

Coronavirus (COVID-19) Risk Assessment

Risk Assessment No.
COVID-19-009



Description of activities and locations: Providing a safe workplace for all staff during the Coronavirus pandemic

Description of hazard	Who is at risk?	Equipment to be used?	Initial risk			Control Measures	Residual risk			Who to be actioned by?	Date actioned?
			L	C	RF		L	C	RF		
For all staff											
Fuloughed workers	All staff		1	1	1	Staff classified as furloughed workers will not be working so no control measures required to prevent infection or transmission at work.	1	1	1	N/A	
Staff at high risk of severe illness	The clinically extremely vulnerable		4	5	20	Clinically extremely vulnerable staff either work at home or remain on full furlough.	1	5	5	Rob Haworth Gavin Richards Rachel Richards	
Staff at increased risk of severe illness	The clinically vulnerable, persons over 60, expectant mothers, higher risk groups		4	4	16	Staff will be helped to work from home, either in their current role or in an alternative role. If they cannot work from home, they will be offered the option of the safest available on-site roles, enabling them to stay two metres away from others. If they have to spend time within two metres of others, we will carefully assess whether this involves an acceptable level of risk.	1	4	4	Rob Haworth Tom Morris Keith Roberts Jeff Coe	
Staff who share a household with a clinically extremely vulnerable person	High risk individuals sharing a household with staff		3	5	15	Staff don't need to shield themselves but they should let the Company know. Particular attention will be paid to this when planning works.	1	5	5	Rob Haworth Tom Morris Keith Roberts Jeff Coe	
Touching a contaminated surface	All staff		3	4	12	Wash hands frequently for 20 seconds or use sanitiser gel regularly, especially after using the toilet, coughing or sneezing, touching surfaces touched by others and before handling food. Only touch face with clean hands. Catch coughs and sneezes in a tissue then throw it away and wash hands.	1	4	4	All staff	
Skin reaction to hand sanitiser	All staff		4	2	8	Test on a small area and check for reaction. Only use when soap and water not available. Use emollient if required.	1	2	2	All staff	
Close contact with others	All staff		3	4	12	All staff should stay at least 2 metres (3 steps) away from anyone they do not live with, or 1m plus with additional mitigations. This is especially important when indoors and when exceeding 15 minutes of contact. Wear a face covering when it's hard to stay away from people indoors.	1	4	4	All staff	18/03/2021
Close contact with infected person(s) on public transport	All staff		3	4	12	Use of public transport to be avoided wherever possible, use face coverings and travel outside peak times.	1	4	4	All staff	
Close contact within company vehicles	All staff		4	3	12	Vehicle sharing is permitted but in order to mitigate risks, travel partners should be fixed for as long as possible, passengers should increase ventilation by opening windows, should sit side by side rather than face to face and should wear face coverings.	2	3	6	All staff	
Staff coming to work when they should be self-isolating	All staff		4	3	12	Self-isolation procedures repeatedly issued to all staff via People. Procedures are set out in Coronavirus Procedure V5 (Nov-20).	1	3	3	All staff	
Staff may suddenly need to self-isolate at home with little warning	All staff		3	3	9	Most office staff already working from home, so if well enough to continue working, this will be possible. We ensure there is cover on all processes wherever possible as detailed in our Business Continuity Procedure.	3	1	3	All staff	
Mental health and wellbeing	All staff		3	4	12	Enable people to stay connected while working from home and on furlough with messaging groups, video and voice calls and monthly newsletters. Provide information on financial assistance such as furlough, SSP and self-employed schemes. Signpost staff where to get help if needed.	2	4	8	All staff	
For engineers working on client sites (indoors and outdoors)											
Site procedures set by others may be inadequate	Engineers Apprentices		4	3	12	Contracts Managers to ensure each site provides our staff adequate protection measures in accordance with guidance set out in Coronavirus Procedure V5.	1	3	3	Contracts Managers	
Virus present on surfaces and clothing	Engineers Apprentices		3	4	12	We expect all staff to observe a heightened level of personal hygiene and to follow the hygiene rules listed above. Sanitiser gel is issued to engineers for use on site if unable to use handwashing facilities. Working materials, such as iPads, testers and tools should be assigned to an individual and not shared where possible.	1	4	4	Engineers Apprentices	

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Lack of social distancing on site	Engineers Apprentices		4	3	12	Engineers must maintain social distancing in the workplace wherever possible. Where the social distancing guidelines cannot be followed in full in relation to a particular activity, we will consider whether that activity needs to continue for the business to operate, and, if so, will take all the mitigating actions possible to reduce the risk of transmission for our engineers. Examples of mitigating actions are listed in Coronavirus Procedure V5.	1	3	3	Engineers Apprentices	18/03/2021
Lack of hygiene measures on site	Engineers Apprentices		4	3	12	Additional handwashing facilities can be provided, with either paper towels or electrical dryers, particularly on large sites or where there are significant numbers of personnel on site. Hand sanitisers should be provided in multiple locations in addition to washrooms. All work areas, hand tools, controls, machinery and equipment should be sanitised after use, including parts of shared equipment touched regularly.	1	3	3	Engineers Apprentices	
Close contact during meetings and toolbox talks	Engineers Apprentices Contracts Managers		3	3	9	Toolbox talks and meetings should be held outdoors or in well-ventilated rooms whenever possible or remotely using People HR software.	1	3	3	Engineers Apprentices Contracts Managers	
For engineers working in other people's homes											
Procedures for working on other people's homes set by others may be inadequate	Engineers Apprentices		4	3	12	Contracts Managers to ensure arrangements in place provide our staff adequate protection measures in accordance with guidance set out in Coronavirus Procedure V5.	1	3	3	Contracts Managers	
Virus present on surfaces and clothing	Engineers Apprentices		3	4	12	We expect all staff to observe a heightened level of personal hygiene and to follow the hygiene rules listed above. Sanitiser gel is issued to engineers for use on site if unable to use handwashing facilities. Working materials, such as iPads, testers and tools should be assigned to an individual and not shared where possible.	1	4	4	Engineers Apprentices	
Unexpected cancellations	Engineers Apprentices		3	4	12	We advise our operational procedures described below to households to discuss whether or not we can attend and if so, how the work will be carried out to minimise risk for all parties.	1	4	4	Bookings team	
Entering a home where the residents are self-isolating	Engineers Apprentices Residents		3	4	12	Before entering the property the engineer(s) run through a checklist with the household to ensure it is safe to enter the house and complete the works.	1	4	4	Engineers Apprentices	
Lack of social distancing within the home	Engineers Apprentices Residents		3	4	12	Social distancing is to be maintained by confining residents to one space within the dwelling for the duration of works, away from the engineers where practicable. Where engineers are working in teams, they should stay two metres apart whenever possible, use their own tools and equipment and set up drop-off points where required instead of passing directly between them.	1	4	4	Engineers Apprentices	18/03/2021
Lack of hygiene measures within the home	Engineers Apprentices Residents		4	3	12	Internal doors should be left open and windows opened to increase ventilation where possible. Engineers and residents to follow hygiene guidelines as detailed above. Engineers should clean objects and surfaces they have touched using regular cleaning products to reduce the risk of passing an infection on to other people.	1	3	3	Engineers Apprentices	
Cross contamination between homes	Engineers Apprentices Residents		3	4	12	Engineers should wipe down the tester, tools and iPad used in the property once outside. Any waste (including used tissues, shoe covers etc.) should be bagged and stored in the vehicle before using hand sanitiser and moving to the next property.	1	4	4	Engineers Apprentices	
For office staff											
Working at home	Office staff		2	3	6	All home workers should complete a DSE assessment to ensure their environment does not introduce new hazards. Homeworking procedure issued to relevant staff. Use Teams to keep in contact with office based staff and other homeworkers.	1	3	3		

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Lone working	Office staff		4	4	16	Six office workers permanently office based. Homeworkers may be lone working. Regular check-in on Teams.	2	4	8	Office staff	18/03/2021
Virus present on surfaces within the office	Office staff		3	3	9	Frequently touched surfaces to be cleaned twice daily. Office to be professionally cleaned once a week following consultation with those working. Workstation sharing and use of keypads should be avoided where possible.	1	3	3		
Visitors could pass on the virus if infected	Office staff		3	3	9	External visitors are to be discouraged wherever possible.	1	3	3		
Air conditioning spreading the virus around the office	Office staff		3	3	9	Air conditioning used to maintain ventilation. Serviced in accordance with accepted standards.	1	4	4		
Social distancing within the office	Office staff		3	3	9	A message group has been set up on Teams to minimise numbers in the office at any one time to ensure everyone can remain two metres apart. Only one person to use kitchen at a time.	1	3	3		
Social distancing within the stores	Contracts Managers		3	3	9	Engineers to wait in rear lobby for materials to be served. Engineers should load their allocated vehicle. Deliveries should be dropped off in the lobby and then received and re-stocked by only one person where safe to do so.	1	3	3		
Virus could be spread through close contact in meetings	Office staff		4	3	12	Meetings are held via Teams or face to face staying two metres apart, seated outside where practicable.	1	4	4		

NEGLIGIBLE No further action, ensure controls are maintained	ADEQUATE Look to improve at next review	TOLERABLE Look to improve within specified timescale	UNACCEPTABLE Stop activity and make immediate improvements	ERROR Risk factor cannot be less than 1	<table border="1"> <tr> <th colspan="2">Mean Risk Factor</th> </tr> <tr> <td>11</td> <td>Initial Risk</td> </tr> <tr> <td>4</td> <td>Residual Risk</td> </tr> </table>	Mean Risk Factor		11	Initial Risk	4	Residual Risk
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4	Residual Risk										

Prepared by: Rachel Richards
 Job Title: Managing Director
 Date prepared: 18/03/2021
 Date for review: 18/06/2021