

COVID19 RISK ASSESSMENT FORM



No: Annexe 001
Issue: 1



Assessment No: COVID19 1

SECTION 1: ASSESSORS SECTION

ASSESSMENT TITLE: COVID-19 SITE RISK ASSESSMENT FOR RAMP-UP (PHASE 1)

A COVID-19 Site Risk Assessment has been produced to identify all controls in place at Bentley Motors to manage the risk and protect the business from COVID-19. The control measures specified to reduce risk are based on current guidance from the UK government and also consider Volkswagen Group standards.

The risk level differs depending on who is affected. Worst case severity, with no controls, will be fatality. Worst case likelihood, based on current knowledge, will be almost certain. This will score 25-High Risk on the Risk Assessment form.

A COVID-19 Area Specific Risk Assessment must be carried out and by the Manager and Safety Representative to ensure the COVID-19 Site Risk Assessment control measures to reduce risk from COVID-19 can be achieved in the workplace for activities performed in that area. Where the COVID-19 Site Risk Assessment control measure cannot be followed, further review of the area or activity is required to identify additional controls. The General Risk Assessment for the task should also be consulted before making any changes. The Manager and Safety Representative must both sign the COVID-19 Area Specific Risk Assessment.

NOTE: Wearing of face masks has been made mandatory by Bentley Motors for all workers on site in the first 5 weeks (weeks KW19-23). Masks are available for collection at 3 site access points (Sunnybank Road car park, Merrills Bridge, Main Gate), manned by security officers (0500 – 1430, Monday-Thursday, 4th-28th May). Masks will also be distributed across site to ensure replacements are available. Masks may be removed during breaks when seated in a rest area and should be placed outer side down next to the wearer. The wearer must replace their mask before getting up to leave the rest area. Used face masks and any other disposable PPE must be treated as potentially contaminated. Waste containing potentially contaminated items should be double bagged and stored securely for 72 hours before transfer into the general waste stream. There are designated contaminated waste bins containing liners which are provided at turnstiles and within production areas.

Department Location: Bentley Motors Ltd	Date of Assessment: 28/04/2020
Who Is At Risk? (circle) <input checked="" type="radio"/> Worker <input type="radio"/> Visitor <input checked="" type="radio"/> Contractor <input type="radio"/> Maintenance <input type="radio"/> Public	
Number at Risk: +2000	
Assessors Name(s):	Signature(s):
Lawrence Jones (Head of Health & Safety)	
Kevin Holland (Senior Safety Advisor)	
Martin Carter (Senior Chairman)	
Dave Price (Senior Safety Representative)	
Overall Priority for Remedial Action: (Circle as appropriate) *NIL Actions / LOW / <input checked="" type="radio"/> MED / HIGH	

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SECTION 2: MANAGERS SUMMARY SECTION

I DECLARE THAT THIS ASSESSMENT IS SUITABLE AND SUFFICIENT

Managers Name: Lawrence Jones Date: 13.5.2020

Signature: 

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SECTION 3: HAZARDS LIST (including but not limited to)

MECHANICAL HAZARDS	WORK ACTIVITY HAZARDS	RADIATION HAZARDS
Crushing	Highly Repetitive Actions	Lasers
Shearing	Stressful Posture	Welding
Cutting/Severing	Lifting and Handling	Hot Surfaces/Burns
Entanglement	Slips/Trips/Falls	Electro-Magnetic Effects
Drawing-in/Trapping	Falling/Moving Object	Non Ionising Radiation
Impact	High Workload/Stress	Ionising Radiation
Stabbing/Puncture	Visual Fatigue	Other Radiation Hazards
Friction/Abrasion	Poor Workplace Design	
High Pressure	Condition of Tools	
Other Mechanical Hazards	Other Activity Hazards	
ELECTRICAL HAZARDS	WORK ENVIRONMENT	HAZARDOUS SUBSTANCES
Direct Contact	Hot/Cold Work Surfaces	Liquid
Indirect Contact	Noise	Fumes/Mists/Gas/Dust (COSHH)
Static	Vibration	Flammable Liquid
Short Circuit/Overload	Lighting	Flammable Gas/Mist/Fumes/Dust (DSEAR)
Source of Ignition (Sparks)	Hot/Cold Work Areas	Other Hazardous Substances
Condition of Cables Plugs	Spillage	
Accidental Start Up	Slippery/wet flooring	
Stored Energy	Other Environment Hazards: COVID-19	
Other Electrical Hazards		

SECTION 4: DETERMINE MAGNITUDE OF RISK (Likelihood x Severity)

LIKELIHOOD	✓	SEVERITY/CONSEQUENCE	✓
5 Almost Certain		5 Extreme Permanent injury or death, extensive damage or disruption	
4 Likely		4 Major Serious injury, prolonged lost time, significant damage or disruption	
3 Even Chance		3 High Significant injury, lost time incident, major damage or disruption	
2 Possible		2 Medium Minor injury, medical treatment, minor damage or disruption	
1 Remote		1 Low Minimal or no injury, first aid, minimal damage or disruption	

SECTION 5: RISK SCORE MATRIX

LIKELIHOOD					
5 Almost Certain	5	10	15	20	25
4 Likely	4	8	12	16	20
3 Even Chance	3	6	9	12	15
2 Possible	2	4	6	8	10
1 Remote	1	2	3	4	5

SEVERITY: 1 = Low, 2 = Medium, 3 = High, 4 = Major, 5 = Extreme

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SECTION 6: GENERAL RISK ASSESSMENT FORM

Task or Activity: Infected person enters or exits site via pedestrian gate

Hazards (line per hazard): COVID19

Potential harm: Virus spread

Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T		
	L	S	T					L	S	T
<p>All colleagues instructed to complete questionnaire before attending work and not to attend work if they answer 'yes' to any of the questions regarding symptoms</p> <p>Phased return with reduced number of colleagues on site initially (approx. ~1000 wk19, 1300 wk20-21, 2900 wk22-23)</p> <p>Staggered shift times to be implemented where practicable</p> <p>Colleagues advised to arrive at work before their planned start time to allow for queuing</p> <p>Wearing of face masks is mandatory for all workers on site in first 5 weeks</p> <p>System to manage queues at peak times eg signage, cones/ barriers and floor markings to highlight 2m distancing requirement</p> <p>Separate entry and exit routes and one-way systems clearly indicated where required</p> <p>Hand sanitiser available at all site entrances and exits</p> <p>Communication to all colleagues prior to start up to reinforce safe working requirements eg Travel on own where possible; site entry and exit process; no thoroughfare</p>	3	5	15					2	5	10
				Additional signage and turnstile protocol to be agreed	L Jones	1/5/20	4/5/20			
				Additional hand sanitiser required at entrances/exits where not currently available	L Jones	1/5/20	4/5/20			
				Define process to ensure all colleagues will receive information on safe working requirements prior to attending site	W Bruce	1/5/20	4/5/20			

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Task or Activity: Infected person walks across site to place of work Hazards (line per hazard): COVID19 Potential harm: Virus spread								
Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T
Authorised pedestrian routes through site to maintain social distancing are communicated and supported by signage Wearing of face masks is mandatory for all workers on site in first 5 weeks No thoroughfare through buildings unless person works in that area; supported by signage and/or limit swipe access to authorised persons only	3	5	15	Additional signage to be agreed Limit swipe access where applicable	L Jones Dept Mgrs	1/5/20 5/6/20	4/5/20 5/6/20	2 5 10
Task or Activity: Infected person 'clocks in' Hazards (line per hazard): COVID19 Potential harm: Virus spread								
Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T
Clock machines converted to swipe only and no touch required Wearing of face masks is mandatory for all workers on site in first 5 weeks	3	5	15	Floor marking to highlight 2m distancing requirement. Consider relocation of clock machines	Dept Mgrs	5/6/20	5/6/20	2 5 10
Task or Activity: Infected person enters an occupied work area Hazards (line per hazard): COVID19 Potential harm: Virus spread								
Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T
No thoroughfare through work areas unless person works in that area; supported by signage and/or limit swipe access to authorised persons only Cont'd	3	5	15	Limit swipe access where applicable	Dept Mgrs	5/6/20	5/6/20	2 5 10

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Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T		
	L	S	T					L	S	T
<p>Alternative door opening methods where practicable eg hands-free (with consideration for fire doors)</p> <p>Wearing of face masks is mandatory for all workers on site in first 5 weeks</p> <p>Workers keep a 2m distance from others</p> <p>Floor marking to highlight 2m distancing where required eg high traffic areas such as entrances, pedestrian routes, locker areas</p> <p>Visual reminder of 2m distance to re-inforce control where required eg area signage, barriers, floor markings</p> <p>One way systems in work areas supported by signage and marshalled where required to maintain social distancing</p> <p>Workers reminded to wash hands regularly</p> <p>Employees receive appropriate information, instruction and training eg Correct methods for cleaning work stations and equipment, donning and doffing of masks and cleaning of visors, personal hygiene measures (eg 'catch it, bin it, kill it'), waste disposal of potentially contaminated items</p> <p>Bins and bags available in work areas for disposing of used masks and any other potentially contaminated items eg tissues, wipes</p>	3	5	15	<p>Consider requirement for alternative door opening methods when carrying out area specific risk assessment</p> <p>Additional floor markings and other visual reminders of 2m distancing to be agreed following area specific risk assessment</p> <p>One-Way systems to be agreed following area specific risk assessment</p> <p>Employees should receive appropriate information, instruction and training on their first day of return to work</p> <p>Bin locations to be agreed and put in place for site and areas</p>	Dept Mgrs	5/6/20	5/6/20	2	5	10
<p>Dept Mgrs</p>				<p>Additional floor markings and other visual reminders of 2m distancing to be agreed following area specific risk assessment</p>	Dept Mgrs	5/6/20	5/6/20			
				<p>One-Way systems to be agreed following area specific risk assessment</p>	Dept Mgrs	5/6/20	5/6/20			
				<p>Employees should receive appropriate information, instruction and training on their first day of return to work</p>	Dept Mgrs	1/6/20	5/6/20			
				<p>Bin locations to be agreed and put in place for site and areas</p>	L Jones	1/5/20	4/5/20			
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Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T		
Daily monitoring / supervision by manager to confirm control measures are followed eg 2m distance, hygiene and hand washing Revised emergency procedures to evacuate the building and support social distancing	3	5	15	Communicate revised procedures to all relevant colleagues eg managers, fire marshalls	S. Hampton	15/5/20	15/5/20	2	5	10

Task or Activity: Infected person works on task requiring >1 person in the immediate area

Hazards (line per hazard): COVID19

Potential harm: Virus spread

Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T		
Task is reviewed and re-designed or re-planned where required to ensure 2 metre safe distancing can be achieved (eg reduce numbers of people involved, change layout of work area and/or sequencing of task, change orientation of workers so they are not facing each other. Supported by use of Spot Man charts Wearing of face masks is mandatory for all workers on site in first 5 weeks Working in Close Proximity guidelines are implemented for any tasks requiring >1 person where a 2m distance cannot be maintained at all times Employees identified as 'Vulnerable' due to underlying health conditions are not permitted to work in close proximity to others. Social distancing measures (>2m) are stringently applied Occ Health contacted all 'Vulnerable' employees All managers are aware of 'Vulnerable' colleagues	3	5	15	Review all tasks as part of area specific assessment to ensure 2m safe distancing	Dept Mgrs	4/6/20	5/6/20	2	5	10

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Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T		
<p>Only work categorised as 'CRITICAL' to key strategic programmes is allowed to take place in close proximity; all other non-critical work must be postponed / re-scheduled</p> <p>Takt time doubled during ramp up</p> <p>Control measures for tasks requiring >1 person in work area have been considered to eliminate the requirement for close proximity working</p> <p>Where people must work in close proximity (<2m), the following control measures are implemented at all times:</p> <p>Teams of workers kept together (cohorting) and teams as small as possible</p> <p>Colleagues work side by side or facing away from each other rather than face-to-face wherever possible</p> <p>Washing / hygiene facilities are available reasonably close to where the activity is carried out</p> <p>All workers wash their hands before and after the activity with soap and warm water or use a hand sanitiser</p> <p>All workers provided with individual hand sanitiser</p> <p>Sanitising of tools after use</p> <p>Wearing of face masks is mandatory for all workers on site in first 5 weeks</p> <p style="text-align: right;"><i>Cont'd</i></p>	3	5	15	<p>Ensure provision of required hand sanitiser and wipes in all areas</p>	Dept Mgrs	5/6/20	5/6/20	2	5	10

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Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T		
	L	S	T					L	S	T
<p>Face shields are available and may be worn subject to risk assessment (eg where colleagues may need to work facing each other at <2m distance)</p> <p>Consideration of perspex screening where appropriate</p> <p>Disposable gloves to be made available on request</p> <p>Outer re-usable gloves used as PPE, which cannot be disposed of immediately after the task, are bagged for storage between tasks</p> <p>Daily monitoring / supervision by manager to confirm these control measures are followed</p>	3	5	15					2	5	10

Task or Activity: Infected person enters an eating / rest area

Hazards (line per hazard): COVID19

Potential harm: Virus spread

Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T		
	L	S	T					L	S	T
<p>Suitable facilities in place for washing hands and cleaning eating utensils</p> <p>Workers reminded to wash hands regularly, before entry to the area and after eating; supported by signage</p> <p>Workers take responsibility for cleaning their own eating utensils immediately after use</p> <p>Wearing of face masks is mandatory for all workers on site in first 5 weeks</p> <p style="text-align: right;">Cont'd</p>	3	5	15	<p>Consider available time for hygiene measures when conducting area specific risk assessment</p> <p>Review eating/rest area cleaning requirements when conducting area specific assessment</p>	<p>Dept Mgrs</p> <p>Dept Mgrs</p>	<p>5/6/20</p> <p>5/6/20</p>	<p>5/6/20</p> <p>5/6/20</p>	2	5	10

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Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T		
<p>Masks may be removed during breaks when seated in a rest area and should be placed outer side down next to the wearer. The wearer must replace their mask before getting up to leave the rest area</p> <p>Tables > 2m apart and workers keep a 2m distance from others, including when seated</p> <p>Rest / lunch breaks staggered to ensure social distancing guidelines can be met at all times</p> <p>Daily monitoring / supervision by manager to confirm control measures are followed eg 2m distance, hygiene and hand washing</p>	3	5	15	<p>Consider Perspex screens following area specific risk assessment if 2m cannot be achieved</p>	Dept Mgrs	5/6/20	5/6/20	2	5	10

Task or Activity: Infected Person enters smoking area

Hazards (line per hazard): COVID19

Potential harm: Virus spread

Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T		
<p>Maximum occupancy signage to ensure safe distancing >2m</p>	3	5	15	<p>Signage to be installed</p> <p>Additional site patrols to be carried out</p>	L Jones Security	15/5/20 15/5/20	15/5/20 15/5/20	2	5	10

Task or Activity: Infected person enters an Office area

Hazards (line per hazard): COVID19

Potential harm: Virus spread

Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T		
<p>Office workers work from home where possible</p> <p>Wearing of face masks is mandatory for all workers on site in first 5 weeks</p>	3	5	15	<p>Review all tasks as part of area specific assessment to ensure 2m safe distancing</p> <p>Visitors log for entry into office areas (where visitor is from another area) recommended where feasible</p>	Dept Mgrs Dept Mgrs	5/6/20 5/6/20	5/6/20 5/6/20	2	5	10

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Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T		
Individual work stations > 2m apart Windows opened where possible to facilitate regular air changes Worker educated on good hygiene methods eg 'catch it, bin it, kill it' Workers reminded to wash hands regularly All workers provided with individual hand sanitiser and wipes Equipment must be individual not shared. Hot desking is not recommended Daily monitoring / supervision by manager to confirm control measures are followed eg 2m distance, hygiene and hand washing	3	5	15					2	5	10

Task or Activity: Infected person enters restroom

Hazards (line per hazard): COVID19

Potential harm: Virus spread

Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T		
Wearing of face masks is mandatory for all workers on site in first 5 weeks Employees reminded to keep a 2m distance from other employees at all times Floor markings outside and inside rest room indicating 2m separation Hand wash posters in restrooms Urinals taken out of service and taped off where required to maintain 2m separation Cont'd	3	5	15	Review restroom controls as part of area specific risk assessment	Dept Mgrs	5/6/20	5/6/20	2	5	10

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Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T		
<p>Breaks staggered and allow a longer time / greater frequency to use facilities where feasible•</p> <p>Daily monitoring / supervision by manager to confirm control measures are followed eg 2m distance, hygiene and hand washing</p>	3	5	15					2	5	10

Task or Activity: Infected person requires First Aid treatment

Hazards (line per hazard): COVID19

Potential harm: Virus spread

Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T		
<p>First Aiders, wherever possible, avoid working in close proximity (<2m) with an injured party or others</p> <p>Wearing of face masks is mandatory for all workers on site in first 5 weeks</p> <p>Where appropriate for the injury, first aiders may provide guidance and support for injured parties to self-administer basic first aid for their own minor injuries without the need to be in close proximity</p> <p>Injured party and First Aider follow the hand washing guidance before and after dealing with the first aid case</p> <p>Where close proximity (<2m) first aid attention is essential, those attending wear a masks and disposable gloves; face shields are available if required</p> <p>First Aiders receive appropriate information, instruction and training eg Correct methods for cleaning equipment, donning and doffing of masks and cleaning of visors, personal hygiene measures (eg 'catch it, bin it, kill it'), waste disposal of potentially contaminated items</p>	2	5	10	include First Aider update in return to work briefing	Dept Mgrs	5/6/20	5/6/20	2	5	10

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Task or Activity: Infected person enters site and displays symptoms of COVID 19 infection

Hazards (line per hazard): COVID19

Potential harm: Virus spread

Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T		
	L	S	T					L	S	T
<p>All colleagues instructed to complete questionnaire before attending work and not to attend work if they answer 'yes' to any of the questions regarding symptoms</p> <p>Wearing of face masks is mandatory for all workers on site in first 5 weeks</p> <p>All managers of areas aware of policy and actions to be taken should a person entering site show COVID-19 symptoms. Infected person and possible contaminated areas are isolated and COVID-19 guidelines followed (Follow OH guidance and refer to COVID-19 hub)</p> <p>Deep clean of infected persons (strongly suspected or diagnosed) work area or area quarantined for 72 hours</p>	2	5	10					2	5	10

Task or Activity: Infected person works with colleagues defined as Vulnerable or Extremely Vulnerable (as defined by government guidance)

Hazards (line per hazard): COVID19

Potential harm: Virus spread

Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T		
	L	S	T					L	S	T
<p>'Extremely Vulnerable' colleagues (Shielded) have been identified and assessed by Occupational Health and are not allowed on site but can work from home where possible. Site access is also revoked</p> <p>'Vulnerable' colleagues have been identified and assessed by Occupational Health to</p> <p style="text-align: right;"><i>Cont'd</i></p>	2	5	10					2	5	10

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Current Controls	Current Risk Score L x S = T			Additional Controls Required	Who	Date due	Date complete	Revised Risk Score L x S = T		
	L	S	T					L	S	T
<p>determine if they can come to work. 'Vulnerable' colleagues should work from home where possible but, if they do attend work, then social distancing measures must be stringently applied and they cannot carry out tasks which may require work in close proximity (<2m) to other colleagues</p> <p>Wearing of face masks is mandatory for all workers on site in first 5 weeks</p> <p>Colleagues living with someone who is 'Extremely Vulnerable' (Shielded) have been identified and should work from home where possible but can attend work</p>	2	5	10					2	5	10

Specific assessments required – please tick if required and add assessment reference below or comment

Assessment	Reference	✓
Hazardous substances COSHH)	See section 7	<input checked="" type="checkbox"/>
Dangerous substances (DSEAR)		<input type="checkbox"/>
Workplace Transport		<input type="checkbox"/>
Vibration		<input type="checkbox"/>
Ergonomic (Posture)		<input type="checkbox"/>
Noise		<input type="checkbox"/>
Display screen (DSE)		<input type="checkbox"/>
Manual Handling		<input type="checkbox"/>
Machinery (PUWER)		<input type="checkbox"/>

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SECTION 7: COSHH ITEMS USED IN TASK/ACTIVITY

COSHH ITEMS

Material Name	H&S Number	Assessment Number (CA XXXX)
None		

SECTION 8: PPE REQUIREMENTS *(As identified in the COSHH and/or risk assessments)*

Ear Protection

Type: _____
Consumable code: _____

Respirator Protection

Type: _____
Consumable code: _____

Hand Protection

Type: _____
Consumable code: _____

Overalls Protection

Type: _____
Consumable code: _____

Head Protection

Type: _____
Consumable code: _____

Eye Protection

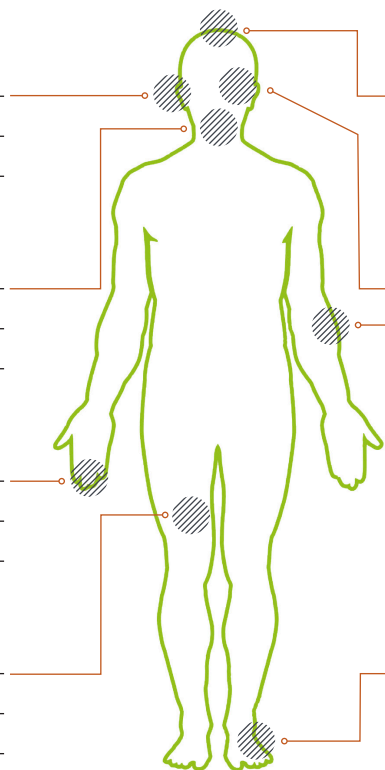
Type: _____
Consumable code: _____

Arm Protection

Type: _____
Consumable code: _____

Foot Protection

Type: _____
Consumable code: _____



Any other PPE or product protection requirements:

None