

Risk assessment prepared in accordance with latest guidance from World Health Organization and NHS.

## Coronavirus (COVID-19) risk assessment

**Assessment date:** 23/4/2020

**Review date:** 2/10/ 2020

**Version:** 1.0

Hazard	Risk	Harm	Risk Control measures	RR	Persons at risk
ABLE Instruments Engineers driving to and returning from the jobsite.	3 x 4 = <b>12</b> <b>HIGH</b>	Potential exposure to & transmission of Covid 19 virus may result from contact with members of the public or retail staff whilst visiting shops and services during the journey.	All ABLE engineers are to comply with the following guidelines:  1. If you have any symptoms do not leave home 2. Wash hand with soap and water frequently for at least 20 seconds a time 3. Always wash hands on arrival at work or return to home 4. Use sanitiser gel if soap and water are not available 5. Cover mouth and nose with a tissue or your sleeve when you cough or sneeze (don't use your hands). 6. Dispose of used tissues in a bin immediately and wash hands. 7. Do not touch your eyes,  nose or mouth if your hands are not clean. 8. Keep a minimum of 2 metres apart from people around you. 9. Max. 1 person per vehicle (driver). 10. When refueling your	4 x 1 = <b>4</b> <b>LOW</b>	All personnel

			vehicle, whenever possible use disposable gloves and throw them away on completion. 11. Where possible use contactless card payment for purchases		
Hazard	Risk	Harm	Risk Control measures	RR	Persons at risk
Report to site security and sign in	3 x 4 = <b>12</b> <b>HIGH</b>	Exposure to Covid 19 virus. Potential contact between:  ABLE engineers/site staff/other visitors/host leading to transmission of virus.	-DO NOT attend site if you suspect that you have been in contact with an infected person within the previous 4 days, or if you are feeling unwell yourself.  -ALL VISITORS MUST wash their hands thoroughly, as soon as they enter the facility/reach the site, using soap and water or hand sanitiser for a minimum of 20 seconds.  -All visitors to contact site host via telephone or email and follow meeting instructions. Do not go to main site entrance.  -Maintain a 2 metre distance from all other personnel on site at all times.  -Site host to be responsible for maintaining visitor's entry and exit log.	4 x 1 = <b>4</b> <b>LOW</b>	All personnel
Hazard	Risk	Harm	Risk Control measures	RR	Persons at risk
Pre-start health related induction	2 x 4 = <b>8</b> <b>MED</b>	Exposure to Covid 19 virus. Potential contact between:  ABLE engineers/other visitors/host leading to transmission of virus.	Detailed toolbox talk by host illustrating the safety measures to be taken during site set-up and work completion, whilst maintaining a minimum 2 metre separation.	4 x 1 = <b>4</b> <b>LOW</b>	All personnel

			All visitors to be involved and encouraged to speak openly and freely with a view to protecting all personnel from Covid 19 exposure.		
Hazard	Risk	Harm	Risk Control measures	RR	Persons at risk
Set up welfare and changing areas	3 x 4 = <b>12</b> <b>HIGH</b>	Exposure to Covid 19 virus. Potential contact between:  ABLE engineers/other visitors/host leading to transmission of virus.	-Where possible take your own food & water to site and use your own vehicle as the “welfare area”.  -All visitors to use nominated and agreed Mess Room (if available at location) for segregation during rest periods.  -Maintain social distancing minimum of 2 metre separation from other team members at all times. Practice good personal hygiene and keep the areas you occupy clean.  Before use of site facilities (as appropriate to location/availability) such as kettles, toaster, tables & chairs etc, wipe down the surfaces and use disposable surgical gloves where practical. Wipe down used areas on departure.	4 x 1 = <b>4</b> <b>LOW</b>	All personnel
Hazard	Risk	Harm	Risk Control measures	RR	Persons at risk
Perform work on site using multiple teams.	3 x 4 = <b>12</b> <b>HIGH</b>	Exposure to Covid 19 virus. Potential contact between:  ABLE engineers/other visitors/host & site equipment and facilities, leading to transmission of virus.	-All work crew members to maintain a minimum distance of 2 metres apart at all times. ABLE engineers should be responsible to coordinating their own work schedule and managing their own social distancing.	4 x 1 = <b>4</b> <b>LOW</b>	All personnel

			<p>-Maintain separation of tools and equipment and limit contact by using gloves. Wherever possible, tool sharing should be avoided.</p> <p>-Minimise physical contact between individuals and equipment and observe good personal hygiene by wiping down surfaces and washing hands with soap and hot water for at least 20 seconds</p>		
Hazard	Risk	Harm	Risk Control measures	RR	Persons at risk
Using standard & specialist PPE for required tasks.	<p>3 x 4 = <b>12</b> <b>HIGH</b></p>	Exposure to Covid 19 virus. Potential visitor exposure from cross contamination via the wearing of specialist PPE, leading to transmission of virus	<p>-When work permits dictate the adoption of specialist PPE, the required hygiene standards must be observed. Special care must be taken to ensure PPE is not shared between individuals.</p> <p>-If work permits dictate the adoption of RPE for specific tasks, where it is practical, limit the potential for contact with the RPE with your hands or gloves. Do not share RPE and observe the required hygiene standards of the equipment.</p> <p>-Make sure that single use PPE is wrapped and disposed of correctly when no longer required. Multiple use equipment must be cleaned thoroughly after use and inaccessible to others.</p>	<p>4 x 1 = <b>4</b> <b>LOW</b></p>	All personnel

Hazard	Risk	Harm	Risk Control measures	RR	Persons at risk
Coughing or sneezing	3 x 5 = <b>15</b>  <b>HIGH</b>	Exposure to Covid 19 virus. Potential visitor contact through generation of airborne particles leading to transmission	Whenever you cough or sneeze, use a handkerchief or tissue and direct it away from others. Dispose of it correctly.  - If unable to use a handkerchief direct it away from others and into your sleeve to prevent the transmission of airborne particles. Protect others.  - If you have a persistent dry cough, sore throat or raised temperature, leave site immediately and self-isolate in accordance with the government guidelines	4 x 1 = <b>4</b>  <b>LOW</b>	All personnel

## Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

## Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work
- Assessments to be reviewed every 6 months or where significant change has occurred

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, If in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs