

This risk assessment is for the management of the COVID-19 Pandemic, and details the top level actions taken by STS Defence to reduce risk to staff.

- The assessment covers both Gosport and the Great Yarmouth sites.
- Risk assessment contains links to specific instructions. Where posted on notice boards, instructions to be printed and displayed.

Latest update of Covid-19 risk assessment_V04:	20/05/2020 - REVIEWD 5 th Oct 2020
---	---

What are the hazards	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?
Quantity of staff in building at any one time	<ul style="list-style-type: none"> • All staff 	<p><u>Home working</u></p> <ul style="list-style-type: none"> • IT network configured so staff can work from home. • Move approx. 60 people to home working environment. • Reduce on-site meetings. • Non-essential site meetings to be stopped with immediate effect 	<ul style="list-style-type: none"> • Ensure that all home workers receive specific guidance on DSE set up and are reminded to communicate back to the management team if there are any specific requirements for their home work stations. • Managers to receive training on dealing with staff working from home, this shall include mental health and warning signs. • Ensure home users are fully conversant with the requirements for IT security when home working
Individuals spreading COVID – 19 to others on site	<ul style="list-style-type: none"> • Any member of staff or visitors to STS Defence premises • Sub-contractors • Anyone with existing underlying health conditions • Anyone else who comes in contact with STS Defence such as delivery drivers, post, site services, security, IT support 	<p><u>Hand Washing, social distancing and use of masks</u></p> <ul style="list-style-type: none"> • Making sure that Hand washing facilities with soap and water are available, and fully stocked at all times. • Hand washing encouraged and mandated. • Hand drying with disposable paper towels. • Staff encouraged to protect the skin by applying hand cream regularly • Gel sanitisers available throughout the workplace especially where washing facilities not readily available • Employ social distancing directive, working around a 2m exclusion zone for individuals across the two Sites. • Face masks are mandatory while moving around the site. In some cases where a mask is not suitable, face shields may be worn. Face masks are not required while personnel are at their work area where social distancing can be kept to 2m or appropriate screening is in place. 	<ul style="list-style-type: none"> • All Staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. • Remind staff to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. • Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme • Deploy Posters / notices throughout the two sites reminding staff and visitors of the hand washing requirements. • Managers to ensure that the necessary procedures are being followed. • For Great Yarmouth, staff isolated by moving to separate rooms (currently not used by those home working). Operate single person in room policy. <p>Factory areas:</p> <ul style="list-style-type: none"> • To introduce a 1-way system (where practicable), to include directional floor markers • Canteen area to be split to smaller areas. All tables in communal area to be designated 1 person only • Additional floor markers to be added clearly showing the 2m separation distance. • Production cells to have acrylic or Perspex screens introduced where 2M separation is not possible • Fabrication area to employ a strict policy visitor 'zone'. Area to be defined on entry point where visitors must stop and request entry.

			<ul style="list-style-type: none"> • Low ventilation inspection room to be single person only. • Ventilation via large rear doors to be used where weather permits • High usage toilets (main shop floor) to be single use only. Non-used urinals to be tapped off
Facilities cleanliness	<ul style="list-style-type: none"> • All staff and visitors 	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Cleaning and disinfecting surfaces and touch points throughout the buildings, and increasing frequency in areas of high use such as door handles, light switches, kitchen equipment, and reception area. All being completed using appropriate cleaning products and methods. 	<ul style="list-style-type: none"> • An extra 80 hrs. of cleaning per week has been introduced via 2 extra cleaning staff and additional hours for the current cleaners. • Rota's have been updated to reflect areas of higher concentration of people, and sign-off sheets distributed to all areas. • For Great Yarmouth site. All individuals to be briefed on cleaning after usage. Sign-off sheets for kitchen, communal area, toilet, main office, enclosed rooms to be introduced, and signed twice daily after wipe down and clean.
Person to person spread of virus	<ul style="list-style-type: none"> • All staff 	<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Where possible, home work is to be mandated which means space can be freed up within the facilities. This in turn has seen a reduction in the number of persons in any work area to and enables compliance to the 2m gap recommended by the Government • Work schedules changed to allow a 4-day shift pattern for production staff meaning 1 less day commuting. • Introduce flexible working hours to avoid peak travel times, and improve social distancing at the start and end of the day. Start and finish times • Break times staggered to avoid crowding • Conference calls shall be used instead of face to face meetings where possible, and avoidance of meetings encouraged. • Social distancing also to be adhered to in all areas of the facilities, including smoking huts. 	<ul style="list-style-type: none"> • Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. • Management checks to ensure this is adhered to. • Staff to be reminded that wearing PPE is not a substitute for good hand washing. • Use of Microsoft Team used for daily Production Meetings
Not being aware of symptoms	<ul style="list-style-type: none"> • All staff 	<p><u>Education of Covid-19 symptoms, and what to do</u></p> <ul style="list-style-type: none"> • If anyone becomes unwell in the workplace with a new continuous cough, high temperature and / or loss of smell and taste, they will be sent home and advised to follow the stay at home guidance. • Managers will maintain regular contact with staff members during this time. • If advised that a member of staff or visitor has developed Covid-19 and were recently on our premises the management team will review who has been in contact with the person and advise accordingly of the actions to self-isolate or advise to take any further actions or precautions 	<ul style="list-style-type: none"> • Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. • Line managers will offer support to staff who are affected by Coronavirus or have a family member affected. • Communicate with supply chain to ensure they are also taking precautions and acting responsibly • Reminder to staff that in case of concern regarding symptoms, they can call 111 at anytime • Introduction of bi weekly news letter to include covid-19 related updates.

Deterioration of individual's physical and mental health.	<ul style="list-style-type: none"> Home workers, or those worried about the virus 	<p><u>Mental Health</u></p> <ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help 	<ul style="list-style-type: none"> Regular communication of mental health information and open door policy for those who need additional support. Provide staff with a professional mental health counselling service.
Company vehicle usage	<ul style="list-style-type: none"> Those required to use company vehicles to drive to and from off-site work, deliveries and pick up from sub contractors 	<p><u>Vehicles</u></p> <ul style="list-style-type: none"> Reduction in travel where possible, avoidance of multiple people in vehicles. Where possible assign vehicle for individual to be sole driver. During use (if there is more than one occupant), weather permitting, windows should be opened to an extent that the car or van is well ventilated 	<ul style="list-style-type: none"> All vehicles to be supplied with cleaning kit to include disinfectant wipes and gloves. Company vehicles to have touchpoints wiped down after every use (includes steering wheel, door handles, gear stick, controls, seatbelt, handbrake, and any other areas as required). When vehicles are on-site, drivers to request (from facilities team) deep clean (weekly) Introduction of a fixed pairing system for people who work in close proximity, e.g. on-board ship.
Working off site	<ul style="list-style-type: none"> All workers required to work off site or those visiting off site 	<p><u>Off site</u></p> <ul style="list-style-type: none"> Off-site workers to employ the same social distancing actions as the rest of the work place. However, it is understood that this may not always be practicable, and therefore additional measures shall be used. In these cases, the following should form part of the defence against covid-19 strategy: Where on-board ship / platform / submarine / or offsite building the local management plan must be read and understood by the supervisory team and effectively communicated and adhered to the working team. 	<ul style="list-style-type: none"> Face masks to be provided to workers required to work in confined spaces where it is not possible to align to the 2m exclusion zone for less than 15 minutes. Teams / individuals are empowered to cordon off work zones to avoid other staff (non STS) entering the 2m exclusion zone. Workers should be encouraged to report and concerns about the working conditions back to the supervisory team Teams shall have easy access to hand sanitisation stations
Delivery and collection drivers exposure	<ul style="list-style-type: none"> Those involved with deliveries and collections 	<p><u>Deliveries</u></p> <ul style="list-style-type: none"> On arrival delivery drivers to ring bell at rear entrance. Drivers to employ standard social distancing protocol. Deliveries to be placed in the delivery area rather than handed to staff, and if possible drivers to return to vehicles. 	<ul style="list-style-type: none"> Restriction to non-logistics personnel access to the store, unless it is wholly essential. Anyone needing materials or support from the Logistics team to email requirements with (preferably) an hours' notice, or call Team to ensure guidance is effectively communicated to drivers.
Visitors	<ul style="list-style-type: none"> Anyone not employed directly by STS Defence. 	<p><u>Visitors</u></p> <ul style="list-style-type: none"> Visitors must only be allowed on site on a 'needs must basis', with prior permission from the MD Masks are mandatory for all visitors while on site, but may be removed in the designated areas. The visit host will advise On arrival hands must be washed using the provided facilities. Handsanitiser to be used before entry into reception (can be found on wall inside reception doors) All visitors must report directly to reception and sign in For any site visit, numbers must be kept minimal Meetings will only be conducted in the large ground floor 	<ul style="list-style-type: none"> Visits are to have a main contact host who will take responsibility for organizing and ensuring safety precautions are followed throughout the day

		<p>conference room with a maximum number of 8 people to enable appropriate distancing</p> <ul style="list-style-type: none">• Visitors are reminded to wash hands throughout duration of visit• Factory direction arrows shall be followed	
--	--	---	--