



Risk Assessment Form

*Review of assessment is required monthly (minimum) or if substantial change

Task/Activity			
COVID-19 (Corona Virus) – Off site working (Customer location)			
Task Description			
<p>Employees are expected to work on customer's site during the COVID-19 Pandemic to continue to provide support to local business in the event of machine breakdowns or maintenance. Corona Virus (COVID-19) can be contracted directly through touching a surface or object that has been contaminated. COVID-19 can also be transferred through coughing or sneezing. A lack of awareness or understanding about the virus can increase the risk of both contraction or transmission of COVID-19. Vulnerable persons are at an increased risk - A vulnerable person is classed as someone with a weak/lowered immune system. Long term condition/illness like: Diabetes, Cancer, Chronic lung disease or other underlying health problems. Where poor social distancing is practiced there is an increased risk of contraction & transmission. COVID-19 is more than capable of taking lives. Typical symptoms include: High Temperature over 37.8 degrees, Continuous dry cough.</p>			
Personnel Involved			
Everyone			
Potential Hazards			
-Transmission of COVID-19	-Contraction of COVID-19	-Mild Flu like symptoms	-Shortness of breath
-Continuous Cough	-High Temperature	-Pneumonia	-Fatality/Death
Current Controls			
<ol style="list-style-type: none"> 1. Employees who are experiencing a new continuous cough or/and a high temperature must self-isolate at home for a minimum of 7days. If a member of their household experience symptoms then they must self-isolate for a minimum of 14days. 2. A 2-meter minimum distance to all persons (Other than household members) are maintained following social distancing guidelines. Where social distancing cannot be followed then control measures will be put into place. 3. Non-essential use of public transport is to be avoided where possible 4. Hands are to be washed for a minimum of 20 seconds with soap and water on a regular basis. Hand washing must also be done after: coughing, sneezing, handling of documents, on arrival of work, handling of money, use of the toilet, before: eating food, preparing food, smoking/vaping, leaving work, arrival of home. – If in a situation where hands cannot be washed with soap and water then an alcohol based gel can be substituted (Minimum if 60% alcohol content). If soap and water or alcohol based gel is not available, all persons are expected to wear disposable latex free gloves. 5. Everyone should avoid touching their face with unwashed hands, especially avoid touching their nose, eyes and mouths. 6. Managers should contact customers ahead of attendance on site in order to establish what COVID-19 safety control measures they have in place & also establish if anyone on site are showing symptoms of COVID-19 7. Suitably qualified persons will complete activities whilst ensuring their health & safety will not be compromised 8. Adequate & additional First Aid provisions are in place 9. Where possible meetings & discussions are to be held remotely through conference calls or Skype meetings (or similar). If not possible, then meetings/discussions are to be held outside or in an open space with good ventilation. 10. Canteens are closed and food is to be consumed following the social distancing guidelines (2-meter distance). Once finished eating, food waste and wrappers are to be disposed of in 			

A copy of the completed document should be kept for auditing purpose

waste bins provided

11. Use of local stores are to be avoided until the end of the working day.
12. All surfaces are to be cleaned and disinfected as much as practicable at the start and the end of the repair/service, as well as the cleaning and disinfecting of equipment and tools after each activity.
13. All materials used for cleaning and disinfecting are to be placed in a rubbish bag with the bag tied up and securely placed in external waste bin
14. Management are reviewing and updating staff on GOV.UK Coronavirus (COVID-19) latest guidance for: Employers and Businesses, Social Distancing, Venerable People, Shielding & Protecting persons defined on medical grounds as extremely vulnerable and cleaning of non-healthcare settings.
15. Management are providing regular briefs regarding COVID-19 through Toolbox Talks and regular emails updates
16. Persons that are worried about symptoms of COVID-19 being shown by another should contact their manager immediately and inform them
17. Where transport is needed, it is encouraged to take separate vehicles, where this is not possible then it is advised to sit as far from possible away from others whilst wearing latex free gloves and a face mask.
18. Hand gel containing a minimum of 60% alcohol, Latex free gloves, tissues, face masks and anti-bacterial wipes are provided in all vehicles and are placed in all communal areas in the workplace. Replacements are available upon request.
19. Any persons classed in the vulnerable health group are at a high risk of severe illness, these individuals must follow the shielding measures in place and must not attend the workplace. They are to self-isolate for a minimum of 12 weeks. Any person with conditions that may increase their risk of serious illness should not attend off site workplaces.
20. If an individual lives with someone classed in the vulnerable health group must work from home where possible
21. If development of COVID-19 symptoms occur at work and the individual experience breathing difficulties then the emergency services are to be called and the call operator is to be informed that the person has COVID-19 symptoms
22. Where non-essential physical work requiring close contact between workers would usually take place these tasks are not to be completed. Tasks requiring skin to skin contact are not to be completed. All other work should be planned to minimise contact between workers
23. Where essential physical work requiring close contact between workers needs to take place then persons involved must wear latex free gloves, overalls and face masks. Hands must be washed after using equipment that is being shared. Working together should be kept to groups as small as possible
24. Windows and doors are to be open as much as possible to provide natural ventilation, use of air con is to be limited where possible

Recommended Further Controls To Action

Task specific risk assessments 6 record of findings to be completed where there is a possibility of exposure to COVID-19

Continue to monitor global/national situation & follow advice provided by the government

- Any Plant/Vehicles/Forklifts used by different employees MUST be sanitised before and after use.
- Employees visiting customer premises should also be logged and documented to ensure we have a robust track and trace procedure.

Other Notes

Situation is ongoing and ever changing. More safety measures are put into place as needed

Level Of Risk – Please Circle

Likelihood	Extremely Unlikely	-	1	2	3	4	5	-	Almost Certain
Severity of Hazard	Little/No Harm	-	1	2	3	4	5	-	Catastrophic

Risk Rating (Likelihood X Severity)



Very High! Activity should be controlled and assessed, and must only be continued once safe to do so with the assistance of the supplied PPE

Assessed			
Assessed by		Verified by	
Signatures	X	X	
Date Assessed		Review Date	
Recommendation's Actioned?			