less where possible.	
Offices - Team members in close contact	Team members involved transmitting COVID-19 between each other	Office layout reorganised to allow for social distancing of > than 2 M whilst working. If there is a requirement to work closer than 2 M (need to view same screen) team members to wear face coverings and follow hygiene/cleaning procedures. Keep the task to fifteen minutes or less where possible. Windows open where possible to facilitate regular air change.	
Use of office materials/equipment	Team members involved transmitting COVID-19	Each team member to use personal stationery and not share when using items such as whiteboards/flipcharts. Photocopiers/office equipment to be regularly wiped.	
Team Members in close contact in meetings	Team members involved transmitting COVID-19 between each other	Use Microsoft Teams Meetings wherever possible to eliminate having to come into contact with team members. If same room meeting is business critical team members must maintain social distancing, wash hands before and after the meeting and disinfect meeting room before and after use. Where social distancing cannot be maintained, or meeting room is enclosed face coverings must be worn. Windows open where possible to facilitate regular air change. SW - Meeting room has been changed into one desk space with 2 meeting chairs available which are spaced 2 M apart. Maximum people allowed in the room is 3. Workshop stand up meetings to be held in workshop to allow for > 2 M distancing. End of day meeting is held outside Site Office to allow > 2 M spacing. Temperature check at end of day and confirmation that the team members are well. TSW - maximum number of trainees per training course has been reduced to allow for social distancing in the training rooms. TLD/WR – Meeting room seating has been reduced to allow for adequate social distancing to a maximum to 6 or less. Workshop end of day meeting to include temperature checks.	16/06/2020 WR meeting room no of chairs to be reduce 28/07/2020 complete. TSW - Maximum room occupancy to be posted on each training room door 28/07/2020 complete.
Team Members in close proximity during breaks	Team members involved transmitting COVID-19 between each other	Staggered breaks to reduce quantity of team members in kitchen and canteen to allow for adequate social distancing. Hand sanitiser stations placed throughout building (MUST use on entry/exit to canteen/kitchen). TLD - Only 2/3 team member allowed in canteen at any time to allow adequate > 2 M distancing. SW - Staggered lunch breaks and morning breaks to reduce quantity of team members in canteen and allow adequate spacing (3 separate breaks and lunch timings). Only 2 tm allowed in canteen at a time to allow adequate distancing. One-way system in place to canteen: To canteen use stairs at side of transport office. To come down use mezzanine floor towards rear of building stairs (wash hands before returning to workshop).	TLD – Staggered timings to be introduced on whole team return to work. 28/07/2020 complete. WR – signage on kitchen doors and lower floor office doors to close in case of fire and out

Job/Task/Location	Hazard/Risk	Control Measures	Comments
		<p>TSW - On warm dry days the area at the rear of the training facility can be used for lunch on wet days trainees will be asked to maintain a social distance and eat lunch at their allocated desks or in their own vehicles.</p> <p>WR – kitchen door to be propped open during working hours to reduce touch points. 16/06/2020 only one tm in kitchen at a time.</p>	of business hours. Complete.
Workshop - working in close proximity e.g. Manual handling – multiple persons lifts	Team members involved transmitting COVID-19 between each other and contamination of the item being lifted	<p>Each lift to be assessed prior to commencing.</p> <p>Hand washing prior to lift.</p> <p>Face covering / face shield / safety glasses and disposable gloves worn by both persons as appropriate.</p> <p>Hand washing after the lift.</p> <p>Where possible close face to face positioning is avoided.</p> <p>SW - Team members are instructed to pause the job for any 2 person lifts so that they can document and find a solution as this is not standard work. Use mechanical aid for generators where possible. Where close team member working is unavoidable team member can use personal respirators.</p>	
Working on machines in workshops	Team members involved transmitting COVID-19	<p>Team members are required to clean contact points, machine controls, tooling, vehicle steering wheels, door handles, etc</p> <p>Only one team member to be in machine platform at any time except in the event of an emergency situation.</p>	
COVID-19 face covering and gloves	Incorrect usage and cross contamination	<p>All team members to wear face coverings when social distancing cannot be adhered to < 2 M. Team members can follow the links below on how to wear face coverings and best way to wash hands.</p> <p>https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Terex to supply face coverings and gloves.</p> <p>TSW – PPE; gloves and face coverings to be issued to trainees if social distancing cannot be maintained during training.</p>	<p>Stocks received to be distributed. Complete 28/05/2020</p> <p>TSW – PPE for trainees to be sourced 07/07/2020 complete</p>
Team Members in close proximity in smoking area	Team members involved transmitting COVID-19 between each other	<p>Team members only permitted to smoke during breaks.</p> <p>SW - No more than 5 people in smoking area at any time to allow adequate 2 M distancing. This number has been increased due to change of layout. Staggered smoking breaks.</p>	ALL - > 2 M signage to be placed in smoking areas. complete.
First Aid Arrangements	Team members involved transmitting COVID-19 between each other	There are designated first aiders per sites and numerous other team members are trained in emergency at work first aid and should follow the guidance given by the British Red Cross or local government authority.	ALL - Advice TM latest BRC guidance on First aid. complete.

Job/Task/Location	Hazard/Risk	Control Measures	Comments
		<p>First aiders are willing to offer first aid where required and are supplied with relevant PPE to cover COVID-19 situation (gloves, face visors, glasses and mask).</p> <p>SW - One full-time first aider on site, all other team members are emergency first aid and defibrillator trained. All team members on site are willing to offer first aid where required and are supplied with relevant PPE to cover COVID-19 situation (gloves and mask, visors).</p> <p>TSW – Trainers to hold three day first aid qualification, they will be added to the site first aid register and attend site first aid emergencies if required. 07/09/2020 - One TM now trained other booked. 20/10/2020 Both TM now trained and hold three day first aid qualification.</p> <p>WR – Reduced team members so no full time first aider, however emergency first aiders on site.</p>	<p>ALL - First aid PPE to be placed at first aid stations. Masks and gloves.</p> <p>Willingness of first aider to be confirmed on start up. Complete.</p> <p>TSW – 1st aid training book.</p>
Fire Arrangements	Team members involved transmitting COVID-19 during emergency evacuation	<p>Propping open of non-fire doors to prevent contact where possible to be considered at start of shift and closed at end of shift before securing the buildings. Any fire doors that are approved to be propped open to be closed out of business hours and in the event of an emergency.</p> <p>Any revised emergency procedures to evacuate the building communicated to team members.</p> <p>SW - One-way system in place to canteen rule will NOT apply in the event of a fire. Team members to use nearest fire exit.</p> <p>The only internal fire doors in PDI are located in the canteen and locker room - These will be propped open at start of shift and closed at end of shift before securing the buildings.</p> <p>TSW – Trainers issued Terex online fire warden training and will attend third party fire warden training when available. 20/10/2020 both TM attended external fire warden training.</p> <p>TLD – fire arrangements agreed with landlord 27/05/2020.</p>	<p>ALL - Any fire doors approved to be propped open require signage. 16/6/2020 no fire doors need to be propped open.</p> <p>TSW – trainers to attend third party fire warden training when available. Complete.</p>
<p>COVID-19 Vulnerable people and team members living with vulnerable people</p> <p>Link to NHS website, who is considered vulnerable https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</p>	Increased risk to certain people as defined	<p>Added for team members who are or have occupants of their household who are 'clinically extremely vulnerable' or 'extremely vulnerable'.</p> <p>Team members who are 'clinically extremely vulnerable' should only be working from home and 'extremely vulnerable' should be following government guidance reference shielding and where possible should work from home.</p> <p>If these team members have to leave home, they should first be considered for a task in a controlled environment.</p> <p>Not be taking part in multiple team member tasks or lifts. A personal action plan should be in place for these team members and additional First Aid considerations to be made for these team members .</p> <p>Occupational health advice is available if required.</p>	

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Link to Gov.UK website: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19		Remind team members that if they or others in their household have a health/ongoing medical condition that could be considered vulnerable in line with recent health advice on COVID-19, they must discuss this with their manager and/or HR at the earliest opportunity. Where a manager is aware of a condition, they will be expected to inform HR of this condition to assess any further guidance necessary.	
Mental Health and Wellbeing	Fear of catching COVID-19 at work and/or not coping well-being away from other team members	EAP is available for team members. www.guidanceresources.com Open door policy so any tm can speak to their manager or HR. Regular team meetings.	
Hot Spots		If an area has been identified as a hot spot by the UK Government, the following guidance should be followed: Follow any Government guidance issued. Any team member living or working in the hot spot that can work from home should work from home. No team member to visit a hot spot unless the work is deemed necessary and essential and the site has strict COVID-19 protocols in place.	

Telford Site Specifics

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Use of lift in main reception area	Transmission of COVID-19 whilst operating/using the lift	Team members are not to use the lift.	

PDI South Witham Site Specifics

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Jobs on site that require two or more people	Transmission of COVID-19 between team members	Movement of portable machines for inbound shipments. Team members are instructed to pause the job for any tasks that cannot be carried out maintaining >2 M distancing. Any multi person work would require a point of work risk assessment to be carried out prior to task and to be authorised by Manager, Supervisor or HSE representative for site. PPE, supplied by the company, will be noted in the risk assessment.	

Wharf Road Grantham Site Specific

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Delivery of goods and delivery/collection of post	Transmission of COVID-19 from delivered goods.	Deliveries of goods and collection of post is allowed from reception area. Team member to wash/sanitise hands before and after handling goods/post.	

Field Service Specific

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Scheduling of work	Various degrees of expectations between customers in standards	Pre-visit questions are asked by the service controller prior to scheduling work at third party sites. The site MUST be confirmed clear of any COVID-19 confirmed or potential cases for a minimum period of 7 days, if a site cannot confirm it has been COVID-19 free for the minimum period team members may not be permitted to attend site unless authorised by the Technical Services Manager. Upon receipt of confirmation that deep cleaning has been carried out team members may be permitted to site within the 7 days.	
Moving around customers facilities General walkways and stairways Driving around site Service visit machine repair Thorough examination	Transmission of COVID-19 when people pass each other or come into contact with door/wall furniture Social distancing awareness	Field service team members are briefed in the Terex rules and regulations surrounding COVID-19 outbreak and have received specific social distancing guidance. POWRA – electronic version updated to include COVID-19. Complete 04/06/2020. Hand sanitizer and/or handwash basins are fitted in service vehicles. Team members are required to wipe clean touch points, machine controls, tooling, vehicle steering wheels, door handles, etc. Team members are required to wear disposable gloves when working on machines. All team members regularly reminded to clean hands and notify manager if feeling unwell. When signing in or out of site, it is preferred where possible security perform this task on behalf of the team member at a safe social distance. Team members are not to enter areas where social distancing cannot be achieved. Where a co-worker is needed to perform a specific task both team members/site workers need to follow the guidance on social distancing and minimum COVID-19 protection for task (see guidance note). Only one team member permitted in a platform at a time unless an emergency situation.	
Screening TM's before entering the facility using infrared thermometer	Transmission of COVID-19 when taking temperature	Some sites have adopted temperature measurements using a digital thermometer. We will only allow our team members to have their temperature taken using a non-contact thermometer if the site has a robust process to help prevent the transmission of COVID-19 between the person taking the measurement and the team member.	

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Site cleanliness where there have been no confirmed or potential cases of COVID-19	Person(s) coming into contact with contaminated surfaces	So far as reasonably practicable the site must have a recognised cleaning process in place. Where no process is in place our team members are empowered to pause the job and leave site. In the event of a team member pausing the job for the aforementioned issue PSR management will be consulted.	
Team member shows symptoms of COVID-19 during a site visit	Transmission of COVID-19 to site personnel and anyone coming into contact with the contaminated team member/surface	Team member immediately wears face covering and gloves. All tooling and parts placed back into the team members vehicle. Team member to leave site contacting (by telephone if possible, to minimise contact) site security, site management/responsible contact, service controller and PSR management. It is the responsibility of the site to evacuate the immediate vicinity, deep clean and contain the potentially contaminated area.	
Transporting & Storage of potential contaminated waste used to lower the risk of transmitting COVID-19	Other people unknowingly being exposed to the COVID-19	Team members are asked to dispose of all potentially contaminated waste in a bag supplied. All contaminated or possibly contaminated face coverings and gloves to be placed into a plastic bag, labelled 'COVID-19 Contaminated' and stored and isolated in vehicle for at least 72 hours before being disposed of in domestic refuse.	Bags to be provided. Complete 04/06/2020
Working in close proximity e.g. Manual handling – multiple persons lifts	Persons involved transmitting COVID-19 between each other and contamination of the item being lifted	Each lift to be assessed prior to commencing. Hand washing/sanitising used prior to lift. Face masks/face shield/safety glasses and gloves worn by both persons as appropriate. Hand washing/sanitising after the lift. Where possible close face to face positioning is avoided. Section on FSE POWRA to covering multi person lifts (Manual handling).	
First Aid Arrangements	Persons involved transmitting COVID-19 between others in emergency first aid situation	The site is responsible for all of the first aid procedures on the site. This must be communicated to the visiting team member prior to work commencing. Team Members are trained in emergency at work first aid and should follow the guidance given by the British Red Cross or local government authority. https://blog.redcrossfirstaidtraining.co.uk/what-can-i-do-as-a-first-aid-at-work-or-in-public-during-the-coronavirus-outbreak	Advice TM of latest BRC guidance on First aid. Complete 28/05/2020
Fire Arrangements	Persons transmitting COVID-19 between others in emergency evacuation situation.	The site is responsible for all of the fire / emergency procedures on the site. This must be communicated to the visiting team member prior to work commencing.	

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Transport	Contracting COVID-19 and putting extra strain on NHS.	If needed public transport should be used following local guidance. All scheduled work including travel is planned in line with the FSE Fatigue Policy. Single occupancy only allowed in a service vehicle. All team members have an authorisation to travel letter available on request. Cleaning materials are provided for team members to clean contact points in vehicles such as handles, steering wheel, switches etc.	Wipes despatched to all TM. Completed 29/05/2020

Sales and Business Travel (3rd Party Sites) Specific (SBT)

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Customer Visits	Transmission of COVID-19 due to varying standards	Pre-visit questions are asked by the team member prior to customer visit. If visit can be deferred it will be, one of the best ways to reduce exposure is to avoid the need to travel. The site MUST be confirmed clear of any COVID-19 confirmed or potential cases for a minimum period of 7 days, if a site cannot confirm it has been COVID-19 free for the minimum period team members may not be permitted to attend site unless authorised by the team member's Manager. Upon receipt of confirmation that deep cleaning has been carried out team members may be permitted to site within the 7 days. Sales - All visits must be logged in Salesforce and pre-approved by the Sales Director. Business – Visit needs to be pre-approved by Management.	Sales - Copy of COVID-19 RA to be uploaded into Salesforce. Function not easily available customers to be referred to our websites.
Moving around customers facilities General walkways and stairways Driving around site	Transmission of COVID-19 when people pass each other or come into contact with door/wall furniture Social distancing awareness	Team members are briefed in the Terex rules and regulations surrounding COVID-19 outbreak and have received specific social distancing guidance. Hand Sanitisers and face coverings are supplied to team members for their use. Team members are encouraged to wipe clean contact points, machine controls, vehicle steering wheels, door handles, etc. All team members regularly reminded to clean hands and notify manager if feeling unwell. When signing in or out of site, it is preferred where possible security perform this task on behalf of the team member at a safe social distance. Team members are not to enter areas where social distancing cannot be achieved.	Any additional supplies to be requested via management.
Screening TM's before entering the facility using infrared thermometer	Transmission of COVID-19 when taking temperature	Some sites have adopted temperature measurements using a digital thermometer. We will only allow our team members to have a temperature taken using a non-contact thermometer if the site has a robust process to help prevent the transmission of COVID-19 between the person taking the measurement and the team member.	

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Site cleanliness where there have been no confirmed or potential cases of COVID-19	Person(s) coming into contact with contaminated surfaces	So far as reasonably practicable the site must have a recognised cleaning process in place. Where no process is in place our team members are empowered to pause the job and leave site. In the event of a team member pausing the job for the aforementioned issue management will be informed.	
Team member shows symptoms of COVID-19 during a site visit	Transmission of COVID-19 to site personnel and anyone coming into contact with the contaminated team member/ surfaces	Team member immediately wears face covering and gloves. Team member to leave site contacting (by telephone if possible, to minimise contact) site security, site management/responsible contact, and management. It is the responsibility of the site to evacuate the immediate vicinity, deep clean and contain the potentially contaminated area.	
Transporting & Storage of potential contaminated waste used to lower the risk of transmitting COVID-19	Other people unknowingly being exposed to the COVID-19	Team members are asked to dispose of all potentially contaminated waste in a bag supplied. All contaminated or possibly contaminated face coverings and gloves to be placed into a plastic bag, labelled 'COVID-19 Contaminated' and stored and isolated in vehicle boot for at least 72 hours before being disposed of in domestic refuse.	Suitable bags to be sourced. Complete.
First Aid Arrangements	Persons involved transmitting COVID-19 between others in emergency first aid situation	The site is responsible for all of the first aid procedures on the site. This must be communicated to the visiting team member prior to work commencing. Team members are trained in emergency at work first aid and should follow the guidance given by the British Red Cross or local government authority. https://blog.redcrossfirstaidtraining.co.uk/what-can-i-do-as-a-first-aider-at-work-or-in-public-during-the-coronavirus-outbreak	Advice TM of BRC latest COVID Advice. Complete. All TM to hold EFAW when available. 2 TM trained others booked.
Fire Arrangements	Persons transmitting COVID-19 between others in emergency evacuation situation	The site is responsible for all of the fire / emergency procedures on the site. This must be communicated to the visiting team member prior to work commencing.	

Training Centre, South Witham Site Specific

Job/Task/Location	Hazard/Risk	Control Measures	Comments
Provision of lunch for candidates attending training centre	Transmission of COVID-19 between candidates, trainers, etc.	Provision of lunch for candidates to be provided in individual package boxes rather than a buffet.	