

COVID 19 - (Service Engineers)

Assessed by	Danny Morgan
Assessment date	24/03/2020
Created by	Danny Morgan
Assigned Reviewer	Danny Morgan
Next Review date	07/09/2020

Company	KEE Services Ltd
Location	Services Customer`s Premises
Department	Service and Maintenance

Description of work area and/or process activity

Risk assessment highlighting the controls required for engineers visiting tenants homes or care homes where there is the potential for persons to be self -isolating, this includes any travelling involved.
Control measures for colleagues who may need to attend sites.
Following the Department for Business, Energy and Industrial Strategy (BEIS), Public Health England (PHE) and Health and Safety Executive (HSE) guidelines in relation to carrying out work related tasks during the COVID-19 pandemic.

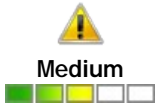
Persons affected that were identified

Engineers x 18

Hazard Information

Access / Egress

Current Rating



Description and/or cause of the hazard identified

Access to plant located at tenants/owners properties with person(s) who may, or may not be self-isolating.
Contracting Coronavirus/COVID 19.
Transport to any premises.
Carrying out required tasks
Access to head office

Measures Currently in place to prevent risk of injury




When appointments are being made with clients/customers the question of whether someone is self-isolating MUST be asked.
As a general rule the plant is away from clients or customers so engineers need not come into contact.
If specific access to the plant is required this can be arranged when the initial appointment is made. Gates can be unlocked etc. If there is a requirement for an engineer to enter a premises a call must be made to the tenant/owner asking them to ventilate the area that needs to be accessed and ask them to open a door to the required area. If the person(s) are self-isolating you must ask them to isolate themselves in another room.
Ask them to keep their phones with them, then if contact needs to be made a call can be made.
If tenants/owners are not self-isolating engineers will be OK to carry out the visit. as long as good personal hygiene practices are followed (washing hands with soap and water prior to and after the visit). Social distancing (2 m apart) must be kept at all times. A dynamic risk assessment can then be made.
Engineers undertaking two man work should attend site in separate vans, unless:
The distances travelled are such that it would be safer to share the driving;
Both engineers are happy to travel together, having declared they are showing no COVID symptoms.
This will be assessed on a case by case basis and at the discretion of the Operations Director.
No engineer is allowed to enter the office area at head office unless there is a specific reason that they are required to do so. On entering the building they should complete the declaration form stating they are not exhibiting any COVID symptoms.






No Remedial Actions Entered

No Remedial Actions have been added to this hazard.




Confined Spaces

Current Rating  Medium 	Description and/or cause of the hazard identified
	<p>Engineers may be required to carry out tasks in a confined space. This can only be carried out by two engineers due to emergency procedures that are in place.</p>
	Measures Currently in place to prevent risk of injury
	<p>Confined space entry training is carried out externally by all engineers who may be required to carry out confined space entry. Social distancing must take place, where a 2 m distance cannot be kept the standard PPE (gloves, mask etc.) for the task must be worn. Prior to, and after carrying out any task good hygiene practices must be followed at all times. Government guidelines state` additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in the workplace` .</p>
	 No Remedial Actions Entered No Remedial Actions have been added to this hazard.




Electricity

Current Rating  Medium 	Description and/or cause of the hazard identified
	<p>There may be a need to isolate the electrical supply to the plant to carry out the required tasks. This could bring engineers into contact with persons who may/may not be self-isolating if the electrical isolation is within the property.</p>
	Measures Currently in place to prevent risk of injury
	<p>When the initial appointment is made the question of self-isolating must be asked. If the answer is positive then a call 30 minutes before the visit must be made to the tenant/owner asking them to open a window to ventilate the required area. Ask them to open a door to enable access the area where the electrical supply is located. Ask the tenant/owner to keep their phone with them in case contact needs to be made. Follow good hygiene practices prior to, and after carrying out the required task. If the tenant/owner is not self-isolating then a social distance of 2 m must be kept.</p>
	 No Remedial Actions Entered No Remedial Actions have been added to this hazard.




Human Factors

Current Rating  Medium 	Description and/or cause of the hazard identified
	<p>General protective measures and control details to protect and limit COVID 19/Coronavirus spread. Relying on employees to be honest in reporting symptoms of themselves or others they come into close contact with.</p>
	Measures Currently in place to prevent risk of injury
	<p>An on-line company health assessment is in place which all employees complete every three days, this is checked daily by the H&S Officer. Any person showing symptoms, are in close contact with persons who show symptoms or have had COVID 19 are required to get tested, if a positive test comes back then they must self-isolate in line with Public Health England guidelines. No one is allowed to carry out any working activities. Regularly wash your hands with soap and water for at least 20 seconds in line with Public Health England guidelines. Washing facilities are available on all vehicles. Always use hand sanitizer if soap and water is not available. If you are going to cough or sneeze always cover your mouth and nose with a tissue or your sleeve (not your hands), put used tissues in the bin straight away and wash your hands afterwards. Do not touch your eyes, nose or mouth. CATCH IT, BIN IT, KILL IT.</p>
	 No Remedial Actions Entered No Remedial Actions have been added to this hazard.




Lone Working

Current Rating  Medium 	Description and/or cause of the hazard identified
	If an engineer starts to feel unwell during their working day and starts to show symptoms of COVID-19 they are required to self-isolate as per the government guidance.
	Measures Currently in place to prevent risk of injury
	A call must be made to the office to let someone know the situation. The normal absence procedure should be carried out. The company COVID-19 assessment must still be completed every three days if possible.
 No Remedial Actions Entered No Remedial Actions have been added to this hazard.	




Other (See: Hazard Details)

Current Rating  Medium 	Description and/or cause of the hazard identified
	Requirements for self-isolation Control details for general action to protect and limit COVID 19/Coronavirus spread.
	Measures Currently in place to prevent risk of injury
	If you are showing COVID-19 symptoms you are advised to get tested, if a positive test comes back then you will be required to self-isolate in line with Government guidance. If someone in your household is showing symptoms of COVID-19, again, you are advised to get tested in line with government guidance, even if you show NO symptoms. You should follow the normal absence reporting procedures. The company COVID-19 assessment should still be completed every three days. The above advice will be under continuous review through the COVID 19 guidance for households with possible Coronavirus infection.
 No Remedial Actions Entered No Remedial Actions have been added to this hazard.	




Biological

Current Rating  Medium 	Description and/or cause of the hazard identified
	COVID 19 spreading through sewage systems.
	Measures Currently in place to prevent risk of injury
	At this moment in time the transmission of COVIT 19 through sewage systems is very low. Engineers should use standard practices, practice good hygiene and wear the prescribed PPE for the tasks being carried out. This information has been obtained from: https://www.cdc.gov/coronavirus/2019-ncov/php/water.html
 No Remedial Actions Entered No Remedial Actions have been added to this hazard.	


Other (See: Hazard Details)

Current Rating  Medium 	Description and/or cause of the hazard identified
	<p>Employees having to attend sites that require persons outside the company to be present: Safety of employees and others who they may come into contact with whilst carrying out their required duties.</p> <p>On the back of the Government relaxing the restrictions allowing members of the public to access certain sites of interest the infection rate has the potential to grow.</p>
	Measures Currently in place to prevent risk of injury
	<p>Prior to anyone attending a site a call must be made to contractors to re-assure them that to the best of the company's knowledge none of our employees have COVID 19. The company will also need an assurance from the contractor that their employee(s) who are sent to site are COVID 19 free.</p> <p>Whilst on site social distancing must be maintained at all times.</p> <p>Good hygiene practices must be followed before and after attending any site.</p> <p>If a person shows symptoms of COVID 19 whilst on site they must stop all tasks and notify all other persons who they have been in contact with on site. They must then make their way home and self-isolate. Contact with head office must be made.</p> <p>Where members of the public are allowed to access sites of interest a call must be made to the site to ensure that there will be adequate social distancing to enable the engineer to carry out their required tasks. If this is not possible then all tasks must be assessed as to the severity and likelihood of contagions. If the risk is high the tasks will be postponed until the site has reduced the risk. At all times the engineer must be in contact with head office..</p>
	 No Remedial Actions Entered No Remedial Actions have been added to this hazard.

Stress

Current Rating  Medium 	Description and/or cause of the hazard identified
	<p>It is recognized that during this testing time persons can become greatly affected by personal and work related issues regarding the COVID-19 pandemic,</p>
	Measures Currently in place to prevent risk of injury
	<p>Employees are encouraged to speak to their managers who may be able to help or re-assure them. If this is not the case then the government and NHS have guidance and helplines available at:</p> <p>www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines</p> <p>Employees are encouraged to use these means at their disposal</p>
	 No Remedial Actions Entered No Remedial Actions have been added to this hazard.

Other (See: Hazard Details)

Current Rating  Medium 	Description and/or cause of the hazard identified
	<p>Government guidance states that where possible people should work from home to reduce/eliminate the spread of COVID 19.</p>
	Measures Currently in place to prevent risk of injury
	<p>Due to the nature of the business this is not possible as all engineers are required to visit customer sites, these include, hospitals, schools and care homes to carry out planned preventative maintenance on waste water treatment plants.</p> <p>Engineers are predominantly lone working and use company vehicles.</p>
	 No Remedial Actions Entered No Remedial Actions have been added to this hazard.



Overall Current Risk

MEDIUM RISK



Photo Gallery

NOTICE

There are currently no photographs associated with the assessment.

Record Notes / History



This risk assessment runs in line with all other service engineer task related risk assessments. The tasks being carried out must always be carried out as per assessment with the COVID risks taken on board.

Added by Danny Morgan on 13/05/2020 08:44:35



This assessment is reviewed at least weekly due to things constantly changing with government guidelines.

Added by Danny Morgan on 06/05/2020 13:44:00