



## Risk Assessment - COVID -19

Risk assessment - topic/area covered	
Location(s):	Prevention of exposure to COVID -19 virus
Department/staff:	All Engineers and staff on premises
Tasks/activities:	All production and Engineer tasks on vehicles and premises
Other information:	Risk assessment to be updated in accordance with the latest government guidance

Risk assessment sign off					
Prepared by:	G J Fisher	Signature:		Date:	12/05/2020
Reviewed by:		Signature:		Date:	
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks

Distribution schedule				
Registered number	Issue number	Date	Name	Designation

Risk matrix								
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
	Severity (S)							
Acceptability of risk guidance	<b>High risk: 15-25</b>		High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.					
	<b>Medium risk: 8-12</b>		Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.					
	<b>Low risk: 1-6</b>		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.					
Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> <li>1. Identify the persons at risk and the significant hazards.</li> <li>2. Calculate an initial RR for the activity.</li> <li>3. Identify risk control measures that reduce the risks to an acceptable level.</li> <li>4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings.</li> </ol>							
<b>Note.</b> Ideally, you should look to reduce the risks so that the task can be classified as “low risk”.								

Personal protective equipment (PPE) assessment								
In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:								
Type of PPE:								
	Head (BS EN 397)	Foot (BS EN 345-1)	Eye (BS EN 165:2005)	Hand (BS EN 420:2003)	Hearing (EN 352-1)	High-visibility vest (BS EN 471)	Face Mask	Fall arrest (BS EN 361)
			X	X			X	
Additional requirements (list here):	Guidance on self-isolation found via the Government website.							
<b>Note.</b> PPE must only be considered as, when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
Controlling the spread of COVID-19	Employees, client, public	Persons being exposed to the bioaerosol and contracting and spreading COVID-19	5	3	15	<ul style="list-style-type: none"> <li>• Anyone who meets one of the following criteria must follow the Governments guidance on Self Isolation:               <ul style="list-style-type: none"> <li>○ Has a high temperature or a new persistent cough?</li> <li>○ Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)?</li> <li>○ Is living with someone in self-isolation or a vulnerable person.</li> </ul> </li> </ul>	1	5	5
Working on the premises where persons are showing symptoms of the virus	Employees, client, public	Carrying out routine operations on the premises as a result of work activities	5	3	15	<p>The effected person should</p> <ul style="list-style-type: none"> <li>• Return home immediately</li> <li>• Avoid touching anything</li> <li>• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>• If the symptoms are too severe that the person is unable to get themselves home safely dial 999</li> </ul> <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p>	1	5	5
Travelling to site in order to carry out work operations	Employees, client, public	Catching and Spreading COVID 19	5	3	15	<ul style="list-style-type: none"> <li>• All engineers should travel alone using their company vehicle</li> </ul>	1	5	5

<b>Scheduling Work</b>	Employees, client, public	Catching / Spreading of the virus while access (or leaving) site in the confines of other persons	5	3	15	<ul style="list-style-type: none"> <li>The UKC engineer will work from a pre-defined schedule.</li> <li>The engineer will phone the centre manager or driver of the vehicle 2 weeks before his visit to arrange a date suitable to both parties.</li> </ul>	1	5	5
<b>Arriving on Site</b>	Employees, client, public	Catching / Spreading the virus while using site welfare facilities	5	3	15	<ul style="list-style-type: none"> <li>The engineer will arrive on site at the agreed date and time.</li> <li>A dedicated parking space will need to be made available for UKC engineers to work from.</li> </ul>	1	5	5
<b>Before Commencing Work</b>	Employees, client, public	Catching / Spreading Continued	5	3	15	<ul style="list-style-type: none"> <li>If the engineer is attending a vehicle, the driver will clean the keys and leave them on the driver seat. He will then retreat to a safe distance so our engineer can continue work on his vehicle.</li> <li>If the engineer is attending a Centre, he will phone the manger. The manager will advise our engineer where to park (dedicated parking space) at a safe distance from other employees and customers.</li> </ul>	1	5	5
<b>PPE</b>	Employees, client, public	Catching / Spreading the virus while using site welfare facilities	5	3	15	<ul style="list-style-type: none"> <li>The UKC engineer will equip himself with the appropriate PPE.</li> <li>Latex Glover</li> <li>Face Mask</li> <li>Safety Glasses</li> <li>Hands should be washed regularly using on-site facilities and waterless hand cleaner should be used if there are no facilities available.</li> </ul>	1	5	5

<b>Commencing Work at a Centre</b>	Employees, client, public	Catching / Spreading the virus while using site welfare facilities	5	3	15	<ul style="list-style-type: none"> <li>The manager will collect all the equipment and will place this at a safe distance for our engineer to collect and calibrate.</li> <li>CP7 equipment must be wheeled outside the premises and placed at a safe distance from other workers for the engineer to complete his check.</li> </ul>	1	5	5
<b>Commencing Work on a Vehicle</b>	Employees, client, public	Catching / Spreading the virus while using site welfare facilities	5	3	15	<ul style="list-style-type: none"> <li>The Engineer will enter the rear of the vehicle alone and carry out the required task and scheduled work.</li> </ul>	1	5	5
<b>Completion of Work</b>	Employees, client, public	Catching / Spreading the virus while using site welfare facilities	5	3	15	<ul style="list-style-type: none"> <li>Once our engineer has completed the work, he will in the case of a vehicle, clean the keys and place on the seat of the vehicle and indicate to the driver that it is safe for him to return. If it is a Centre, he will indicate to the manager that the work has been completed and he can return to collect the equipment.</li> </ul>	1	5	5
<b>Job Sheets and Certification</b>	Employees, client, public	Catching / Spreading the virus while using site welfare facilities	5	3	15	<ul style="list-style-type: none"> <li>The engineer will ask for the name of the person, either the Manager or Van driver, this will be printed on his job sheet and left with the keys of calibrated equipment.</li> <li>The engineer will upload the certificate using his PDA which will then be available on the UKC website.</li> </ul>	1	5	5