

Risk Assessment for Management of COVID-19 Risks at Work

Company name: NIKKEN Kosakusho Europe Ltd Assessment carried out by: C. Frost

Reviewed by M.Timmons, N. Ray, T. Moore

Date of next review: 22 August 2020

Date assessment was carried out: 22 May 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Occupancy Levels Transmission hazard through occupancy levels on sites leading to increased contact at closer distances including congestion of walkways, doorways, offices, workspaces and staff facilities.	Who: Employees, young people, customers, suppliers, service providers, contractors and visitors. (Our sites are not open to the general public.) How: People coming into close contact with one another could lead to transmission of novel coronavirus.	Minimum necessary occupancies on sites established which are monitored by site controllers. Maximum occupancies maintained in offices, canteens and other shared areas. NIKKEN Health and Safety COVID-19 Secure Working procedures on and off site and COVID-19 Secure Guidelines training documents provided together with	Access to sites rigorously controlled. Guidance and training provided in advance of arrival on site. Poor practice challenged and additional training provided. Employees to be consulted regularly on the success of our procedures and Guidelines in practice on and off site. Any risks or near misses to be recorded and addressed, where reasonably practicable. Social distancing, maximum occupancy levels and good hand hygiene are essential.	M.Timmons, T Moore, N Ray and C.Frost	1 June 2020/Ongoing	<input checked="" type="checkbox"/>

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		<p>NIKKEN signage and posters on hand hygiene and social distancing displayed throughout sites.</p> <p>Safety checks to be carried out before the permanent reintroduction of additional workers to ensure that current procedures and site infrastructure are changed for safe working.</p>	PPE is available to be used in unforeseen or emergency situations or where requested by a visitor to our sites.			
<p>Contact with People</p> <p>Transmission hazard through contact with people from a range of groups including colleagues, customers suppliers, service and/or retail providers, contractors and visitors</p>	<p>Who: Employees, young people, customers, suppliers, service providers, contractors and visitors. (Our sites are not open to the general public.)</p> <p>How: People coming into close contact with one another could lead</p>	<p>Social distancing and hand hygiene maintained and monitored by site controllers. NIKKEN Health and Safety COVID-19 Secure Working procedures on and off site and COVID-19 Secure Guidelines</p>	<p>Specific procedures and Guidelines produced for typical operational scenarios including onsite working, Service and Sales visits to customer sites and host and visitor guidelines for visitors to NIKKEN sites. Customer practices to be checked before visits and customers to complete a COVID-19 checklist. Visitor</p>	C. Frost	1 June 2020	<input checked="" type="checkbox"/>

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both on NIKKEN sites and at customer sites	to transmission of novel coronavirus.	training documents provided together with NIKKEN signage and posters on hand hygiene and social distancing displayed throughout sites.	guidelines issued before arrival and visitors supervised on site by a trained host. Hand sanitiser, 2m safe working zone barriers and position markers, surface cleaning equipment, PPE and safe disposal of any contaminated cleaning supplies or PPE provided. Cleaning supplies, hand gel and other PPE replaced as needed.			
Contact with Surfaces Transmission hazard through contact with contaminated surfaces including furniture, doors, handles, machines and tools, kitchens and toilets, telephones, IT equipment, photocopiers and vehicles.	Who: Employees, young people, customers, suppliers, service providers, contractors and visitors. (Our sites are not open to the general public.) How: People coming into contact with surfaces which may have been contaminated with novel coronavirus	Hand hygiene encouraged by site controllers. NIKKEN Health and Safety COVID-19 Secure Working procedures on and off site and COVID-19 Secure Guidelines training documents provided together with NIKKEN signage and posters on hand hygiene displayed throughout sites.	Cleaning supplies, hand sanitising gel and hand washing facilities are available for everyone on site. Employees are encouraged to clean high touch surfaces such as taps, kitchen equipment, toilets, photocopiers etc. before and after use. Onsite guidelines to be provided. Visitor hosts and procedures manage visitor access to and use of onsite facilities and all facilities used will be sanitised following the visit. Off site, customer practices are checked	M.Timmons, T Moore, N Ray, C.Frost, T.Bruce, visit hosts	1 June 2020	<input checked="" type="checkbox"/>

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	leading to illness with COVID-19.	Equipment provision has been reviewed to eliminate shared use of equipment such as warehouse barcode guns, computers, phones etc. Stock deliveries from areas with high infection levels are quarantined for 72 hours before moving onwards. General Assistant undertaking cleaning has a COVID-19 hygiene checklist to ensure common area surfaces and high touch surfaces are cleaned regularly.	in advance of Service or Sales visits and customers will be required to complete a COVID-19 checklist. Surface cleaning guidance and equipment, method of safe disposal of used cleaning equipment and emergency PPE also provided.			
<u>Deliveries and Dispatch</u> Transmission hazard through contact with personnel and goods	<u>Who:</u> Employees, customers, suppliers, service providers, and contractors. (Our sites	Quarantine area designated for storing deliveries from high infection areas for 72 hours. Gloves and masks	Scientific advice from trusted sources in the UK, particularly GOV.UK, are monitored for any updates necessary to practice.	C.Frost, T.Moore, D.Machin	Ongoing – weekly.	<input checked="" type="checkbox"/>

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during deliveries to and dispatch from sites from postal services, hauliers, couriers, suppliers, and customers. Transmission hazard through contact with surfaces of goods possibly contaminated with novel corona virus.	are not open to the general public.) How: People coming into contact with individuals and surfaces carrying novel coronavirus leading to illness with COVID-19.	used if social distancing is reduced when receiving or moving goods, for example necessary manual double handling of heavy loads where 2metre distance is not achievable. Hand hygiene being practised thoroughly throughout the day. There is no physical signing for receipt of goods and there is minimal contact with delivery personnel. Onsite equipment is operated only by NIKKEN employees. Shared equipment has been reviewed and already allocated to specific users to avoid transmission through sharing warehouse barcode guns, computer				

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		keyboards, packing tape dispensers or forklift controls. All warehouse staff working have been issued with onsite NIKKEN's Secure Working Guidelines.				
Specific Groups Hazard of increased risks of transmission of novel coronavirus or of more serious illness as a result of COVID-19 to specific groups of workers including remote workers, clinically vulnerable workers, workers in higher risk age groups and BAME workers.	Who: Employees who may come into contact more frequently with people from other companies and geographic locations through remote working. Employees in groups currently identified as having a higher risk of serious illness through COVID-19. How: Increased levels of contact might create a greater likelihood of coming into contact	IT home-based access to NIKKEN systems has been enabled with training and installation and Teams software offered to facilitate better communication with NIKKEN and with customers and suppliers to avoid unnecessary visits or office attendance. All those in at risk groups of workers have been encouraged to work from home or, where this is not possible, have	Continued support for home working for vulnerable or higher risk groups to be provided. Specialised procedures for those working remotely on other sites to be implemented and PPE provided where needed for emergencies or unforeseen situations. Changes in guidance and information about groups at higher risk to be monitored for new recommendations.	M.Timmons, T Moore, N Ray, C.Frost and all managers of staff who are working remotely or who are in higher risks groups.	Ongoing	<input checked="" type="checkbox"/>

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	with those who are carrying novel coronavirus. Greater predisposition to more serious disease as a result of underlying health conditions, age or ethnicity as determined by statistical analysis published by GOV.UK	been furloughed with their agreement. If occasional essential onsite work is required, the onsite procedures are enhanced to ensure minimal contact with other people onsite through separate accommodation and/or attending site when it is quieter.				
Visitors Transmission hazard through visitors to site including customers, contractors working on site and training supervisors who will spend longer periods onsite meeting staff and using facilities.	Who: Employees, young people, customers, suppliers, service providers, contractors and visitors. (Our sites are not open to the general public.) How: People outside of the normal working teams coming into longer contact with employees and using shared facilities for	Workplace signage provided to encourage social distancing. All but essential visits cancelled. COVID-19 Secure Guidelines and operating guidance to warehouses, factories and offices under COVID-19 rules implemented.	Visits to NIKKEN sites to be kept to a necessary minimum. Sites to be COVID-19 Secure compliant and hosts with training will escort and manage visitor interaction and use of premises. Visitor and Host Guidelines have been produced to ensure that all those involved understand the procedures necessary to reduce risk during visits. Visitor procedures, visitor checklists, host training and	N.Ray, T. Moore (site controllers), M.Timmons, C.Frost and all NIKKEN hosts.	1 June 2020	<input checked="" type="checkbox"/>

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	longer periods could lead to transmission of novel coronavirus to visitors and to those usually on site.		record keeping are underway to enable contact tracking in the event of illness. Longer visits or visits with unusual requirements to be managed with the support of the Health and Safety team.			