




Risk assessment name	Managing COVID-19 In The Workplace (Social Distancing)	Assessment type	 General
Assessor name	Ian Gager	Affected site(s)	Aran Services Ltd (IP28 6NE)
Assessment date	09/06/2020	Review period	Monthly
Approved by	Ian Gager	Review date	09/07/2020
Approved date	09/06/2020	Reference	RA85 v3

Description

The assessment refers to the imposed 'social distancing' and other measures required for workplaces in response to controlling the transmission of the Covid-19 Virus.

It details how these social distancing measures will be applied in the workplace and any subsequent actions required where these measures may not be possible.

Ongoing and up to date guidance can be found:

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

Updates to version 3 are:








Hazard-Canteen: Social Distancing control added.








Hazard-Individuals Displaying Symptoms: Added symptoms of change in normal sense of taste or smell






Hazard-Vulnerable People: Added symptoms of change in normal sense of taste or smell

Hazard-Working On Customer / Client Sites: New Control Clean Touched Surfaces; New Control prohibiting use of customers toilets; New Control Customer Completion of Paperwork; New Control Eating & Drinking; PPE now references sequence for putting on/taking off.

Operating procedures: Added sequence for putting on/taking off PPE.



Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Canteen Facilities</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Shared facility with limited space and people congregating at the same time meaning people cannot adhere to social distancing, leading to possible transmission of the Covid-19 Virus.</p>	<div>  <div> <p>Access To Kitchen Restricted</p> <p>The number of people permitted into kitchen restricted to one person at a time to ensure social distancing can be maintained whilst accessing facilities and equipment.</p> </div> </div> <div>  <div> <p>Employees Advised To Bring In Own Food Where Possible.</p> <p>To reduce the need to access equipment and facilities or local shops, employees will be encouraged where possible to bring in own food.</p> </div> </div> <div>  <div> <p>Good Cleaning Standards Maintained.</p> <p>Regular cleaning of all canteen equipment and surfaces carried out using the appropriate disinfectant in line with COSHH assessment and correct PPE.</p> <p>Disposable cloths used where possible to reduce transmission.</p> <p>Users to clean items before and after use with provided sanitiser and disposable cloths to reduce possible transmission.</p> </div> </div> <div>  <div> <p>Social Distancing</p> <p>Take breaks keeping 2 metres apart. Take breaks in site welfare if there is space, otherwise outside or in vehicle - one person per vehicle. Clean surfaces and hands before and after eating. Avoid touching food with your hands if possible.</p> </div> </div> <div>  <div> <p>Use Of Signs To Remind Employees</p> <p>Signs, posters, to remind staff of single person use to maintain social distancing.</p> </div> </div>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>






Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Cleaning To Reduce Transmission Of Covid-19 (Non Healthcare Settings)</p>	<p>All staff</p> <p>Cleaners</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	 <p>Appropriate Disinfectant Products Used In Line With COSHH Assessment.</p> <p>Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p>  <p>PPE Issued, Worn & Disposed Of Correctly.</p> <p>PPE Issued, Worn & Kept In Good Condition and then disposed of correctly.</p> <p>If dealing with bodily fluids then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>
 <p>Contractors / Visitors / Drivers Attending Site</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Transmission of Covid-19 between visitors</p>	 <p>All Visitors To Site To Be Pre-Arranged And Times Staggered</p> <p>Non-essential visitors/contractors to be requested or permitted on site.</p> <p>No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made.</p> <p>Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
	to site and employees.	<div data-bbox="853 256 954 360">  </div> <div data-bbox="981 252 1290 483"> <p>Deliveries Not To Be Handed Directly</p> <p>Deliveries to be placed in a designated location whilst deliverer and receiver maintain 2m distance.</p> </div> <div data-bbox="1330 256 1431 360">  </div> <div data-bbox="1458 252 1787 579"> <p>Documentation Issued Electronically Where Possible</p> <p>To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> </div> <div data-bbox="853 616 954 719">  </div> <div data-bbox="981 611 1296 906"> <p>Good Hand Washing/Hygiene Procedures Observed</p> <p>Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible.</p> </div> <div data-bbox="1330 616 1431 719">  </div> <div data-bbox="1458 611 1787 1038"> <p>Managed Entry</p> <p>The number of people permitted inside the premises will be restricted to allow effective social distancing.</p> <p>There will be use of effective queue management outside the premises where necessary,</p> </div> <div data-bbox="853 1075 954 1179">  </div> <div data-bbox="981 1066 1787 1366"> <p>Regular Cleaning Including Increased Cleaning Of Touch Points.</p> <p>Touch points cleaned on a regular basis alongside normal cleaning regime.</p> <p>Disinfectant based product used in line with COSHH assessment and correct PPE worn accordingly.</p> <p>Disposable cloths used where possible to reduce transmission.</p> </div>	






Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="853 256 958 360"></div> <p>Sanitiser Available At Visitor Interfaces. Sanitiser available at locations where contractors / visitors will present to employees.</p> <div data-bbox="853 488 958 592"></div> <p>Waiting Area For Visitors / Contractors Well Managed Any waiting area for people on site will allow for adequate social distancing in the seating arrangements. Use of signs and markers and announcements to remind any visitors of the requirements. Entry to waiting area restricted if the number of people will restrict the ability to socially distance. People may be turned away until a more suitable time is available where social distancing can be managed.</p>	
<div data-bbox="255 956 412 1094"></div> <p>Individuals Displaying Symptoms</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? An individual could develop symptoms of high/raised temperature or new/continuous cough or a loss of, or change in normal sense of taste or smell</p>	<div data-bbox="853 975 958 1078"></div> <p>Cases Recorded and Investigated. Records maintained of those who are isolating or who develop symptoms at work. Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR. Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p>	<p>3 x 7</p> <div data-bbox="1935 1007 2051 1110"></div> <p>21</p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
	(anosmia) whilst at work.	<div data-bbox="853 256 958 360"></div> <p>Employee Not To Return To Work And Should Self-Isolate For those displaying symptoms of a high or raised temperature or new/persistent cough or a loss of, or change in normal sense of taste or smell (anosmia), isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p> <div data-bbox="853 552 958 655"></div> <p>Employee To Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected.</p> <p>They should then self-isolate in accordance with guidelines.</p> <div data-bbox="853 879 958 983"></div> <p>Follow government advice on Testing The Government has put procedures in place regarding testing- Kindly ensure the COVID19 test is booked for anyone displaying symptoms. see- https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <div data-bbox="853 1110 958 1214"></div> <p>Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p>	



Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="853 256 958 360">  </div> <p data-bbox="981 248 1541 280">PPE Issued, Worn & Disposed Of Correctly.</p> <p data-bbox="981 292 1749 355">Disposable or washing-up gloves and aprons to be worn for cleaning.</p> <p data-bbox="981 387 1749 483">Items used for cleaning and PPE will be double-bagged and labelled and stored safely for 72 hours before disposal. through the normal collection.</p> <p data-bbox="981 515 1749 579">If no room for storage then clinical waste collection provider will be contacted for further advice and collection arranged.</p> <p data-bbox="981 611 1787 738">If this involves cleaning of bodily fluids then additional precautions are required as well as gloves and aprons and this includes protection for eyes, nose and mouth and these should be disposed of as above.</p> <p data-bbox="981 770 1742 834">Contact the Local Public Health Team for further guidance if you have confirmed case in your workplace.</p> <div data-bbox="853 871 958 975">  </div> <p data-bbox="981 863 1666 895">Waste Disposed Of With Care With Local Guidelines.</p> <p data-bbox="981 906 1794 1066">Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p data-bbox="981 1098 1715 1161">If unable to store the waste then arrangements for clinical waste collection will be made.</p>	



Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		 <p>Work Area Cleaned Thoroughly Using Disinfectant. All work areas where the suspected infected person was present will be thoroughly cleaned using an appropriate disinfectant product.</p> <p>Following manufacturers' instructions for dilution rate and relevant COSHH assessment for use and PPE requirements.</p> <p>Disposable cloths used where possible to reduce transmission.</p> <p>Advice From Gov.uk: Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p>	
 <p>People Attending The Workplace</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? This may increase the potential spread of the virus.</p>	 <p>Break Times Staggered. Break times staggered throughout the day to reduce the number of people gathering in break areas.</p>  <p>Canteen/ Rest Areas Controlled Access Canteen and rest areas to be controlled so that social distancing can be adhered to.</p> <p>In some situations, it may be required to close these facilities if the risk cannot be controlled.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>







Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="853 256 954 360"> </div> <div data-bbox="981 248 1301 485"> <p>Car Park Controls</p> <p>Where required car park spaces will be cordoned off so that when people park their vehicles it allows for social distancing.</p> </div> <div data-bbox="1330 256 1431 360"> </div> <div data-bbox="1458 248 1778 612"> <p>Effective Work Planning - Staff and Layout</p> <p>For those staff who are required in the work premises and cannot work from home - the layout allows for social distancing between desks, work spaces, aisles, meeting rooms etc.</p> </div> <div data-bbox="853 647 954 751"> </div> <div data-bbox="981 639 1301 940"> <p>Good Hand Washing/Hygiene Procedures Observed</p> <p>Good hand washing facilities available so staff can wash hands for 20 seconds using soap and water and/ or provision of sanitiser.</p> </div> <div data-bbox="1330 647 1431 751"> </div> <div data-bbox="1458 639 1778 940"> <p>Organisation Of Workplace To Encourage Social Distancing</p> <p>One way systems, controlled access to areas, markings on walls and floor to indicate 2m distances to promote social distancing.</p> </div> <div data-bbox="853 975 954 1078"> </div> <div data-bbox="981 967 1301 1235"> <p>Pro-active Monitoring In Place</p> <p>Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p> </div> <div data-bbox="1330 975 1431 1078"> </div> <div data-bbox="1458 967 1778 1267"> <p>Put signage in place to inform people of social distancing</p> <p>Following the two-meter guidance, handwashing, use of gloves and PPE where applicable, covering of nose when sneezing etc.</p> </div>	










Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="853 256 954 360">  </div> <div data-bbox="981 248 1424 284">Regular Cleaning Regime In Place</div> <div data-bbox="981 292 1554 327">Regular cleaning of work areas to take place.</div> <div data-bbox="981 355 1769 419">Increased frequency of cleaning of regularly touched surfaces to be carried out.</div> <div data-bbox="981 451 1749 515">Deep cleans to be carried on a regular basis where required where risk assessment identifies it as a necessity.</div> <div data-bbox="981 547 1664 611">The appropriate disinfectant used in line with COSHH assessment.</div> <div data-bbox="981 643 1785 678">Disposable cloths used where possible to reduce transmission.</div> <div data-bbox="853 711 954 815">  </div> <div data-bbox="981 703 1193 738">Staff Awareness</div> <div data-bbox="981 746 1780 810">Staff communicated with on a regular basis on the hazards and controls in the workplace.</div> <div data-bbox="981 842 1760 938">Staff trained on controls and use of posters, signs, announcements and toolbox talks to ensure staff are clear on the essential control measures they must follow.</div> <div data-bbox="853 975 954 1078">  </div> <div data-bbox="981 967 1218 1034">Start/Finish Times Staggered.</div> <div data-bbox="981 1042 1288 1169">Staggered start and finish times to reduce congestion and contact at all times.</div> <div data-bbox="1330 975 1431 1078">  </div> <div data-bbox="1456 967 1697 1002">Toilets/rest rooms</div> <div data-bbox="1456 1010 1771 1106">Ensure that where possible safe distancing is applied.</div> <div data-bbox="853 1206 954 1310">  </div> <div data-bbox="981 1198 1270 1294">Ventilation On Site Increased As Much As Possible.</div> <div data-bbox="981 1302 1243 1469">Windows and doors opened as much as possible to increase ventilation in all workspaces.</div>	




Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="860 261 949 347"></div> <p>Work Activities And Risk Assessments Reviewed. Work activities assessed to establish what are essential tasks critical to be continued or if work can be paused.</p> <p>Staff levels reduced to minimal safe numbers in accordance with risk assessments for activities.</p> <p>These will be reviewed as things change.</p> <p>Care will be taken to ensure that reducing staff numbers doesn't introduce further hazards.</p> <div data-bbox="853 651 956 753"></div> <p>Work From Home Wherever Possible Where possible employees will work from home.</p>	
<div data-bbox="250 900 416 1043"></div> <p>Processing / Logistics Work Where Social Distancing Is Not Possible.</p>	<p>All staff</p> <p>How? Increased potential of the virus spreading due to not adhering to 2m social distancing.</p>	<div data-bbox="853 912 956 1015"></div> <p>Good Hand Washing/Hygiene Procedures Observed Employees to wash hands before and after their shift as well as after eating, coughing, sneezing and at regular intervals throughout the day where required.</p> <p>This should include the use of soap and water for 20 seconds or the use of appropriate sanitiser where this isn't available.</p> <p>Pop up washing stations may be used near work stations where appropriate.</p>	<p>3 x 5</p> <div data-bbox="1935 944 2042 1050"></div> <p>15</p> <p>Medium</p>



Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="853 256 954 360">  </div> <p data-bbox="981 252 1682 316">Mitigation Of Risk Where Social Distancing Cannot Be Avoided - Layout Of Work.</p> <p data-bbox="981 325 1771 453">Where work cannot be carried out in line with 2m social distancing guidelines then it will be arranged so that employees can work side by side or facing away - as opposed to face to face.</p> <p data-bbox="981 485 1704 549">Where possible this will be restricted to 15 minutes or as shorter duration as possible.</p> <div data-bbox="853 584 954 687">  </div> <p data-bbox="981 579 1715 643">Mitigation Of Risks Where Socially Distancing Cannot Be Avoided - Staff Organisation.</p> <p data-bbox="981 652 1787 716">Shift patterns, start and end times and breaks will be staggered to reduce the number of people moving at any one time.</p> <p data-bbox="981 748 1715 780">Staff numbers on-site reduced to minimum safe numbers.</p> <p data-bbox="981 812 1697 876">Where possible shifts will be kept to the same people to prevent mixing of people.</p> <p data-bbox="981 908 1756 1035">Canteen and welfare facilities/ rest areas/ common use areas will be restricted and controlled to minimise the number of people in shared areas so that social distancing can be maintained.</p>	







Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="853 256 954 360">  </div> <p data-bbox="983 252 1442 284">Stringent Cleaning Regime In Place</p> <p data-bbox="983 293 1749 357">Equipment - plant and machinery cleaned on a regular basis throughout shifts.</p> <p data-bbox="983 389 1599 421">Production may be paused to carry out cleaning.</p> <p data-bbox="983 453 1682 517">Disposable cloths to be used where possible to reduce transmission.</p> <p data-bbox="983 549 1693 612">The appropriate disinfectant will be used in line with the COSHH assessment and appropriate PPE worn.</p> <div data-bbox="860 652 949 740">  </div> <p data-bbox="983 644 1608 676">Work Activities and Risk Assessments Reviewed.</p> <p data-bbox="983 686 1704 750">Tasks reviewed to confirm if the activity is essential to the operation at this time or if it can be stopped temporarily.</p> <p data-bbox="983 782 1783 877">Tasks and processes reviewed to see if they can be carried out in a different way such as smaller and lighter loads or mechanical means.</p> <p data-bbox="983 909 1738 1005">Where it does need to be carried out then staff will be consulted and work planned so that it can be carried out as safely as possible.</p>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Shared Common Areas	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Common areas may restrict distancing of 2+ metres at any one time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<div>  <p>No Non-Essential Visitors Permitted. Only essential visitors to be permitted to site.</p> </div> <div> <p>Arrangements to be made with pre-agreed visitors that they follow social distancing whilst on-site and that they confirm they are free from symptoms when they arrive.</p> </div> <div>  <p>Numbers Of People In Common areas Managed. Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p> </div> <div>  <p>Pro-active Monitoring In Place Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing.</p> </div> <div>  <p>Regular Cleaning Of Common Areas. Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints. These will be cleaned more intensely/frequently.</p> <p>The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> </div>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>




Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Shared Use Of Tool And Equipment</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Possible transmission of Covid-19 from surfaces.</p>	<div>  <p>Equipment To Be Cleaned In Between Use</p> <p>Employees to clean any shared plant, tools or equipment before and after use.</p> </div> <div>  <p>Monitoring In Place</p> <p>Pro-active monitoring systems in place to check if staff are adhering to the controls and to see if they are effective and adequate.</p> </div>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>
 <p>Shared Vehicle / Plant Use Within Work</p>	<p>All staff</p> <p>How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.</p>	<div>  <p>Good Hand Washing/Hygiene Procedures Observed</p> <p>All occupants to wash hands for 20 seconds with soap and water or use sanitiser, before and after the journey and should refrain from touching their face.</p> </div> <div>  <p>Social Distancing Measures Implemented</p> <p>Passengers to sit as far away from each other as possible, side by side as opposed to face to face or behind.</p> <p>Occupants to face away from each other where reasonable to do so.</p> </div> <div>  <p>Monitoring The Use Of Vehicles</p> <p>Monitoring of the use and cleaning of the vehicle to ensure controls are being effective.</p> </div>	<p>3 x 5</p>  <p>15</p> <p>Medium</p>




Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="853 256 958 360">  </div> <p data-bbox="981 252 1536 280">Vehicles Not Shared Where At All Possible.</p> <p data-bbox="981 296 1767 357">Where the job permits, vehicles will not be occupied by more than one person at any one time.</p> <p data-bbox="981 392 1778 453">Where possible the same person will use the same vehicle and not swap with other drivers.</p> <p data-bbox="981 488 1771 549">If vehicles are to be used by different people at different times then they will be cleaned before and after each use.</p> <div data-bbox="853 584 958 687">  </div> <p data-bbox="981 579 1420 608">Vehicles To Be Cleaned Regularly.</p> <p data-bbox="981 624 1778 716">Inbetween use by different operators and at other times where appropriate, the vehicle will be cleaned with an appropriate cleaning product.</p> <p data-bbox="981 751 1688 812">Focus will be given to commonly touched areas such as handles, dials etc.</p> <div data-bbox="853 847 958 951">  </div> <p data-bbox="981 842 1292 903">Windows Kept Open To Improve Ventilation.</p> <p data-bbox="981 919 1285 1043">Windows on the vehicle to be kept open to improve natural ventilation.</p>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Travelling To And From Work.</p>	<p>All staff, Members of the public</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	<div data-bbox="853 288 954 392"> </div> <p>Alternative Travel Arrangements Instead Of Car Sharing. Where usual car share arrangements mean people from different households being in the same vehicle it may be necessary for some to use public transport providing they can maintain social distancing and practise good hygiene before and after their journey.</p> <p>Alternatives may include staff walking and cycling to and from work.</p> <div data-bbox="853 616 954 719"> </div> <p>No Vehicle Sharing Do not vehicle share to travel to and from work.</p> <div data-bbox="1335 616 1435 719"> </div> <p>Work From Home Where At All Possible. Employees will work from home where possible to prevent the need to travel and enter the workplace.</p>	<p>3 x 5</p> <p>15</p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Vulnerable People</p>	<p>All staff, Contractors</p> <p>How? Individuals that are over the age of 65, suffers from an underlying health condition, has heightened susceptibility due to clinical condition or is pregnant)</p>	<div>  <p>All Visitors Are Accompanied</p> <p>All visitors are accompanied by a host of the company at all times</p> </div> <div>  <p>Follow government advise on Visitation</p> <p>Please follow the government advice on visitation- Do not allow family members/friends to visit the aged /vulnerable people during the pandemic until there is further advice to do so.</p> </div> <div>  <p>Self Isolation</p> <p>For those displaying symptoms of a high or raised temperature or new/persistent cough or a loss of or change in normal sense of taste or smell (anosmia), isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p> <p>Further information on vulnerable groups can be found at https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults</p> </div>	<p>2 x 8</p> <p>16</p> <p>Medium</p>
 <p>Working On Customer / Client Sites</p>	<p>All staff, Contractors, Members of the public</p> <p>How? Lack of control on other sites over the social</p>	<div>  <p>Awareness and Training For Employees</p> <p>Employees reminded of how to implement the control measures on other sites and to report any concerns they have.</p> </div>	<p>2 x 5</p> <p>10</p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
	<p>distancing measures meaning may be exposed to risk of transmission of Covid-19</p>	<div data-bbox="853 256 954 360"></div> <p>Clean Touched Surfaces</p> <p>Inside the property clean objects and surfaces that are touched regularly, using your usual cleaning products. Remove all waste and belongings from the work area at the end of a shift and at the end of a job.</p> <div data-bbox="853 456 954 560"></div> <p>Confirm All Concerned Are Symptom Free</p> <p>On the day of work there will be checks to confirm that the customer / clients and employees are not displaying any symptoms.</p> <p>If any are then the work WILL NOT GO AHEAD and appropriate isolation procedures should be followed by those concerned.</p> <p>The job will be rescheduled once the "all clear" is given.</p> <div data-bbox="853 783 954 887"></div> <p>Customer Completion of Paperwork</p> <p>Where operatives must obtain the resident signature on their electronic device. The procedure is as follows: Wipe the device using the antibacterial wipes provided before handing it to the resident. Ask the resident to wash their hands using soap and hot water for a minimum of 20 seconds before they touch the electronic device. After the electronic signature, the operative must again wipe the device using the antibacterial wipes provided. Where "wet" signatures are required the customer MUST use their own pen. Where permitted by OFGEM customer consent can be obtained by email.</p>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="860 260 949 347">  </div> <p data-bbox="983 252 1469 284">Dynamic Risk Assessment Conducted</p> <p data-bbox="983 292 1767 387">Contact will be made with the customer/ client to establish what control measures are in place and what else needs to be in place.</p> <p data-bbox="983 419 1722 547">If arrive on-site and are not satisfied control measures are effective or people appear symptomatic then the visit the employee will leave the site immediately and report to the manager.</p> <div data-bbox="853 584 956 687">  </div> <p data-bbox="983 576 1214 608">Eating & Drinking</p> <p data-bbox="983 616 1296 807">Eating and drinking whilst in customers' property is not permitted. Eat and drink in site welfare facility or vehicle.</p> <div data-bbox="853 847 956 951">  </div> <p data-bbox="983 839 1659 871">Good Hand Washing/Hygiene Procedures Observed</p> <p data-bbox="983 879 1765 975">Hands will be washed upon arrival and before leaving the premises as well as after using a tissue to capture coughs and sneezes.</p> <p data-bbox="983 1007 1736 1070">Sanitiser may be used in addition or in the absence of soap and water.</p>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="853 256 958 360">  </div> <p data-bbox="981 252 1554 284">PPE Issued, Worn & Kept In Good Condition</p> <p data-bbox="981 296 1727 387">In addition to the normal PPE for the task, COVID-19 appropriate PPE as advised by Central Government will be worn and removed in accordance with instructions.</p> <p data-bbox="981 424 1682 515">This will be maintained effectively and cleaned using appropriate disinfectant where relevant or disposed of correctly in line with current advice.</p> <p data-bbox="981 552 1749 643">The sequence of putting on and removing PPE is detailed in the "Operating Procedures" section at the end of this Risk Assessment.</p> <div data-bbox="853 679 958 783">  </div> <p data-bbox="981 675 1200 707">Residents Toilets</p> <p data-bbox="981 719 1301 938">Residents toilets are not to be used except in emergency. Use pre-arranged site welfare or local public facilities (e.g. supermarket/service station).</p> <div data-bbox="1335 679 1440 783">  </div> <p data-bbox="1462 675 1682 738">Social Distancing Adhered To</p> <p data-bbox="1462 751 1787 906">Where at all practicable social distancing of 2m adhered to at all times by all people throughout the visit.</p> <p data-bbox="1462 943 1760 1066">Use of signs, markers and announcements to remind people of the requirements.</p>	

Further control measures

None required

Operating procedures

Measures of 'social distancing' should be applied.

1. An individual should exercise 'social distancing' on their own or with members of their family / household.
2. Only go outside for food, health reasons or work (where this absolutely cannot be done from home)
3. Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible.
4. Work from home, where possible.
5. Avoid contact with people not from your household - maintaining a 2 metre (6ft) gap.
6. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media.
7. Use telephone or online services to contact your GP or other essential services.

Everyone should be trying to follow these measures as much as is pragmatic.

Self-containment would include staying at home in a well-ventilated room, with access to clean, potable water.

In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including good respiratory hygiene and respiratory etiquette; frequent careful handwashing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control).

PPE Sequence for putting on:

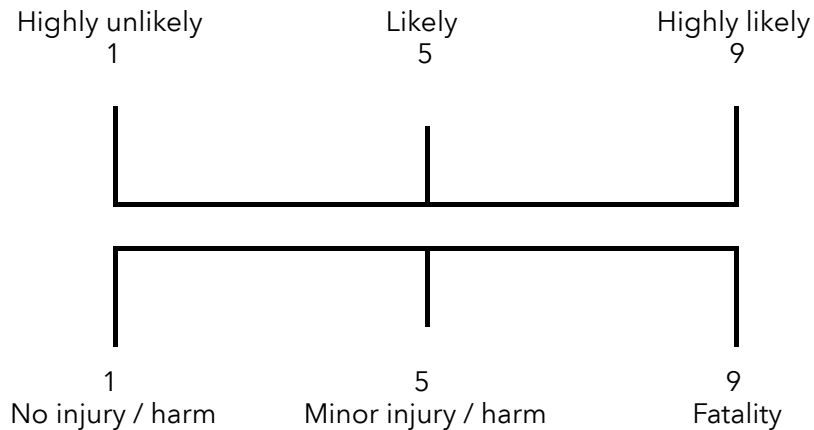
1. Overalls, knee-pads, foot protection
2. Face mask, hand hygiene;
3. Eye protection, hand hygiene;
4. Gloves, hand hygiene;

Sequence for removal is the reverse of the above.

FOLLOW THE LATEST GOVERNMENT GUIDANCE.

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



Probability	9	18	27	36	45	54	63	72	81
	8	16	24	32	40	48	56	64	72
	7	14	21	28	35	42	49	56	63
	6	12	18	24	30	36	42	48	54
	5	10	15	20	25	30	35	40	45
	4	8	12	16	20	24	28	32	36
	3	6	9	12	15	18	21	24	27
	2	4	6	8	10	12	14	16	18
	1	2	3	4	5	6	7	8	9
Severity									

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Ian Gager

Approved by signature: Ian Gager

Employee(s)/Worker(s) acknowledgement

The signs below acknowledge receipt of this risk assessment and confirm that they have read and understood the requirements of the risk assessment.

Employee name	Signature(s)	Date

Employee name	Signature(s)	Date