

**1<sup>st</sup> April 2021**

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

Covid-19 is an illness that has been well publicised and documented over the past year and is a respiratory illness, this is caused by a virus called Coronavirus. There has now been a UK wide vaccination programme initiated which will reduce the severity of the symptoms once administered, the symptoms can be a new continuous cough, a high temperature and a loss of, or change in, your normal sense of taste or smell (anosmia).

Please use this risk assessment in conjunction with our existing assessments. This Risk Assessment applies to all departments and personnel.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Checked by HSE
Spread of Covid-19 Coronavirus	Employees, Visitors, Cleaners, Contractors, Drivers	<b><u>Hand Washing &amp; Hygiene</u></b> <ul style="list-style-type: none"><li>• Hand washing facilities with soap and hot water in place.</li><li>• Stringent hand washing practices are in place.</li></ul>	Employees are reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying.	Managers & Team Leaders	Daily	Daily
	Vulnerable groups – Such as those with existing underlying health conditions	<ul style="list-style-type: none"><li>• Paper towels for drying of hands.</li><li>• Hand washing posters are in all welfare facilities.</li></ul>	Information on the need 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.			
	Anyone else who physically comes in contact with you at work	<ul style="list-style-type: none"><li>• Sanitising stations to be at all entrances to buildings</li></ul>				
		Employees, Visitors, Cleaners, Contractors, Drivers	<b><u>Cleaning</u></b> Frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area using	Checks will be carried out by line managers and Team Leaders to ensure that the necessary procedures are being followed.	Managers & Team Leaders	Daily

Spread of Covid-19 Coronavirus	Vulnerable groups – Such as those with existing underlying health conditions	appropriate cleaning products and methods.	Canteens surfaces to be wiped down before and after breaks by operatives			
	Anyone else who physically comes in contact with you at work		Meeting room tables and equipment to be wiped with anti-bacterial wipes before and after use			
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Spread of Covid-19 Coronavirus	Employees, Visitors, Cleaners, Contractors, Drivers	<u><b>Social Distancing</b></u>  Social Distancing – Reducing the number of persons in any work area to comply with the 2-metre rule on social distancing recommended by the Public Health Agency.	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.	Team Leaders	Daily	Daily
	Vulnerable groups – Such as those with existing underlying health conditions	Reviewing of work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time is ongoing in line with Government changes.	Canteens and offices rearranged to ensure social distances are maintained, split breaks etc	Team Leaders	Daily	Daily

Spread of Covid-19 Coronavirus	Anyone else who physically comes in contact with you at work	Redesigning processes to ensure social distancing in place.	Maintenance have installed floor markers to remind you to keep your distance, please respect the marker tape.	Maintenance	As & when required	Daily
		Conference calls to be used instead of face-to-face meetings.		Managers, Team Leaders & Staff	Daily	Daily
		Social distancing also to be adhered to in canteen areas, meeting rooms, toilets, smoking areas, toolbox talks and morning meetings.	Only one person at a time in toilets and changing room areas – signs are in place at meeting rooms for maximum allowed occupants at any one time.	Managers, Team Leaders & Staff	Daily	Daily
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Spread of Covid-19 Coronavirus	Employees, Visitors, Cleaners, Contractors, Drivers	<b><u>Wearing of Gloves</u></b>  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Employees will be instructed on how to remove gloves carefully to	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	Managers & team leaders	Daily	Daily
	Vulnerable groups – Such as those with existing underlying health conditions					

	Anyone else who physically comes in contact with you at work.	reduce contamination and how to dispose of them safely.	Do not use other people's gloves!	Managers, Team Leaders & Staff	Daily	Daily
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Spread of Covid-19 Coronavirus	Employees, Visitors, Cleaners, Contractors, Drivers	<b><u>Respiratory Protective Equipment (RPE)</u></b>  Mandatory face coverings are to be worn at all times when travelling throughout the workshops and offices, face coverings may only be removed when at your place of work with the appropriate social distancing measures being adhered to.	To minimise the risk of transmission of COVID-19 non-disposable mask users should clean the mask themselves before and immediately after use using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).	Managers and team leaders	Daily	Daily
	Vulnerable groups – Such as those with existing underlying health conditions	Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed	Full face grinding screens, welding masks etc MUST NOT be used by more than one individual.	All	Daily	Daily
	Anyone else who physically comes in contact with you at work.	Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with	Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and	All	Daily	Daily

		the wearer's face. Equipment (RPE) can protect the wearer.	support employees in a fast-changing situation.			
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Spread of Covid-19 Coronavirus	Employees, Visitors, Cleaners, Contractors, Drivers	<p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they would be sent home and advised to follow the Government advice in booking a test. Employee would not be allowed to return until a negative test result has been received.</p>	Line managers will offer support to employees who are affected by Coronavirus or has a family member affected.	Managers and team leaders	Daily	Daily
	Vulnerable groups – Such as those with existing underlying health conditions	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 workplace 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	Line managers will offer support to employees who are affected by Coronavirus or has a family member affected.	Managers and team leaders	Daily	Daily

Spread of Covid-19 Coronavirus		been in contact with them and will take advice on any actions or precautions that should be taken.				
	Anyone else who physically comes in contact with you at work.	You may come to work if it someone in your house being told to self-isolate due to close contact. Should the member of the household begin to show symptoms then the operatives would need to self-isolate awaiting the test result from the household member.	Tracking and control process now in place monitoring employees who are self-isolation and or called with symptoms.	Managers and team leaders	Daily	Daily
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Spread of Covid-19 Coronavirus	Employees	<u><b>FLT Drivers</b></u>  FLT Drivers are to ensure that they maintain social distances when unloading vehicle, also when they are delivering stock to workshops.	Allowing delivery drivers adequate breaks to avail of proper welfare facilities.			

	Employees	<b><u>Trucks and Tow Tug Operators</u></b>  Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.	Notices will be applied to tow tugs reminding people not to share the cab			
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Spread of Covid-19 Coronavirus	Service Engineers Specific	<b><u>Mental Health</u></b>  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help	Managers and Service Engineers	Managers and Service Engineers	Daily	Daily
		All Service Vehicles will be fitted with sinks to allow Engineers to wash their hands in line with government guidelines.			Daily	Daily
		We will also maintain a stock of bacterial wipes, hand sanitiser, tissues, and suitable gloves in the vehicles			Daily	Daily



		Contact clients prior to arrival and reduce exposure to others to organise remote key pick up where possible.			Daily	Daily
		Follow clients COVID 19 rules when on sites.			As required	As required