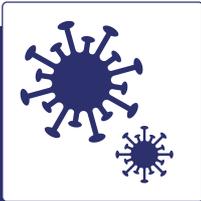


# Occupational Risk Assessment COVID-19



## Visiting or working on site

Date: 21/04/2020

**Completed by:**

Neil Summerfield – Safety Advisor / Sam Dean – Service Delivery Team Manager / Peter Wheatcroft – Managing Director

**Approved by:**

Peter Wheatcroft – Managing Director

Issue: 005



Fire Safety



Call Systems



Access & Security



DDA Compliance

## Scope

The purpose of this document is to identify the occupational health hazards surrounding the COVID – 19 (Coronavirus) outbreak.

There are also specific duties under the Management of Health and Safety at Work Regulations 1999 to conduct suitable and sufficient 'Risk Assessments' in relation to all employees at work and also risks to non-employees arising from your operations; and to make and give effect to appropriate arrangements for planning, organisation, control, monitoring and review of those risks. These arrangements need to be recorded in writing for employers with five or more staff.

The principles of Risk Assessment should be applied to guide you through each difficult decision and enable you to evaluate and balance the risks against appropriate control measures.

Collaboration with our employees helps Fixfire to manage health risk in a practical way:

- Helping us to spot workplace risks.
- Making sure health risk controls are practical.
- Increasing the level of commitment to working in a safe and healthy way.
- Consideration of each operative's individual needs as shown in this Occupational Health Risk Assessment.

### Important – Data Protection Act

Information contained in this Risk Assessment has been cross referenced to each operative's personal Occupational Health information. This information is protected by the Data Protection Act.

## Supervision, Personnel and Communication

Director responsible for Occupational Health – Peter Wheatcroft

Service Delivery Team Manager – Sam Dean

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Safety Advisors – Midland Safety Advices Services Ltd – 01676 531981

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## Occupational Health Risk Assessment

The following risks, marked against the calculator below have been deemed applicable on this project. Control Measures should be applied to all High and Medium Risk tasks. Reference should be made in the sequence of operation/method statement to these control measures.

RISK RATING TABLE	AGREE ACTION TO BE TAKEN TO ELIMINATE OR REDUCE MEDIUM AND HIGH RISKS	
LOW RISK	MEDIUM RISK	HIGH RISK

## Visiting or working on site

Activity	Operative at risk	Significant hazard/s	Risk Factor	Additional Action/Control Measures	High or Medium Risk Level
Visiting or working on any customer site	All employees	Cross contamination and transmission of COVID-19 virus through personal contact or contact with work surfaces, doors & door handles and light switches or lack of social distance	High	<p>Before attending, wherever possible, evidence to be obtained from site confirming that appropriate COVID-19 protective measures and controls are in place, for example, policies &amp; procedures demonstrating that current UK government guidance is understood and being followed.</p> <p>Before attending, responsible person to confirm whether any suspected or confirmed COVID-19 cases are on site. If so, work to only proceed if it is to remedy a direct risk to safety and stringent control measures are/can be put in place.</p> <p>On arrival, further risk assessment undertaken to confirm evidence previously provided is accurate and appropriate controls are in place including confirming extent of areas where persons may be shielding or self-isolating. If risk assessment identifies excessive level of risk, for either our workforce or for others on site, responsible person on site is advised and arrangements made for appropriate follow up visit</p>	Med
Working on site (service, maintenance, installations, commissioning)	Fixfire field based engineering employees	Cross contamination and transmission of COVID-19 virus through poor hygiene resulting in airborne particles. Personal contact or contact with work surfaces, doors & door handles, equipment controls and light switches	High	<p><b>Personal hygiene</b> Staff instructed to:</p> <ul style="list-style-type: none"> <li>Refrain from touching eyes, mouth and nose</li> <li>Shield coughs and sneezes with a tissue, elbow or shoulder (NOT bare hands) and follow government advice, CATCH IT, BIN IT, KILL IT.</li> <li>Wash hands often with soap and water for at least 20 seconds at a minimum of 2-hour intervals, following government handwashing guidelines when:               <ul style="list-style-type: none"> <li>Arriving at site &amp; leaving site</li> <li>Before and after eating</li> <li>After blowing nose, sneezing or coughing</li> <li>In between tasks</li> <li>When arriving home</li> </ul> </li> <li>Additionally, use individual alcohol-based hand sanitiser provided should wash facilities not be nearby</li> <li>Refrain from sharing equipment and wipe down surfaces touched during course of work</li> <li>Individually carry out a daily sanitary clean of company vehicle, equipment and mobile phone(s)</li> </ul> <p><b>Sickness Management</b> Managers trained how to recognise the symptoms of Covid-19 Staff instructed to self-isolate for 7 days if showing symptoms of Covid-19 or 14 days if a member of their household is showing symptoms of Covid-19 Additionally, any staff experiencing cold, flu, chronic cough and chest/nasal symptoms (even if they are not new or accompanied by a high temperature) are instructed to take the time to recover at home, only returning to work when all symptoms have gone and a period of 7 days has elapsed.</p>	Med

Visiting or working on site

			High	<p><b>Social distancing</b> Where operations require a visit to site, staff are instructed to:</p> <ul style="list-style-type: none"> <li>• Travel to site in separate company vehicles unless staff members are from the same household and refrain from using public transport</li> <li>• Plan work to minimise contact and maintain safe distance (at least 2 meters) from others. If not possible work is completed side by side or facing away from each other.</li> <li>• Any unavoidable face to face contact kept to a minimum of 15 minutes</li> <li>• To refrain from requesting a customer signature on PDA, instead ask permission to sign on customers behalf</li> <li>• Not to enter any immediate area where others are being shielded or self-isolating</li> <li>• Avoid contact with drivers delivering goods to site and wash hands before and after unloading goods &amp; materials</li> <li>• Stagger break times to reduce congestions with others</li> </ul> <p><b>Use of PPE</b> Staff are instructed to use additional PPE responsibly by:</p> <ul style="list-style-type: none"> <li>• Wearing available masks, gloves, eye protection, face shields, overalls or aprons where appropriate to do so, such as in care settings</li> <li>• Carefully and safely disposing of any single-use PPE when leaving site</li> <li>• Clean down of non-disposable PPE between sites</li> </ul>	Med
Working on site (service, maintenance, installations, commissioning employees with underlying health conditions or over the age of 70)	Fixfire field based engineering employees	High risk to engineers from contamination within the site environment leading to serious health conditions relating to the COVID-19 virus	High	<p>Engineering staff categorised as vulnerable adults and those over 70 must be particularly stringent about maintaining personal hygiene, sickness management and social distancing (as detailed above).</p> <p>Risk assessments carried out to in relation to travelling to sites and working on sites, specific to the individuals affected.</p>	Med
Working on site (service, maintenance, installations, commissioning employees categorised as extremely vulnerable)	Fixfire field based engineering employees	High risk to engineers from contamination within the site environment leading to serious health conditions relating to the COVID-19 virus		<p>Any employee who is categorised and individually notified as extremely vulnerable under current government guidelines is strongly advised to stay at home for a period of 12 weeks from when they receive notification. Therefore, they must stay at home and not come to work.</p> <p>Furthermore, where employees have a member of their household who is an extremely vulnerable adult or child as categorised under current UK government guidelines and is shielding at home: employees must advise their line manager so that any additional risk can be assessed and understood</p>	

**Visiting or working on site**

<p>Working on site (Employees living with a family member categorised as extremely vulnerable)</p>	<p>Fixfire field based engineering employees</p>	<p>High risk to person living with employee from contamination within the site environment leading to serious health conditions relating to the COVID-19 virus</p>	<p>High</p>	<p>Where employees have a member of their household who is an extremely vulnerable adult or child as categorised under current UK government guidelines, Government advice is that they should practise Social distancing within the home in which case they can follow the 'Working from the office' measures outlined above and come to work.</p>	<p>Med</p>
<p>Visiting customer premises (Surveys, Sales Calls)</p>	<p>Fixfire field based sales or project manager employee</p>	<p>Cross contamination and transmission of COVID-19 virus through poor hygiene resulting in airborne particles. Personal contact or contact with work surfaces, doors &amp; door handles and light switches.</p>	<p>High</p>	<p><b>Personal hygiene</b>                  Staff instructed to:</p> <ul style="list-style-type: none"> <li>• Refrain from touching eyes, mouth and nose</li> <li>• Shield coughs and sneezes with a tissue, elbow or shoulder (NOT bare hands) and follow government advice, CATCH IT, BIN IT, KILL IT.</li> <li>• Wash hands often with soap and water for at least 20 seconds at a minimum of 2 hour intervals, following government handwashing guidelines when:</li> <li>• Additionally, use individual alcohol-based hand sanitiser provided should wash facilities not be nearby</li> <li>• Individually carry out a daily sanitary clean of company vehicle, equipment and mobile phone(s)</li> </ul> <p><b>Sickness Management</b>                  Managers trained how to recognise the symptoms of Covid-19                  Staff instructed to self-isolate for 7 days if showing symptoms of Covid-19 or 14 days if a member of their household is showing symptoms of Covid-19                  Additionally any staff experiencing cold, flu, chronic cough and chest/nasal symptoms (even if they are not new or accompanied by a high temperature) are instructed to take the time to recover at home, only returning to work when all symptoms have gone and a period of 7 days has elapsed.</p> <p><b>Social distancing</b>  <b>Essential travel ONLY. Video or telephone conference call where possible.</b></p> <p>Where a visit to site is necessary, staff are instructed to:</p> <ul style="list-style-type: none"> <li>• Travel to site in separate company vehicles unless staff members are from the same household and refrain from using public transport</li> <li>• Plan visit to minimise contact and maintain safe distance (at least 2 meters) from others</li> <li>• Any unavoidable face to face contact kept to a minimum of 15 minutes and meetings held in a well-ventilated room</li> </ul> <p><b>Use of PPE</b>                  Staff are instructed to use additional PPE responsibly by:</p> <ul style="list-style-type: none"> <li>• Wearing available masks, gloves, eye protection, face shields, overalls or aprons where appropriate to do so, such as in care settings</li> <li>• Carefully and safely disposing of any single use PPE when leaving site</li> <li>• Clean down of non-disposable PPE between sites</li> </ul>	<p>Med</p>

## OCCUPATIONAL RISK ASSESSMENT (COVID-19) ACCEPTANCE SHEET

Approved by Manager: ..... Print Name: .....

All employees involved in the above task must be made aware of the findings of the above risk assessment.