



Risk Assessment No:	R6	Date of Assessment:	22.04.2021	Location:	LTLGS
Revision	5				
Activity	<p>This assessment details the risks and precautions in place to minimise infection with the Covid-19 virus on LTLGS premises. This assessment is divided into the following subzones:</p> <p>General – outlining risk mitigating measures applicable in all areas; Production, Offices, Rest Areas, Duty Travel (OWS/AOG), Test Kit Station & Special Risk Groups – outlining additional risk mitigating measures that are in place in the specific areas.</p> <p>All new measures put in place since the last revision are highlighted in petrol.</p>				
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Health Surveillance required?	No	Date:	22.04.2021		
Training required?	No	Next review:	20.05.2021		

Approval (Responsible Manager)		
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Major Zone: COVID-19		Subzone: General				
Risk Factor	Precautions in Place	Risk Before Additional Control Measure	Additional Control Measure	Responsible person / DLH Reference data	To be accomplished until	Existing Residual Risk
4. Biological Hazards:						
4.1	<p>Hazard of infection by Covid-19 virus through employees, visitors, or contractors entering the premises</p> <p>GENERAL</p> <p>O- Access prohibited to anyone showing symptoms of, or being tested positive for Coronavirus, indicated by sign on main entrance door</p> <p>P- Face masks must be worn on LTLGS premises at all times (exceptions apply, please refer to the areas)</p> <p>EMPLOYEES</p> <p>T- All employees must sign in/out with their LTLGS ID on the clocking machines</p> <p>O- All employees instructed to assess their own physical wellbeing against the criteria identified by https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ before beginning work and to contact their manager to inform the change in health condition.</p> <p>O- Employees who have had symptoms or who tested positive</p>	C2	<p>E- Eliminate</p> <p>S- Substitution</p> <p>T- Technical</p> <p>O- Organisational</p> <p>P- Personal</p> <p>T- Make voluntary lateral flow tests available for all employees to take at home twice a week</p>	SM	Mid May	C1



	<p>for Covid-19 must not enter the building until confirmation is given via their manager or HR.</p> <p>O- Managers must provide employees who have been off-site for more than 3 weeks with a return-to-work documentation package before entering the premises, which includes the latest risk assessment and information about current measures on site. The documentation package can be found on the LTLGS Intranet Sharepoint: https://lufthansagroup.sharepoint.com/sites/ltlgsuk_intranet/SitePages/cov_documentationpackage.aspx</p> <p>VISITORS & CONTRACTORS</p> <p>T- All visitors entering the building must be recorded via the electronic or paper system to record time on LTLGS premises</p> <p>T- All contractors must sign in/out with their LTLGS ID on the clocking machine</p> <p>O- Responsible host for visitors must ensure that they have completed the COVID-19 Visitor Welfare Checklist where required and understand the requirements of the Visitor Information for Coronavirus Document. The document is available in English (all visitors) and German, Italian, Polish, Romanian as well as Russian (drivers only). The documentation package can be found on the LTLGS Intranet Sharepoint: https://lufthansagroup.sharepoint.com/sites/ltlgsuk_intranet/SitePages/cov_visitors.aspx</p> <p>O- Close personal contact to any person onsite must be recorded on the Visitor Welfare Checklist and handed to HR for contact tracing</p> <p>O- Contractors with LTLGS badge w have received relevant LTLGS communication on coronavirus and have been offered to join the LTLGS workforce testing programme.</p> <p>P- The host is responsible for ensuring that any visitor or contractor is wearing a facemask at all times. If the visitors does not have a facemask, LTLGS will supply one.</p>		<p>T- Ask visitors (no LTLGS ID) to LTLGS to take a Lateral Flow Test before entering LTLGS premises</p> <p>T - Ensure contractors (with LTLGS ID) can receive Lateral Flow Test kits from LTLGS</p>	<p>Host</p> <p>Host</p>	<p>Mid May</p> <p>Mid May</p>	
4.1	<p>Hazard of infection by Covid-19 virus through employees, visitors, or contractors in common areas on LTLGS premises</p> <p>HAND WASHING AND SANITISING</p> <p>T- Hand washing facilities with soap and hot water in place.</p> <p>T- Paper towels/hand dyers for drying of hands</p> <p>T- Hand washing guidance published through building.</p> <p>T- Hand-sanitiser is provided throughout the building, a weekly check is in place to ensure that bottles are refilled if necessary</p> <p>O- Stringent hand washing taking place.</p> <p>CLEANING OF SURFACES</p> <p>E- Internal doors fixed open during operational hours, if no fire door.</p> <p>T- Fire doors and exits equipped with anti-bacterial touchpads</p> <p>T- Sanitising material available in all areas to wipe down shared equipment, tables etc.</p> <p>O- Increased cleaning regime has been implemented (contract cleaners twice a day)</p> <p>O- Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area; using appropriate cleaning products and methods.</p> <p>SOCIAL DISTANCING</p>	C1	<p>HAND WASHING</p> <p>O- Management to continue to promote the hand washing reminders.</p> <p>O- Management to speak to anybody identified as not washing hands properly</p> <p>T- Anti-bacterial touchpads of doors with heavy usage will be replaced after 3 months</p>	<p>LM</p> <p>Main-tenance</p>	<p>On-going</p> <p>Mid May</p>	C1



	<p>T- Walkways must be unobstructed at all times T- One-way right of way system in place for congestion prone areas T- Sprayed 2m distance markers on key areas on walkways O- 2m social distancing must be maintained on all walkways O- Only 1 person is allowed per flight of stairs, indicated by bus-stop signs at stairs P- Everyone must wear a facemask in common areas</p> <p>FALLING ILL ON PREMISES T- Special cleaning kits with instructions provided in First Aid room to disinfect area, including double bagging and PPE O- If anyone becomes unwell with the symptoms of Coronavirus as identified by webpage https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ they must go home and must follow the stay at home guidance. It is the employee's responsibility to identify that they have symptoms and to identify the need to self-isolate. O- Line managers will maintain regular contact with staff members during this time. O- Internal communication channels and cascading of messages through line managers carried out regularly to reassure and support employees in a fast changing situation. O- A board in the reception area shows who of the COVID-19 senior managers are on-site and can be immediately contacted in case of COVID-19 related issues.</p>					
10. Psychological Factors:						
	Insufficiently designed social conditions (e. g., lack of social contacts, unfavorable management behavior, conflicts) due to impact of pandemic on working practices	B1				B1
10.3	<p>O- Management will promote mental health & wellbeing awareness to employees during the Coronavirus outbreak and will offer whatever support they can to help. O- Employee Assistance Programme (EAP) and Lufthansa Group Psychosocial Counselling (accessible via LH intranet ebase) available to all employees (link). O- Regular communication of mental health information and Employee Assistance Programme including support for Bereavement. O- Information available to all employees via LTLGS Intranet.</p>					
	Insufficient workplace and work environment conditions due to reduced facilities and changes in layout causing mental stress	B1				B1
10.4	<p>O- All employees receive a return to work documentation package prior to return to work if off-site for more than 3 weeks O- Line Managers and Safety Representatives (OHS Committee) consulted when introducing new measures O- Regular communication on updated measures via email, notice boards, and meeting minutes O- All information available on LTLGS intranet in a designated Coronavirus section (link)</p>					
11. Other Hazards:						
	Wearing of face masks causing health & safety issues	A1				A1
11.4	<p>E- If employees cannot wear a facemask due to specific reasons (e.g. medical), this must be discussed and recorded with the manager and Health & Safety department. T- No facemasks with loose ends (e.g. bandanas) allowed in the production area to avoid being caught in moving parts.</p>					



11.5	Hazard of infection by Covid-19 virus when travelling to and from LTLGS premises	B1				B1
	O- Employees advised to follow government guidance and to avoid crowded routes (e.g. full train carriages/busses) and to maintain social distancing when travelling					
11.6	Hazard of infection by Covid-19 virus on duty travel	C1				C1
	O- All non-essential duty travel cancelled (see subzone Duty Travel for further information)					
11.6	Reduced occupancy increases likelihood for working alone	B1				B1
	O- Lone working procedure in place, IQM.451940, which requires contact (visual/verbal) with a manager every 30 minutes					

Major Zone: COVID-19		Subzone: Offices				
Risk Factor	Precautions in Place	Risk Before Additional Control Measure	Additional Control Measure E- Eliminate S- Substitution T- Technical O- Organisational P- Personal	Responsible person / DLH Reference data	To be accomplished until	Existing Residual Risk
1. Biological Hazards:						
4.1	Hazard of infection by Covid-19 virus through employees, visitors, or contractors in office areas on LTLGS premises	C1				C1
	<p>VENTILATION</p> <p>E- All rooms with insufficient ventilation have been locked to prevent use.</p> <p>T- All office windows to be opened for several hours in the evening by the night shift manager.</p> <p>T- Windows in the offices to be opened around noon for quick ventilation.</p> <p>T- If available, the air purifier must be used.</p> <p>T- Portable air quality monitors are used to check the air quality of different rooms across the business.</p> <p>T- The BMS (Building Management System) has been switched on, which supplies the offices with fresh air.</p> <p>O- Employees are encouraged to open windows during office hours.</p> <p>O- For single occupancy rooms, the room must have been vacant with the door open for minimum 15min before entering. Employees to log when they have left the room on a time tracking sheet located inside the room.</p> <p>O- For rooms allowing two people in the room, the window must be kept open and both must wear a mask. Rooms with no windows can only be used by two people if the room equipped with an air purifier which has to be switched on for the duration of the meeting.</p> <p>O- For meeting rooms, the doors must be kept open and everyone apart from the person speaking must wear a face mask.</p> <p>CLEANING OF SURFACES</p> <p>T- Sanitising material available in all areas to wipe down shared equipment and desks etc.</p> <p>SOCIAL DISTANCING</p>		<p>VENTILATION</p> <p>T- all windows shall be opened for 10 minutes per hour following LH guidance (link)</p>	LM	On-going	



	<p>E- All non-essential meetings and trainings cancelled. T- Employees must not sit directly opposite across the desk. During lockdown, the occupancy rate has been reduced. T- Conference calls to be used instead of face-to-face meetings. T- Signage placed outside the doors marks maximum occupancy. T- All unusable desks are clearly marked off and employees agree with their manager before coming to work where they are going to sit. T- Best practice guidelines for Offices published and available on LTLGS intranet. O- large-scale meetings are done with minimum people to maintain social distancing. O- Each office space has been assessed for a maximum occupancy number. This is identified in document COVID19 Office Layout. O- Each Department/Area Manager is responsible for controlling employee numbers in the office and working from home. O- An Office Best Practices document communicated with office layout to all affected employees. O- No desks will be shared throughout the day. P- Face masks must be worn on LTLGS premises at all times with the exception of their work area (as defined in document work space definition, dated 06/01/2021) and provided that Social distancing is maintained and colleagues do not talk. P- Where it is not possible while working to keep the minimum distance by change in process or technical aid during activities, a face mask must be worn. If a face mask is required, everyone involved in the task must wear one. Employees should bring their own face masks, but for emergencies, spare masks are located with the Production Manager and General Management Team and distributed as required.</p>				
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<i>Major Zone: COVID-19</i>		<i>Subzone: Production</i>				
Risk Factor	Precautions in Place	Risk Before Additional Control Measure	Additional Control Measure E- Eliminate S- Substitution T- Technical O- Organisational P- Personal	Responsible person / DLH Reference data	To be accomplished until	Existing Residual Risk
1. Biological Hazards:						
4.1	<p>Hazard of infection by Covid-19 virus through employees, visitors, or contractors in production areas on LTLGS premises VENTILATION T- Roller shutter doors opened during operational hours.</p> <p>CLEANING OF SURFACES T- Sanitising material available in all areas to wipe down shared equipment, Forklifts, Trolleys, Tooling, and Desks etc.</p> <p>SOCIAL DISTANCING O- Shift patterns have been adjusted to have gaps in-between shifts.</p>	C1				C1



	<p>O- Number of persons in any work area reduced to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>O- Processes redesigned to ensure social distancing in place where possible. If no improvement can be made the section manager or team leader to ask employees to confirm that they are not showing any symptoms of COVID19.</p> <p>O- The employees working within social distance of each other should, where possible, perform the task as a working team for duration of the working week and kept in the same shift team.</p> <p>O- Reviewed to relocate workers to other tasks.</p> <p>O- Employees who can work from home are supporting the business from home.</p> <p>O- Employees informed that all tasks must be performed safely and expediently as possible without putting either themselves or other employees at risk of injury or danger to the component</p> <p>T- Best practice guidelines for Shopfloor published and available on LTLGS intranet.</p> <p>P- Face masks must be worn on LTLGS premises at all times with the exception of their work area (as defined in document work space definition, dated 06/01/2021) and provided that Social distancing is maintained and colleagues do not talk. Employees should bring their own face masks, but for emergencies, spare masks are located with the Production Manager and General Management Team and distributed as required.</p> <p>P- Where it is not possible while working to keep the minimum distance by change in process or technical aid during activities, a disposable surgical mask (provided by LTLGS) must be worn. Everyone involved in the task must wear a face mask. If Respiratory Protective Equipment is required for a task, this supersedes any of the above face mask requirements.</p>				
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<i>Major Zone</i>		<i>Subzone: Rest Areas</i>				
Risk Factor	Precautions in Place	Risk Before Additional Control Measure	Additional Control Measure E- Eliminate S- Substitution T- Technical O- Organisational P- Personal	Responsible person / DLH Reference data	To be accomplished until	Existing Residual Risk
1. Biological Hazards:						
4.1	Hazard of infection by Covid-19 virus through employees, visitors, or contractors in rest areas on LTLGS premises	C1				C1
	<p>HAND WASHING</p> <p>O- Hand washing required before and after using shared equipment, such as fridges, microwaves etc. Posters are displayed as a reminder.</p> <p>CLEANING OF SURFACES</p> <p>T- Sanitising material available in all areas to wipe down shared equipment, tables etc.</p>					



	<p>SOCIAL DISTANCING</p> <p>T- Canteen, rest areas within departments and smoking area have been modified for social distancing and posters displayed in all areas.</p> <p>T- Canteen has been identified with maximum general occupancy, as well as tables. Marks on the floor identify location of the tables.</p> <p>T- Outside tables also available for break times.</p> <p>O- Employees encouraged to take their lunch break outside or in their cars, or, if office employees, at their desk.</p> <p>P- Face mask to be worn at all times, with the following exceptions: when seated at a table in the canteen when smoking in the smoking area</p> <p>VENTILATION</p> <p>T- Air purifier located in the canteen and must be switched on during operational hours.</p>				
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<i>Major Zone</i>		<i>Subzone: Duty Travel (OWS/AOG)</i>				
Risk Factor	Precautions in Place	Risk Before Additional Control Measure	Additional Control Measure E- Eliminate S- Substitution T- Technical O- Organisational P- Personal	Responsible person / DLH Reference data	To be accomplished until	Existing Residual Risk
1. Biological Hazards:						
4.1	Hazard of infection by Covid-19 virus through other people when on customer premises	C1				C1
	<p>O- Covid-19 Risk Assessment for customer premises must be provided and reviewed by EHS department before duty travel is permitted</p> <p>O- All risk mitigating measures outlined in applicable sections of this risk assessment must be followed in addition to measures in place on customer premises</p> <p>O- Employees encouraged to wash their hands upon arrival on customer premises and to follow good hygiene practices</p> <p>O- Employees advised of their right to remove themselves from situations posing an imminent danger</p> <p>P- Surgical masks and hand sanitiser provided by LTLGS must be carried by employee on duty travel and used as required</p>		<p>T- Make Lateral Flow Tests available for employees to take before commencing duty travel</p>	<p>SM</p>	<p>Mid May</p>	
11.5	Hazard of infection by Covid-19 virus through other people when travelling to/from customer premises	A1				A1
	<p>E- Only essential duty travel permitted</p> <p>T- Company car provided where possible to avoid use of public transport</p> <p>O- All employees informed that UK government with regards to travel restrictions (tier system / alert levels / traffic light countries etc.) must be followed.</p>					



Major Zone		Subzone: Test Kit Station				
Risk Factor	Precautions in Place	Risk Before Additional Control Measure	Additional Control Measure E- Eliminate S- Substitution T- Technical O- Organisational P- Personal	Responsible person / DLH Reference data	To be accomplished until	Existing Residual Risk
1. Biological Hazards:						
4.1	Hazard of infection by Covid-19 virus through employees or contractors when collecting test kits on LTLGS premises	C2				C1
	<p>O- Test kits are distributed in two ways in order to eliminate the need to queue and minimise disruption.</p> <ul style="list-style-type: none"> Test kits for shop floor colleagues will be distributed via a mobile collection point (trolley) brought to each area. Different days and slots for areas of the business will be scheduled to collect test kits, which reduces number of people waiting to collect test kits at any one time. Test kits for office colleagues will be distributed via a fixed collection point (office). <p>O- Collection point assistants (CPA) are encouraged to take a Lateral Flow Test twice a week, always before start of each shift distributing kits.</p> <p>O- All CPAs have received the relevant training as stipulated by the NHS.</p>		<p>T- Make sanitiser and wipes available.</p> <p>O- Ensure trolley is sanitised using wipes every 30 minutes.</p> <p>O- Before collecting a test kit, ensure person uses hand sanitiser.</p> <p>O- Don't allow sharing of equipment, (e.g. pens).</p>	<p>SM</p> <p>CPA</p> <p>CPA</p> <p>CPA</p>	<p>Pre rollout</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	
10.5	Hazard of induced vomiting or upset stomach when taking Lateral Flow Test	A1				A1
	<p>O- Everyone advised that test must not be taken on LTLGS premises but shall be taken at home prior to starting work on the day.</p> <p>P- In case a spillage happens, one cleaning kit is available at each collection point including the required PPE.</p>					

Major Zone		Subzone: Special Risk Groups				
Risk Factor	Precautions in Place	Risk Before Additional Control Measure	Additional Control Measure E- Eliminate S- Substitution T- Technical O- Organisational P- Personal	Responsible person / DLH Reference data	To be accomplished until	Existing Residual Risk
1. Biological Hazards:						
4.1	Hazard of infection by Covid-19 virus through employees, visitors, or contractors on LTLGS premises	C1				C1
	<p>O- If an employee is in a higher risk group, they should work from home if possible. Where this is not possible, they should not be allocated tasks that cannot meet the social distancing requirements of 2 metres. It is the employee's responsibility to identify to manager and discuss risk within published framework with manager. Manager to seek clarity with HR if required.</p>					



	<p>O- Where apprentices and trainees are working under instruction social distancing must be practised. Any concern about the employees own health status must be discussed with area managers at the beginning of each shift.</p> <p>O- HR will discuss with the Employee and their manager based on the risk identified and government guidance identified for Clinically Extremely Vulnerable people https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>O- All Employee cases will be reviewed individually and documentation provided by the employee's medical professionals will be taken into consideration.</p> <p>O- Any additional concerns can be addressed with Rebecca Schulte, EHS Coordinator, for review.</p>				
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Total number of employees:	300	Production:	Administration:
Shift System	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no		
24/7:			
Short area description:			
<p>This generic risk assessment encompasses all LTLGS premises, including production shopfloor, office spaces, yard and rest areas, as well as duty travel.</p>			