

Offsite & Service Engineering Team Activities

Contents

WG2020-2-C19 – Coronavirus Pandemic

Note: this risk assessment follows the format set out in the UK Government document: Working safely during Covid-19 in or from a vehicle. Version 10.1 published 15.10.2020

Likelihood (L)		Severity (S)	
1	Almost impossible	1	Low -Causing a minor injury. Cuts or bruising
2	Improbable/ not very likely to happen	2	Medium – Absence from work for less than 3 days/strain and sprain
3	Possible/could happen	3	Major – Absence from work for more than 3 days/ fractures, burns etc
4	Very likely/would not be surprised	4	High – Long term absence from work/slipped disc
5	Inevitable/certain to happen	5	Fatality
Total Score		Risk Category	
1-5 (Low)		Considered tolerable risk, normal day to day activity	
6-10 (Mid)		Risk is to be controlled as far as is reasonably practicable by completion of risk assessment & method statement	
11-20 (High)		Hazard must be avoided or the level of risk reduced significantly by control measures & safe systems of work	
21-25 (V.High)		Advice should be obtained from the Supervisor/.Manager/Safety Services before proceeding with the task.	

Health and Safety Risk Assessment – Covid-19 Secure

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Offsite & Service Engineering Team Activities

Assessment Number		Assessment Date		Location			Assessor			Review Date		
WG2020-2 C-19		27 th May 2020		Offsite & Service Engineering Team Activities			Vlad Marosin			May 2021		
Review Date: Review Type: Routine /Accident/Change of process/Personnel Review Findings: N/A												
If new assessment was carried out state reference number: N/A Signature of Person Carrying out this Review:												
Activity/Item/Area	Hazard	Risk	Persons at Risk	S	L	R	Existing Control Measures	S	L	R	Control Measures required	Actioned by whom
1.1 Managing Risk	Transmission of Covid-19 through people unduly raising their voices to each other.	Serious illness / fatality	<ul style="list-style-type: none">Anyone on site visitedOnwards transmission to others	5	3	15	<ul style="list-style-type: none">All employees notified that there are risks associated with unduly raising voices. Background noise will be minimised wherever practical.	5	2	10		Management and H&S Teams
	Transmission of Covid-19 through not complying with restrictions associated with heightened Local Covid Alert Levels	Serious illness / fatality	<ul style="list-style-type: none">Work colleaguesSite visitorsOnwards transmission to others	5	3	15	Work related visits to areas with Very High Alert Levels are subject to restrictions, including limits on the number of days per weeks when such visits can occur, and no overnight stays.	5	2	10		
2.1 Who should go to work – protecting people at higher risk	Transmission of Covid-19 to someone who is clinically extremely vulnerable to Covid-19 who has been medically advised not to	Serious illness / fatality	<ul style="list-style-type: none">Anyone who has received a letter telling them they are in this group or have been told by their GP.	5	2	10	<ul style="list-style-type: none">All employees notified via Covid-19 policy to follow government guidance to stay at home where medically advised to do so, or where it is deemed by the company that the work done can be carried out at home.Embed additional Covid-19 vulnerability checks into recruitment process.	5	1	5		Management and H&S Teams

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	work outside the home		<ul style="list-style-type: none">Onwards transmission to others.			<ul style="list-style-type: none">Laptops, phones etc provided where required to enable working from home in an alternative job role where possible.All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities).Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetingsChecks to ensure we know staff within the “clinically extremely vulnerable” group.Anyone in this group has been self-isolating / shielding having been advised to stay at home and self-isolate during the pandemic peak. They may only return to work when government advice is that they can, given that the workplace is Covid-secure.						
	Transmission of Covid-19 to a clinically vulnerable individual	Serious illness / fatality	<ul style="list-style-type: none">Anyone who has a health condition listed in the government guidance as clinically vulnerable.	5	3	15	<ul style="list-style-type: none">Where clinically vulnerable individuals cannot work from home they will be offered the safest available roles enabling them to stay 2m away from others for as much of the time as practicable. Provision of means to mitigate the risk where 2m social distancing cannot be achieved have been implemented.	5	2	10	<ul style="list-style-type: none">Embed additional Covid-19 vulnerability checks into recruitment process	Management and H&S Teams

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			<ul style="list-style-type: none"> Onwards transmission to others. 				<ul style="list-style-type: none"> All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). Hygiene procedures are in place. Social distancing measures in place. Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings Checks done to ensure we know staff within the “clinically vulnerable” or at higher risk groups (updated to include BAME & older males). Carry out risk assessments based on work activities offsite. Where risks found to be unacceptable, work to resolve. In the meantime offer alternative (safer) role. 						
	Transmission of Covid-19 to a clinically vulnerable individual who falls within a group having protected characteristics (i.e. expectant mothers)	Serious illness / fatality	<ul style="list-style-type: none"> Anyone clinically vulnerable having a protected characteristic. Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> Where clinically vulnerable individuals having protected characteristics cannot work from home they will be offered the safest available roles enabling them to stay 2m away from others for as much of the time as practicable. Provision of means to mitigate the risk where 2m social distancing cannot be achieved have been implemented. Embed additional Covid-19 vulnerability checks into recruitment process 	5	2	10			Management and H&S Teams

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							<ul style="list-style-type: none"> • Checks to ensure we know staff within the “clinically vulnerable” having a protected characteristic group. • Carry out risk assessments based on work activities offsite. Where risks found to be unacceptable, work to resolve. In the meantime offer alternative (safer) role. If a safer role cannot be found – suspend on full pay. • Where suitable roles cannot be found clinically vulnerable individuals with protected characteristics are entitled to be suspended on full pay • All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). • Hygiene procedures are in place. Social distancing measures in place. • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings 					
	Transmission of Covid-19 to people who live with clinically extremely	Serious illness / fatality	<ul style="list-style-type: none"> • Anyone who lives someone who has received a 	5	3	15	<ul style="list-style-type: none"> • Where employees living with clinically extremely vulnerable individuals cannot work from home they will be offered the safest available roles enabling them to stay 	5	2	10	<ul style="list-style-type: none"> • Embed additional Covid-19 vulnerability checks into recruitment process 	Management and H&S Teams

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	vulnerable individuals		<p>letter telling them they are in this group or have been told by their GP.</p> <ul style="list-style-type: none"> Onwards transmission of virus to clinically extremely vulnerable person Onwards transmission to others 				<p>2m away from others for as much of the time as practicable. Provision of means to mitigate the risk where 2m social distancing cannot be achieved have been implemented.</p> <ul style="list-style-type: none"> All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). Checks to ensure we know staff within the “living with a clinically extremely vulnerable person” group. Carry out risk assessments based on work activities offsite. Where risks found to be unacceptable, work to resolve. In the meantime offer alternative (safer) role. Hygiene procedures are in place. Social distancing measures in place. Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings 					
2.2 Who should go to work – people who need to self-isolate	Risk of transmission of Covid-19 as a result of being at work when an individual should be self-isolating.	Serious illness / fatality	<ul style="list-style-type: none"> Anyone who has contact with this individual / contact with surfaces touched by 	5	3	15	<ul style="list-style-type: none"> All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, 	5	2	10		Management and H&S Teams

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	(having symptoms, living in a household with someone who has symptoms or been advised to self isolate by Test & Trace Service / app.)		this individual. • Onwards transmission to others				respiratory hygiene & social distancing as priorities). • All employees told that If they have symptoms prior to leaving for work, or have been contacted by Test & Trace Service / app telling them to self-isolate, they should stay at home, notifying company of reason for absence in line with current Covid-19 absence procedure • If an employee is contacted by the Test & Trace Service / app during the working day employees will inform management immediately and follow current Covid-19 procedures. • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings • Review symptoms list regularly and update notices and circulate information via email as necessary. (updates received from subscribing to GOV.UK site) • If symptoms develop during the working day employees must inform management immediately, return home to self isolate and follow current Covid-19 procedures – if this occurs customers to be informed of visits not completed and new dates scheduled.				
2.3 Who should go to work – equality in the workplace	Risk of transmission of Covid-19 as a	Serious illness / fatality	• Anyone with a	5	2	10	• Equal opportunities policy in place • Capability procedure in place • Grievance procedure in place	5	1	5	Management and H&S Teams

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	result of action / inaction due to discrimination against an individual / group		protected characteristic				<ul style="list-style-type: none"> Whistleblowing policy in place Covid-19 policy in place Risk assessments in place. Checks to ensure we know staff having a protected characteristic. Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings Embed checks for protected characteristics into recruitment process. 						
3.1 Social distancing at work – coming to work and leaving work	Transmission of Covid-19 as a result of a lack of social distancing when arriving at / leaving work	Serious illness / fatality	<ul style="list-style-type: none"> Anyone on site visited or in vehicle used to visit site. Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). All employees told that If they have symptoms prior to leaving for work, or have been contacted by Test & Trace Service / app telling them to self-isolate, they should stay at home, notifying company of reason for absence in line with current Covid-19 absence procedure Arrival and departure times vary from one service/customer/supplier visit to another Service Engineers, senior and field sales staff are allocated their own company vehicle. 	5	1	5			Management, and H&S Teams

							<ul style="list-style-type: none"> ● Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings ● Use of yard van for swap out installations / solid surface refurbishment; <ul style="list-style-type: none"> - Cleaning procedure in place - Social distancing (where more than one person travelling in vehicle) will be achieved via a safety screen fitted between passenger & driver. Until it arrives and is fitted (on order as of 03.06.2020) passenger & driver will wear face masks. - Single person or contactless refuelling will be used where possible. - 					
3.2 Social distancing at work – moving around buildings, worksites and destinations	Transmission of Covid-19 as a result of a lack of social distancing when moving around buildings, worksites and destinations.	Serious illness / fatality	<ul style="list-style-type: none"> ● Anyone on site visited ● Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> ● All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). ● Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings ● Employees will keep their distance from others when moving around buildings, worksites and destinations, maintaining 2m social distancing as much as possible. 	5	2	10		Management, and H&S Teams

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							<ul style="list-style-type: none">Enhanced PPE will be worn wherever social distancing cannot be achieved. Enhanced PPE kit is being provided to service team and employees working offsite, including face masks and face visors.					
3.3 Social distancing at work – in vehicles and at work	Transmission of Covid-19 as a result of a lack of social distancing in vehicles and at work	Serious illness / fatality	<ul style="list-style-type: none">Anyone on site visitedOnwards transmission to others	5	3	15	<ul style="list-style-type: none">All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities).RAMS and SSW updated to reflect the requirement to close facilities before starting work to ensure social distancing is maintained.Use of yard van for swap out installations / solid surface refurbishment;<ul style="list-style-type: none">Cleaning procedure in placeSocial distancing (where more than one person travelling in vehicle) will be achieved via a safety screen fitted between passenger & driver. Until it arrives and is fitted (on order as of 03.06.2020) passenger & driver will wear face masks.Single person or contactless refuelling will be used where possibleService Engineers, senior & field staff are allocated their own company	5	2	10	<ul style="list-style-type: none">Review of signage / barriers for use by Service Team to notify others at customers' site that facilities are shut.	Management, Production Supervision and H&S Teams

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vehicle. Sharing of vehicles will be avoided wherever feasible alternative arrangements can be made. Whenever vehicle sharing does occur PPE will be worn, and windows opened (weather permitting)..

- Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings

- All service visit customers will be informed that facilities will be closed during service visits to ensure social distancing is maintained whilst working at customers' site;

- For service visits to schools / retail outlets no escort will be requested - this remains under review and may be changed if service engineers encounter difficulties on site due to people trying to access facilities whilst closed for service activities to take place.

- For service visits to council run public toilets, and secure environments (MH hospitals, prisons, custody suites etc) customers will be asked to provide an escort to ensure closed facilities are not accessed whilst service activities are carried out.

- Each service vehicle has it's own set of tools.

- Employees will keep their distance from others, maintaining 2m social distancing as much as possible.

						<ul style="list-style-type: none"> Enhanced PPE will be worn wherever social distancing cannot be achieved. Enhanced PPE kit is being provided to service team, and employees working offsite, includes face masks and face visors. 						
3.4 Social distancing at work – carrying out deliveries or collections	Transmission of Covid-19 as a result of a lack of carrying out deliveries or collections	Serious illness / fatality	<ul style="list-style-type: none"> Anyone on site visited Onwards transmission to others 	5	2	10	<ul style="list-style-type: none"> Service engineers & employees work alone whenever safe & feasible (which is currently the majority of the time). Delivery / collections will be carried out whilst minimising contact with others wherever possible. Loading / unloading will be done by single employees wherever it is safe to do so. Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings Service Reports / Commissioning reports will be signed by Service Engineers on behalf of and in the presence of the customers. This is to avoid passing devices between people for signatures – passing of items is a known transmission path. 	5	2	10		Management and H&S Teams
3.5 Social distancing at work – accidents, security & other incidents	Transmission of Covid-19 as a result of a lack of social distancing when dealing	Serious illness / fatality	<ul style="list-style-type: none"> Anyone on site visited Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> All employees told to prioritise immediate risk to safety during incidents. In an emergency, for example, an accident, provision of first aid, fire, or break-in, the government guidance makes clear 	5	2	10	Evacuation procedure onsite at Crow Lane to be updated to include ensuring social distancing is practised by employees gathering at assembly point in car park..	Management and H&S Teams

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	with accidents, security or other incidents						that people do not have to stay 2m apart if it would be unsafe. As soon as it is safe to do so hygiene measures including hand washing should be undertaken. Social distancing to be reverted to as soon as it is safe to do so.					
4.1 Managing your customer, visitors & contractors – manage contact	Transmission of Covid-19 as a result of customers, visitors or contractors coming onsite	Serious illness / fatality	<ul style="list-style-type: none"> Anyone on site visited Onwards transmission to others 	5	2	10	<ul style="list-style-type: none"> Employees work alone whenever safe & feasible (which is currently the majority of the time). Service Engineers, senior & field sales staff are allocated their own company vehicle. Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings Hand sanitiser provided to all employees Service Reports / Commissioning reports will be signed by Service Engineers on behalf of and in the presence of the customers. This is to avoid passing devices between people for signatures – passing of items is a known transmission path. 	5	2	10		Management and H&S Teams
4.2 Managing your customer, visitors & contractors – providing and explaining available guidance	Transmission of Covid-19 as a result of not being given clear guidance and training on Covid-19 related procedures.	Serious illness / fatality	<ul style="list-style-type: none"> Anyone on site visited Onwards transmission to others 	5	2	10	<ul style="list-style-type: none"> All service visit customers are informed that facilities must be closed during service visits to ensure social distancing is maintained whilst our engineers are working at customers' site; - For service visits to schools / retail outlets no escort will be required - this remains under review and may 	5	2	10	<ul style="list-style-type: none"> Review of signage / barriers for use by Service Team to notify others at customers' site that facilities are shut. 	Management and H&S Teams

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							<p>be changed if service engineers encounter difficulties on site due to people trying to access facilities whilst closed for service activities to take place.</p> <ul style="list-style-type: none"> - For service visits to council run public toilets, and secure environments (MH hospitals, prisons, custody suites etc) customers will be required to provide an escort to ensure closed facilities are not accessed whilst service activities are carried out. • RAMS and SSW updated to reflect the requirement to close facilities before starting work to ensure social distancing is maintained ring service visits • Covid-19 risk assessments are complete and mitigating actions implemented such that risks are deemed acceptable. COVID-19 Secure in 2020 notice has been signed by MD, published alongside risk assessments on website. • Updated risk assessments will be published as progress on outstanding actions is made. • Updated risk assessments will be published to reflect changes in practise as a result of updates to the UK Government guidance on working safely during the Covid-19 pandemic 					
5.1 Keeping the workplace clean	Transmission of Covid-19 as a result of	Serious illness / fatality	<ul style="list-style-type: none"> • Anyone on site visited 	5	2	10	<ul style="list-style-type: none"> • Company vehicle cleaning procedure in place with each 	5	2	10		Management, Production Supervision

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	inadequate cleaning in the workplace		<ul style="list-style-type: none"> Onwards transmission to others 				<ul style="list-style-type: none"> employee being responsible for cleaning their own vehicle. Shared vehicle (yard van) will be cleaned by employees after each use. Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings 				and H&S Teams
5.2 Cleaning the workplace – hygiene – handwashing, sanitation facilities and toilets.	Transmission of Covid-19 as a result of a lack of handwashing, sanitation facilities and toilets	Serious illness / fatality	<ul style="list-style-type: none"> Anyone on site visited Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> Hand sanitiser issued to employees Handwash guidance issued to employees Employees will follow good hygiene practises whenever using facilities at customer sites. Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings 	5	2	10	Management, Production Supervision and H&S Teams
5.3 Cleaning the workplace – changing rooms and showers (canteen)	Transmission of Covid-19 as a result of potential contaminated surfaces	Serious illness / fatality	<ul style="list-style-type: none"> Anyone on site visited Onwards transmission to others 	5	2	10	<ul style="list-style-type: none"> N/A changing facilities onsite at Crow Lane are used by Production Team. This area is cleaned as part of onsite procedures relating to common area cleanliness. Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings 	5	2	10	Management, Production Supervision and H&S Teams
6.1 PPE and face coverings	Higher rates of transmission of Covid-19 as a result of not	Serious illness / fatality	<ul style="list-style-type: none"> Anyone on site visited 	5	2	10	<ul style="list-style-type: none"> Disposable face masks and face visors have been purchased and issued to employees that work offsite as part of enhanced PPE kit. 	5	2	10	Management, Production Supervision

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	supporting those who wish to use face coverings		<ul style="list-style-type: none"> Onwards transmission to others 				<ul style="list-style-type: none"> Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings 				and H&S Teams
7.1 Workplace management – shift patterns and working groups	Transmission of Covid-19 as a result of high levels of people onsite resulting in making social distancing less achievable.	Serious illness / fatality	<ul style="list-style-type: none"> Anyone on site visited Onwards transmission to others 	5	2	10	<ul style="list-style-type: none"> Staggered arrivals / departure times in place as part of the nature of carrying out service / customer & supplier visits. Employees work alone whenever safe & feasible (which is currently the majority of the time). Each service vehicle has it's own tool kit. Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings 	5	2	10	Management, Production Supervision and H&S Teams
7.1.2 Shift patterns and outbreaks – outbreaks in the workplace	Hazards associated with outbreaks in the workplace	Serious illness / fatality	<ul style="list-style-type: none"> Anyone on site visited Onwards transmission to others 	5	2	10	<ul style="list-style-type: none"> Single Point of Contact is Health & Safety Officer, who can be contacted during business hours on the main switchboard number. Health & Safety Officer knows that he is to contact PHE if there is more than one case of Covid-19 associated with the workplace. All managers & HR have been informed to ensure information about positive tests are shared in a timely manner. Time & Attendance system logs all clockings with records available to assist NHS Test & Trace. Wallgate operates from a single manufacturing plant currently working 	5	2	10	Management and H&S Teams

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							a single shift. In the event of an outbreak we will follow our current Covid policy which outlines actions in the event of anyone showing symptoms (deep clean, self-isolation, getting tested, co-operating with PHE and NHS Test & Trace Service etc.). Mitigating measures form part of our ongoing reviews.					
7.2.1 Workplace management – work related travel: cars, accommodation.	Hazards associated with accidents occurring when undertaking unnecessary travel	Injury / fatality	<ul style="list-style-type: none"> Anyone involved in accident Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> Overnight stays will be arranged using a reputable travel hotel chain (details on request) who have posted details of their Covid-secure measures including enhanced hygiene measures on their website. Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings 	5	2	10		Management and H&S Teams
7.2.2 Workplace management – work related travel: deliveries to other sites	Transmission of Covid-19 as a result of not maintain social distancing when making deliveries / visiting customer sites	Serious illness / fatality	<ul style="list-style-type: none"> Anyone on site visited Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> Delivery / collections will be carried out whilst minimising contact with others wherever possible. Service Engineers, senior and field sales staff are allocated their own company vehicle. Use of yard van for swap out installations / solid surface refurbishment; <ul style="list-style-type: none"> Cleaning procedure in place Social distancing (where more than one person travelling in vehicle) will be achieved via a safety screen fitted between passenger & driver. Until it arrives and is fitted (on order as of 	5	2	10		Management and H&S Teams

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							03.06.2020) passenger & driver will wear face masks. - Single person or contactless refuelling will be used where possible. • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings • Service Reports / Commissioning reports will be signed by Service Engineers on behalf of and in the presence of the customers. This is to avoid passing devices between people for signatures – passing of items is a known transmission path					
7.3.1 Workplace management – communications and training: returning to work	Transmission of Covid-19 as a result of not being given guidance on a return to work (after absence) relating to current Covid-19 related safety procedures	Serious illness / fatality	<ul style="list-style-type: none"> • Anyone on site visited • Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> • Work colleagues returning to work since safety procedures / policies were put in place undergo return to work induction which includes Covid-19 policies and procedures. • Work colleagues returning after an absence during which a change was made to Covid-19 safety procedures / policies to undergo return to work induction. • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings • Subscribed to the GOV.UK daily updates. • Subscribed to HSE eBulletin service. 	5	1	5		Management and H&S Teams

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7.3.2 Workplace management – communications and training: ongoing communications and signage	Transmission of Covid-19 as a result of colleagues not being kept up to date and reminded of Covid-19 related safety procedures	Serious illness / fatality	<ul style="list-style-type: none"> • Anyone on site visited • Onwards transmission to others 	5	2	10	<ul style="list-style-type: none"> • All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). • Hygiene procedures in place. • Social distancing measures in place. • Regular updates circulated to all employees onsite via emails, notices and meetings. • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings • Subscribed to the GOV.UK daily updates. • Subscribed to HSE eBulletin service. 	5	1	5		Management and H&S Teams
8. Inbound and outbound goods	Transmission of Covid-19 as a result of colleagues not using best practise with regard to handling inbound and	Serious illness / fatality	<ul style="list-style-type: none"> • Anyone on site visited • Onwards transmission to others 	5	3	15	<ul style="list-style-type: none"> • All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs & symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities). 	5	2	10		Management, Production Supervision and H&S Teams

	outbound goods.					<ul style="list-style-type: none"> ● Delivery / collections will be carried out whilst minimising contact with others wherever possible. ● Service Reports / Commissioning reports will be signed by Service Engineers on behalf of and in the presence of the customers. This is to avoid passing devices between people for signatures – passing of items is a known transmission path ● Social distancing measures in place ● Hygiene procedures in place. ● Frequent handwashing procedures in place ● Where possible and safe, single workers load or unload vehicles ● Hand sanitiser issued to Service Engineers 					