

Occupational Risk Assessment COVID-19



Visiting or working on site

Date: 23.12.2022

Completed by:

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

Approved by:

Peter Wheatcroft – Managing Director

Issue: 013



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 as it exist currently.</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"> • 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. <p>Important – Data Protection Act</p> <p>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 & Finance Manager – Sam Dean</p> <p>Main Office – 024 7661 6699</p> <p>Safety Advisors – Midland Safety Advice Services Ltd – 01676 531981</p> <p>Neil Summerfield – neil@midlandsafetyadvice.co.uk – 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



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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	On arrival, risk assessment undertaken to confirm 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.	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>Personal hygiene Staff instructed to:</p> <ul style="list-style-type: none"> Refrain from touching eyes, mouth and nose. Shield coughs and sneezes with a tissue, elbow or shoulder CATCH IT, BIN IT, KILL IT. Wash hands at regular intervals with soap and water for at least 20 seconds. Use individual alcohol-based hand sanitiser provided. <p>Use of PPE Staff are requested to use additional PPE responsibly by:</p> <ul style="list-style-type: none"> Wearing masks, gloves, eye protection, face shields, overalls or aprons where requested to do so. <p>Social distancing When visiting site, staff are requested to:</p> <ul style="list-style-type: none"> Plan work to minimise contact and maintain safe distance from others. Keep indoor face to face contact to a minimum. Refrain from entering any immediate area where others are being shielded or self-isolating <p>Sickness Management Where a positive result has been received from a Rapid Lateral Device Test, staff should contact their Line Manager immediately. If well enough to do so, staff may work from home and efforts will be made to provide remote based tasks including training and/or supporting other departments within the company. Staff should continue carry out daily tests and return to work as soon as they are free of symptoms and testing negative for Covid-19. Should staff be symptom free but still testing positive for Covid-19, they should continue to work from home and retest daily. In such circumstances staff should return to work either after testing negative for Covid-19 or 10 days after the first positive Covid-19 test or from when symptoms started (whichever is the earliest). Those staff who become unwell should refrain from working and instead rest and recover in line with company policy. Staff should remain at home, returning to work when well enough to do so in consultation with their Line Manager.</p>	Med

Visiting customer premises (Surveys, Sales Calls)	Fixfire field based sales or project manager employee	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 and light switches.	High	<p>Personal hygiene Staff instructed to:</p> <ul style="list-style-type: none"> • Refrain from touching eyes, mouth and nose. • Shield coughs and sneezes with a tissue, elbow or shoulder CATCH IT, BIN IT, KILL IT. • Wash hands at regular intervals with soap and water for at least 20 seconds. • Use individual alcohol-based hand sanitiser provided. <p>Use of PPE Staff are requested to use additional PPE responsibly by:</p> <ul style="list-style-type: none"> • Wearing masks, gloves, eye protection, face shields, overalls or aprons where requested to do so. <p>Social distancing When visiting site, staff are requested to:</p> <ul style="list-style-type: none"> • Plan work to minimise contact and maintain safe distance from others. • Keep indoor face to face contact to a minimum. • Refrain from entering any immediate area where others are being shielded or self-isolating <p>Sickness Management Where a positive result has been received from a Rapid Lateral Device Test, staff should contact their Line Manager immediately. If well enough to do so, staff may work from home and efforts will be made to provide remote based tasks including training and/or supporting other departments within the company.</p> <p>Staff should continue carry out daily tests and return to work as soon as they are free of symptoms and testing negative for Covid-19.</p> <p>Should staff be symptom free but still testing positive for Covid-19, they should continue to work from home and retest daily. In such circumstances staff should return to work either after testing negative for Covid-19 or 10 days after the first positive Covid-19 test or from when symptoms started (whichever is the earliest).</p> <p>Those staff who become unwell should refrain from working and instead rest and recover in line with company policy. Staff should remain at home, returning to work when well enough to do so in consultation with their Line Manager</p>	Med
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Approved by Manager:

Print Name:

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