

RISK ASSESSMENT

Area: Remote workers (Engineers/Operatives)	15-25 = HIGH RISK	People affected / at risk of being harmed: Operatives and persons working close by	LIQUIDLINE®
Completed by: Sophie Dyer	5 -14 = MEDIUM RISK		
Date: May 2020 Ref: LL32	1 – 4 = LOW RISK		

No	Hazards	Possible Affects / Harm	Pre-Control Risk Rating			Required Controls	Post Control Risk Rating		
			S	L	R		S	L	R
1	Infectious diseases Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal	Employee and others infection leading to illness Business Continuity, Loss of business / production. <ul style="list-style-type: none"> Cross contamination. Financial impact. Future of company. Future of current employee status.	5	4	20	Ensure that the organisation complies with its duty to provide a safe and healthy workplace/working conditions for staff in the workplace during the pandemic by: <ul style="list-style-type: none"> Circulating “COVID Secure” coronavirus policies and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe. Requiring staff to practice effective social distancing while in and around the workplace, while travelling to work and in all work business. Managers should pass on and reinforce key Government public health messages to all staff: <ul style="list-style-type: none"> Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it) Put used tissues in the bin straight away wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available) Avoid close contact with people who are unwell Clean and disinfect frequently touched objects and surfaces Do not touch face, eyes, nose or mouth if hands are not clean. Symptoms of Covid 19 <ul style="list-style-type: none"> Employees who suspect they may be unwell are required to stay away from work and follow the government self-isolation procedures and company sickness absence reporting procedures. Employees will be reminded of self-isolation requirements if they or a member of their family display any Covid 19 symptoms. 	5	2	10

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1	<p>Infectious diseases</p> <p>Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal</p>	<p>Employee and others infection leading to illness</p> <p>Business Continuity, Loss of business / production.</p> <ul style="list-style-type: none"> • Cross contamination. • Financial impact. • Future of company. <p>Future of current employee status.</p>	5	4	20	<ul style="list-style-type: none"> • Clinically Vulnerable and Vulnerable employees will be identified with individual risk assessments completed. • If advised that an employee or employee has developed Covid-19 and were recently on our premises (including where an employee has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/ <p>Hygiene/Cleaning/PPE</p> <ul style="list-style-type: none"> • Wearing a face covering is optional and is not required by law. If employees choose to wear one it is important, they are used properly and do not replace other measures put in place. • It is important that face coverings are used properly and hands before putting them on and taking them off. • Each engineer/operative is to be supplied with a sanitising kit containing, sanitisation solution, disposable gloves, and hygiene roll. • Equipment/ tools must not be shared e.g. pens etc. • Vehicles are to be cleaned internally on a frequent basis. Waste and belongings are to be removed from the vehicle at the end of each shift. • Sufficient quantities of hand sanitiser / wipes are to be kept within vehicles to enable engineers/operatives to clean hands after each job they attend. Employees are encouraged to wash hands before entering their vehicle, client premises and frequently throughout the working day. • Frequently touched objects are to be cleaned often, such as door handles, fuel pumps and vehicle keys. • Clothing to be washed on a regular basis. <p>Returning to work</p> <ul style="list-style-type: none"> • There will be clear, consistent and regular communication with employees to help improve understanding and consistency of ways of working • Communication and training material to be produced for workers prior to them returning to the office so they are aware of the new procedures. 	5	2	10
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- Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.

Social Distancing

- 2m social distancing is to be maintained wherever possible, including while arrival and departure from site.
- Ahead of attending client sites, procedures to be requested and reviewed. These will be communicated with the relevant employee prior to their shift.
- Communicate with clients to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.
- Where possible and safe, having single workers load or unload vehicles.
- When delivering products employees are to take a photograph through the Eagle app to replace the need for a signature.
- Ensuring delivery and receipt confirmation can be made contactless and avoiding physical contact when handing goods over to the customer.

Mental Health

- Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Information made available on WoW Lounge with active promotion of its
- Regular communication of mental health information and open-door policy for those who need additional support.

Monitoring

- We will regularly review this risk assessment and update where necessary.
- We will listen to feedback from employees on suggestions and concerns and modify plans as needed.
- A monitoring record should be kept helping the company review procedures post pandemic.

I HAVE READ AND UNDERSTOOD THIS RISK ASSESSMENT AND WILL SIGN THE SHEET TO INDICATE MY AGREEMENT