

Rev 01	03/06/20	NLA

**Risk assessment :- HI 271 General Rev 01 Covid -19**

Notes:

- 1) Covid 19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal. Please use this risk assessment in conjunction with our existing and new risk assessments. This Risk Assessment applies to all departments and all personnel.
- 2) Rev 01 completed in line with changes to recent HM Government guidance for employers & company changes.
- 3) We have compiled several related risk assessments for people that may have to work within the specified 2m for a short period of time in line with the HM Government guidance issued in May 2020. These controls are outlined in section 3 of this risk assessment and can be found in the risk assessment index from HI 271 upwards. If you need a risk assessment to work within the 2m distance contact your team leader / HSE.

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HSE

<b>Spread of Covid-19 Coronavirus</b>	<b>1)</b> <ul style="list-style-type: none"> <li>• <b>Employees</b></li> <li>• <b>Visitors</b></li> <li>• <b>Cleaners</b></li> <li>• <b>Contractors</b></li> <li>• <b>Drivers</b></li> <li>• <b>Vulnerable groups – Such as those with existing underlying health conditions</b></li> <li>• <b>Anyone else who physically comes in contact with you at work</b></li> </ul>	<b>Hand Washing / Hygiene</b> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and hot water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Paper towels for drying of hands</li> <li>• See hand washing posters</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded everyone 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. Tissues will be made available throughout the workplace.</p> <p>Rigorous checks will be carried out by line managers and Team Leaders to ensure that the necessary procedures are being followed.</p> <p>Wear gloves all the time to reduce exposure</p>	<p>Managers &amp; team leaders</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>	<b>Daily</b>
		<b>Cleaning</b> 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>Door handles and Canteens surfaces to be wiped down after breaks / door handles are also cleaned by the cleaning company in the afternoon.</p> <p>Cleaning stations have been set up in all workshops / offices providing wipes and paper towels, these stations are for cleaning tools, equipment and PPE and vehicle cabs etc.</p>	<p>All</p> <p>All</p>	

Spread of Covid-19 Coronavirus	2) Social distancing	Social Distancing	Employees to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management / HSE checks to ensure this is adhered to.	Managers & team leaders	Daily
		Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency and supported by the company!	Canteens and offices rearranged to ensure social distances are maintained, split breaks etc	Team Leaders	
		Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.	Only one person at a time in the toilets / changing room areas – signs are in place	Team leaders	
		Redesigning processes to ensure social distancing in place.	Signs and marker tape have been added to several new locations. Please consider if your visit is necessary. Would a phone call or email work instead of an office visit? <b>Respect all barrier tapes at workstations!</b>	All[PP1]	
		Conference calls etc to be used instead of face to face meetings.	Do not walk through offices or buildings to reach other offices / buildings.	Managers & team leaders / all	
		Ensuring sufficient rest breaks for staff.	Stay in touch with workers	Managers	
		Staff working at home where possible	Employees to be reminded that wearing of gloves is not a substitute for good hand washing. Use disposable gloves under your work gloves where possible.	All	
		Social distancing also to be adhered to in canteen areas, toilets, smoking areas, toolbox talks and morning meetings	Do not use other people's gloves!	All	

<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>3) Where social distancing guidelines cannot be followed in full, in relation to a particular activity we need to take all the mitigating actions possible to reduce the risk of transmission between people</b></p>	<p><b>Further mitigation shall include:-</b></p> <ol style="list-style-type: none"> <li>1) Increasing the frequency hand washing and cleaning of tools etc.</li> <li>2) Keeping the activity time to as short as possible.</li> <li>3) Use screens or barriers to separate people from each other.</li> <li>4) Work back to back or side to side.</li> <li>5) Reduce the number of people you have close contact with.</li> <li>6) Team leaders to check if people are vulnerable to Covid - 19 prior to allowing people to work closer than 2m</li> <li>7) If people must work face to face for a sustained period</li> <li>8) Two people working inside truck cabs</li> </ol>	<p>Make sure tools and equipment are clean and gloves are worn.</p> <p>Make sure that sure that everything is ready and at hand prior to starting the activity.</p> <p>One person to wear a grinding screen for the duration of the task. Consider the use of the black welding flash screens as a barrier if at all possible.</p> <p>Rather than face to face</p> <p>Only ask the same person from your group for help / assistance (Partnering )</p> <p>Ask both people in private and check with HR</p> <p>We need to assess if the work can continue safely !</p> <p>All the above plus ventilate the cab with open windows and use the vehicle fan.</p> <p><b>Notes:</b> Team leaders and managers have identified tasks where people may have to work within 2m. <b>Risk assessments</b> have been compiled for these activities.</p>	<p>All</p> <p>All</p> <p>All</p> <p>Team leaders /HR Team leaders / HSE / Management</p> <p>Team leaders</p> <p>All</p> <p>All</p>	<p><b>Daily</b></p>
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<b>Spread of Covid-19 Coronavirus</b>	<b>6) Symptoms of Covid-19 Coronavirus</b>	If anyone becomes unwell with a new continuous cough, a high temperature, or a loss of taste or smell in the workplace they will be sent home and advised to follow the stay at home guidance.	Line managers will offer support to employees who are affected by Coronavirus or has a family member affected. If a family member.	Managers and team leaders / All	<b>Daily</b>
	Line managers will maintain regular contact with staff members during this time.	If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.	Tracking and control process now in place monitoring employees who are self-isolation and or called with symptoms.		
	Do not come to work if someone you live with has been diagnosed with Corona Virus. Call your team leader or manager and inform them		Follow NHS guidelines for the latest symptoms / information	All	

<b>Spread of Covid-19 Coronavirus</b>	<b>7- Drivers</b>	<p><b>FLT Drivers</b> FLT Drivers to ensure that they maintain social distances when unloading vehicle , delivering stock to workshops</p> <p><b>Trucks and Tow tugs</b> Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> <p>Use wipes from cleaning stations to clean the controls if there is a driver change / shift change</p>	<p>All</p> <p>All</p>	<p><b>Daily</b></p> <p><b>As required</b></p>
	<b>8- Mental Health</b>	<p><b>Mental Health</b> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Use wipes from cleaning stations to clean the controls if there is a driver change / shift change</p> <p>Employee assistance programme.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>		
	<b>9- Temperature testing / First aid</b>	<p>Temperature testing</p> <p>First aiders packs including face masks were issued, gloves are located inside the first aid lockers</p> <p>Visors were ordered for additional protection of first aiders</p>	<p>Temperature testing of employees started week commencing 18th May.</p> <p>Issued 13th May</p> <p>Due in soon</p>	<p>HSE</p> <p>First aiders</p>	<p><b>Daily</b></p>
	<b>10) Service engineers specific</b>	<p>Maintain stocks of wipes, hand sanitizer, tissues, wipes, and suitable gloves in your vehicles.</p> <p>Contact clients prior to arrival and reduce exposure to others to organise remote key pick up where possible.</p> <p>Follow clients COVID 19 rules when on sites.</p>	<p>Wipe keys, door handles, steering wheel etc prior accessing / using client's vehicles etc</p> <p>Wear disposable gloves to reduce exposure. Engineers were sent instructions on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Managers to maintain contact with the Service engineers.</p>	<p>Managers and Service engineers</p>	