

Southern Electrical Services Limited	RISK ASSESSMENT RECORD SHEET		Reference	RA – Covid 19
			Revision	A-02
			Creation Date	26-03-20
			Review Date	13-03-22
Activity	Works in Occupied Premises – Protection against COVID19			
Work Location	Site wide			
Risk Rating	Medium After Controls			
Person Completing Risk Assessment	ProRisk Safety Management Ltd	Position	Safety Consultants	
Foreseeable Hazards (tick)				
Fire	Eye injury	Failure of lifting equipment		
Contact with moving machinery	Foot injury	Unintentional release of a substance ✓		
Entanglement	Head injury	Contact with a hazardous substance ✓		
Crushing / Impalement	Slips / trips	Noise		
Strangulation / Drawn into machinery	Contact with localised plant	Collapse of a structure		
Trapping / nipping	Falls of personnel	Manual Handling		
Burn / scalds	Falls of Materials	Electrocution		
Potential Persons and issues Affected after Consultation with Management & Workforce (tick) and delete accordingly				
Operatives	✓	Contractors	✓	
Public	✓	Young Persons (specific assessment also required)	✓	
Human Factors (interference, lack of understanding)	✓	Storage issues / limits, risk of spills / unstable loads		
External Forces (Weather, local conditions)		Potential to have an effect on / beyond the workplace	✓	
Initial Risk Rating (without any control measures)				
Severity Rating (A)	Exposure Rating (B)		Exposure Probability Rating (C)	
Multiple Fatality	5	1 Person	1	Exposure unlikely to occur 1
Fatality	4	2 - 5 Persons	2	Exposure would rarely occur 2
Major Injury (Hospitalisation)	3	6 - 20 Persons	3	Exposure likely to occur 3
Reportable Injury	2	21 - 100 Persons	4	Exposure occurs regularly 4
Minor Injury	1	101+ Persons	5	Exposure certain to occur 5
Risk Rating Calculation	Risk = A X (B + C) =		28	
Low Risk = 2-15	Medium Risk = 16-25		High Risk = 26-50	
Where risk levels are substantial or high, additional controls must be introduced to reduce the risk to the lowest level practicable				
Work Description (including location)				
<p>This document is written based on advice from Public Health England, ACAS and the NHS on the Covid 19 virus and methods of protection available. It should be reviewed as advice changes based on increased knowledge from research. It is also written on the assumption that the virus may still be present within the populace and that there is still a chance of reinfection.</p> <p>In addition to this risk assessment, each operative is to complete their own assessment prior to entering any building. Should they be in any doubt as to whether they should enter, then DO NOT ENTER the building and refer to the office for further instruction.</p>				
Generic / Existing Controls				
<p>Anyone who meets one of the following criteria should not come to work and shall report situation to Gary/Helene immediately::</p> <ul style="list-style-type: none"> • Has a high temperature or a new persistent cough or any of the known potential symptoms - follow the guidance on self-isolation • Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant) • Is living with someone in self-isolation or a vulnerable person. 				

Work carried out in people's homes

Work carried out in people's homes, for example by tradespeople carrying out repairs and maintenance, can continue, provided that the tradesperson is well and has no symptoms. Again, it will be important to ensure that Public Health England guidelines, including maintaining a two-metre distance from any household occupants, are followed to ensure everyone's safety.

No work should be carried out in any household which is isolating or where an individual is being shielded and this is to be established at the point of appointment booking, unless it is to remedy a direct risk to the safety of the household, such as emergency electrical repairs, and where the tradesperson is willing to do so. In such cases, Public Health England can provide advice to tradespeople and households.

No work should be carried out by a tradesperson who has coronavirus symptoms, however mild.

Operatives responsibilities

- Operatives are not to return to work after exhibiting symptoms until they have been symptom free for 7 days
- Any operative who begins to feel unwell should not attend site until they have been checked by a doctor and confirmed not to have the virus and then not to return to work until symptom free for 7 days as above.
- Operatives are to maintain 2m separation at all times (or if not possible, 1 x metre + masks) – individuals to drive themselves to and from the workplace, if possible – this is preferential to the use of public transport. If PT must be used please follow the TFL (or similar) regulations
- To maintain good standards of personal hygiene
 - Wash hands regularly for at least 30 seconds (before eating, after bathroom breaks, before smoking)
 - To block all coughs and sneezes with a disposable tissue and, where this is not done, to clean surfaces in the area to remove contamination.

Avoid Close Working

There will be situations where it is not possible or safe for workers to distance themselves from each other or the public by 2 metres.

General Principles

- Non-essential physical work that requires close contact between workers should not be carried out
- Work requiring skin to skin contact should not be carried out
- Plan all other work to minimise contact between workers
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of responsibly so that it cannot be reused
- Stairs should be used in preference to lifts or hoists

Within Occupied Premises

Works can be completed within occupied premises provided the safe distancing is possible, all/any contact surfaces (eg. Switches, call points, MCB's, fire panels, door intercoms, keypads, etc) are cleaned **prior** to contact and **after** contact and PPE equipment is used.

General Principles

- When collecting keys for access or materials required, try to limit number of visits per day to the office, Look ahead at your day in good time and request all/any possible equipment is got ready for you at the office and placed in a position where you can take them at a safe distance (Office staff will be spraying/cleaning the equipment with disinfectant but you should also use disposable gloves, wipes, etc.) No staff will be in the office before 8AM, so collect what you need for the day before this time.
- Use hand sanitizer before entering a property and after leaving. Keep your van clean and tidy and PPE equipment in good order and easily accessible. Used PPE to be placed in a separate bag for safe disposal at the end of each day.
- When working in occupied residential premises, **politely** ask the residents to wait in another room whilst you complete your works
- No signatures are required by the customers at this time – record your details on the job sheets accurately and in the place of the customers signature write COVID19
- Use PPE provided – shoe covers, gloves, hand sanitizer, cleaning wipes, as appropriate
- Clean uniform to be worn daily – if more uniform is required please inform the office

General Approach

Office Facilities

It is possible to work in the existing office facilities and comply with the safe distancing guidelines provided the following procedures are adhered to

Maximum 4 x personnel in the office at any one time

- NO hot desking – if access to another persons desk/PC is absolutely necessary, wipe everything down before and after use
- Shared facilities (toilet, kitchen areas) to be cleaned (as below) after each use
- Visitors to the office are required to wear masks and a notice has been put on the door to confirm this
- Office to be kept well ventilated – suggest kitchen window and upstairs windows/door left open as much as possible – this will become more difficult in the winter months but perhaps a good airing at the end of each day
- Visits to the office by engineers must be kept to an absolute minimum – preferably before 8.30AM. If it is necessary to call in during the day, masks MUST be worn (office staff will not be wearing masks, as they are not popping in and out of people's houses, sites every day). Hand sanitizer has been placed in very obvious positions and must be used on arrival and before you leave. If WC facilities are used, please wipe down all surfaces with the provided wipes.

Hand Washing

- Ensure the provision of additional hand washing products are supplied to each operative entering occupied premises.
- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable

Toilet Facilities

- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush

Cleaning - office

Enhanced cleaning procedures should be in place within the company office, including:

Taps and washing facilities
Toilet flush and seats
Door handles and push plates
Handrails on staircases and corridors
Food preparation and eating surfaces
Telephone equipment
Keyboards, photocopiers and other office equipment

In the office, make it your responsibility to wipe down all/any surfaces you may come into contact with – BEFORE & AFTER contact

Risk Reduction Rating (after controls introduced)

Severity Rating (A)	4	Exposure Rating (B)	2	Exposure Probability Rating (C)	3
Risk Rating Calculation	Risk = A X (B + C) = 24				
Low Risk = 2-15	Medium Risk = 16-25	High Risk = 26-50			

Monitoring Arrangements

- Management to ensure compliance with this assessment
- Safety advisor to check compliance during monitoring visits

Supervisor Checks

- Ensure operatives can / are able to maintain distancing

Ensure working and welfare areas are being cleaned regularly to a high standard















Operatives are maintaining distancing and good hygiene.

Information, Instruction and Training

Operatives are familiar with the contents of this assessment

PHE advice posters to be placed in the site office and welfare areas

Personal Protective Equipment (last resort)

													
x	X	x							x			x	

Additional notes on PPE

Item	Standard	Grade	Task
• Gloves	BS/EN 420	Light duty	Site Mandatory
• Face Mask	BS/EN 149	FFP 3	Where Practicable
• Shoe Covers			
• Hand Sanitizer			

Risk Assessment Review

Additional Site Specific Controls to Reduce Risk