

# Occupational Risk Assessment COVID-19



## Visiting or working on site

Date: 16/07/2021

**Completed by:**

Neil Summerfield – Safety Advisor  
Sam Dean – Operations & Finance Manager  
Peter Wheatcroft – Managing Director

**Approved by:**

Peter Wheatcroft – Managing Director

Issue: 008



Fire Safety



Call Systems



Access & Security



DDA Compliance

Scope
<p>The purpose of this document is to identify the occupational health hazards surrounding the COVID – 19 (Coronavirus) outbreak.</p> <p>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.</p> <p>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.</p> <p>Collaboration with our employees helps Fixfire to manage health risk in a practical way:</p> <ul style="list-style-type: none"> <li>• Helping us to spot workplace risks.</li> <li>• Making sure health risk controls are practical.</li> <li>• Increasing the level of commitment to working in a safe and healthy way.</li> <li>• Consideration of each operative's individual needs as shown in this Occupational Health Risk Assessment.</li> </ul> <p><b>Important – Data Protection Act</b> 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.</p>

Supervision, Personnel and Communication
<p>Director responsible for Occupational Health – Peter Wheatcroft</p> <p>Operations &amp; Finance Manager – Sam Dean</p> <p>Main Office – 024 7661 6699</p> <p>Safety Advisors – Midland Safety Advices Services Ltd – 01676 531981</p> <p>Neil Summerfield – <a href="mailto:neil@midlandsafetyadvice.co.uk">neil@midlandsafetyadvice.co.uk</a> – 07517 203402</p>

Occupational Health Risk Assessment
<p>The following risks have been assessed. Control Measures are applied to all High and Medium Risk tasks. Reference should be made in the sequence of operation/method statement to these control measures.</p>

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, 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 through poor hygiene resulting in airborne particles. Personal contact or contact with work surfaces, doors & door handles 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 at regular intervals with soap and water for at least 20 seconds.               <ul style="list-style-type: none"> <li>Arriving at and 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 washing 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) Additionally, a member of each regional office to carry out a sanitary clean of all doors/handles, controls of shared office equipment and light switches at the start of each day</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><b>Face Masks</b> Face masks, covering the mouth and nose must be worn by all persons entering customer and company premises. Face masks may be removed when staff are safely seated at their own desk.</p>	Med

				<p><b>Social distancing</b> Where operations require a visit to site, staff are instructed to:</p> <ul style="list-style-type: none"> <li>• Avoid travelling in company vehicles with anyone that is not from their household</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 indoor face to face contact kept to a minimum with masks worn by all present</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>Sickness Management</b> Any staff experiencing at least one of these three coronavirus (COVID-19) symptoms:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss or change to sense of smell or taste</li> </ul> <p>are instructed to remain at home and follow the latest government advice, accessing a PCR test immediately.</p> <p>Any staff experiencing cold, flu, chronic cough and chest/nasal symptoms (even if they are not new, accompanied by a high temperature or loss/change of sense of smell or taste) are instructed to either work from home if appropriate or take the time to recover at home, only returning to the workplace when all symptoms have gone to avoid passing illness on to colleagues.</p> <p>Additionally staff are requested to take a Rapid Lateral Flow Test twice a week and record the results on the NHS website. Should the test be positive or should symptoms develop into at least one of these 3 coronavirus (COVID-19) symptoms:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss or change to sense of smell or taste</li> </ul> <p>staff are instructed to follow the latest government advice and access a PCR test immediately.</p> <p>Tests should take place twice a week, on a Sunday evening or Monday morning before coming into work and on a Wednesday evening/Thursday morning before coming into work.</p> <p>All employees are requested to record test results for DHSC issued tests to the NHS website</p>	
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## Visiting or working on site

				<p>Any member of staff receiving a positive PCR or Lateral Rapid Flow Test result <u>must</u> advise their line manager as soon as possible.</p> <p>Should a member of staff</p> <ul style="list-style-type: none"> <li>• have tested positive for coronavirus</li> <li>• live with someone who has symptom or has tested positive for COVID-19</li> <li>• been in close contact with someone in their childcare or support bubble who has symptoms since their symptoms started or during the 48 hours before they started or be in a support bubble</li> <li>• been in close contact with someone in their childcare or support bubble who has tested since they had the test or in the 48 hours before their test</li> <li>• been contacted by NHS Test &amp; Trace and told to self-isolate</li> </ul> <p>They must stay at home or immediately return home, contacting their Line Manager.</p> <p>The latest government guidelines regarding self-isolation is strictly followed. Advice official issued from Test &amp; Trace regarding earlier end of self-isolation date may be relied upon.</p> <p>Please note, a negative Rapid Lateral Flow Test or negative PCR test will not necessarily allow earlier return to work.</p>	
Working on site (Employees deemed clinically vulnerable to the effects of COVID-19)	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>Staff deemed to be at increased risk (clinically vulnerable) to the effects of COVID-19 must be particularly stringent about maintaining personal hygiene, sickness management and social distancing (as detailed above)</p> <p>Those deemed clinically vulnerable may attend site with the safe working procedures of maintaining personal hygiene, sickness management, social distancing, face coverings and regular testing in place. (as detailed above).</p> <p>Employees who have concerns about attending site should discuss particular needs and worries with their Line Manager on an individual basis in the first instance.</p>	Med
Working on site (Employees deemed clinically extremely vulnerable to the effects of COVID-19)	Fixfire field based engineering employees	High risk to employees from contamination within the office environment leading to serious health conditions relating to the COVID-19 virus	High	<p>Staff who are individually notified as clinically extremely vulnerable by the NHS or their GP should follow the latest government guidelines.</p> <p>Staff who are deemed to be clinically extremely vulnerable should contact their line manager to discuss particular needs and concerns on an individual basis.</p>	Med
Working on site (Employees living with a family member deemed clinically extremely vulnerable)	Fixfire Field based engineering employees	High risk to person living with employee from contamination within the office environment leading to serious health conditions relating to the COVID-19 virus	High	<p>Where employees have a member of their household who is clinically extremely vulnerable and has received a letter from the NHS or their GP the latest government advice should be followed.</p> <p>Where appropriate, employees should contact their line manager to discuss particular needs and concerns on an individual basis.</p>	Med

<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><b>High</b></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, following government handwashing guidelines</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>Social distancing</b> Keep travel to a minimum. Video or telephone conference call where possible.</p> <p>Where a visit to site is necessary, staff are instructed to:</p> <ul style="list-style-type: none"> <li>• Avoid travelling in company vehicles with anyone that is not from their household</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 and meetings held in a well-ventilated room with all participants wearing an appropriate face covering</li> </ul> <p><b>Face Masks</b> Face masks, covering the mouth and nose must be worn by all persons entering customer premises,</p> <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><b>Sickness Management</b> Any staff experiencing at least one of these three coronavirus (COVID-19) symptoms:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss or change to sense of smell or taste</li> </ul> <p>are instructed to remain at home and follow the latest government advice, accessing a PCR test immediately.</p> <p>Any staff experiencing cold, flu, chronic cough and chest/nasal symptoms (even if they are not new, accompanied by a high temperature or loss/change of sense of smell or taste) are instructed to either work from home if appropriate or take the time to recover at home, only returning to the workplace when all symptoms have gone to avoid passing illness on to colleagues.</p>	<p><b>Med</b></p>
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Visiting or working on site

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<p>Visiting customer sites (Employees deemed clinically vulnerable to the effects of COVID-19)</p>	<p>Fixfire field based sales or project manager employee</p>	<p>High risk to engineers from contamination within the site environment leading to serious health conditions relating to the COVID-19 virus</p>	<p><b>High</b></p>	<p>Staff deemed to be at increased risk (clinically vulnerable) to the effects of COVID-19 must be particularly stringent about maintaining personal hygiene, sickness management and social distancing (as detailed above)</p> <p>Those deemed clinically vulnerable may attend site with the safe working procedures of maintaining personal hygiene, sickness management, social distancing, face coverings and regular testing in place. (as detailed above).</p> <p>Employees who have concerns about attending site should discuss particular needs and worries with their Line Manager on an individual basis in the first instance.</p>	<p><b>Med</b></p>

Visiting or working on site

<p>Visiting customer sites (Employees deemed clinically extremely vulnerable to the effects of COVID-19)</p>	<p>Fixfire field based sales or project manager employee</p>	<p>High risk to employees from contamination within the office environment leading to serious health conditions relating to the COVID-19 virus</p>	<p>High</p>	<p>Staff who are individually notified as clinically extremely vulnerable by the NHS or their GP should follow the latest government guidelines.</p> <p>Staff who are deemed to be clinically extremely vulnerable should contact their line manager to discuss particular needs and concerns on an individual basis.</p>	<p>Med</p>
<p>Visiting customer sites (Employees living with a family member deemed clinically extremely vulnerable)</p>	<p>Fixfire field based sales or project manager employee</p>	<p>High risk to person living with employee from contamination within the office 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 clinically extremely vulnerable and has received a letter from the NHS or their GP the latest government advice should be followed.</p> <p>Where appropriate, employees should contact their line manager to discuss particular needs and concerns on an individual basis.</p>	<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.



Fire Safety



Call Systems



Access & Security



DDA Compliance