



<b>Company</b>	Secure Engineering Ltd	<b>Location</b>	Workplace: Office, Vans, and Customer Sites	<b>Date:</b>	May 2020
<p><b>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.</b></p> <p>During the current coronavirus (COVID-19) outbreak Secure Engineering will be working as normally as possible. We will adapt and enhance our normal working practices to ensure the safety of our personnel, our clients, and members of the public.</p> <p>To ensure the safety of all, this document has been produced to provide guidance on the specific measures we are taking to minimise the spread of COVID-19 whilst maintaining business continuity.</p> <p>Social distancing and a high level of good hygiene are important measures in ensuring that workplaces are healthy places.</p> <p>The following requirements are to be implemented under all circumstances when interacting with colleagues, client's personnel, contractors, and suppliers at any location.</p> <ul style="list-style-type: none"><li>• Adopt extra hygiene practices by regularly washing your hands thoroughly with soap and water when you arrive or leave any work location, this is also important before:<ul style="list-style-type: none"><li>➤ Handling food or eating</li><li>➤ Smoking</li><li>➤ Sharing tools</li><li>➤ Collecting and handling materials.</li></ul></li><li>• When coughing or sneezing, cover your nose and mouth with a tissue and then dispose of the tissue straight away: catch it, bin it, kill it! – Again, <b>wash your hands.</b></li><li>• Avoid touching your eyes, nose and mouth.</li><li>• If at any time during the working day you develop any of the symptoms associated with Covid-19 you should stop work immediately, if safe to do so, return home and notify your line manager.</li></ul> <p>For extra recommendations review the information within this document.</p>					



L= Likelihood S= Severity R= Risk  
L x S = R

HAZARDS	PERSONS AFFECTED	RISK			CONTROL MEASURES (List control measures that are provided and those required)	RESIDUAL RISK		
		L	S	R		L	S	R
<b>Employees displaying symptoms of virus</b>	All staff, Customers, members of the public	4	5	20	<ul style="list-style-type: none"> <li>The symptoms of the are virus communicated extensively through government information, all persons must be aware of the virus and its symptoms.</li> <li>Employees instructed to remain at home at the first onset of any symptom.</li> <li>Employees instructed to follow Government guidance on isolation procedures and the time that they are to remain away from work.</li> <li>If employees develop symptoms on site or in the office, they should be sent home to self-isolate and seek advice from NHS 111 (seek urgent medical assistance if symptoms are severe).</li> <li>Engineers ensure they leave site safe immediately, remove all tools and equipment.</li> <li>Incidents reported to their line manager.</li> </ul>	1	4	4



<p><b>Transmission of Virus and Hygiene</b></p>	<p>All staff, Customers, members of the public</p>	<p>4</p>	<p>5</p>	<p>20</p>	<ul style="list-style-type: none"> <li>• Where possible, office employees who are able to work from home are doing so in accordance with Government guidance on social distancing measures.</li> <li>• Where possible, client meetings take place virtually/electronically.</li> <li>• Only essential visits to client sites will be made.</li> <li>• Anyone undertaking site visits must familiarise themselves with the Coronavirus Risk Assessment and ensure that they are strictly adhering to its requirements.</li> <li>• Social distancing to be maintained at all times whilst on site and hygiene procedures (washing hands etc.) will be followed upon arrival and when leaving the premises. If social distancing cannot be maintained the client visit should not go ahead.</li> <li>• Any employee undertaking a client visit should ensure they contact the client to discuss their PPE requirements before attending site.</li> <li>• It is policy for Engineers to wear disposable gloves and face coverings when visiting client sites.</li> <li>• Training, including site inductions and risk assessments will not be carried out with client's employees where the 2 metres social distancing cannot be maintained between all in attendance.</li> <li>• When visiting a client premises, it is important that work items are not shared, for example, pens.</li> <li>• All employees are provided with information on good hygiene measures to include:             <ul style="list-style-type: none"> <li>⊕ Washing hands with soap and water often – do this for at least 20 seconds.</li> <li>⊕ Washing hands when you get home or into work.</li> <li>⊕ Using hand sanitiser gel if soap and water are not available.</li> <li>⊕ Covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing.</li> <li>⊕ Putting used tissues in the bin straight away and wash hands afterwards.</li> <li>⊕ Not touching eyes, nose or mouth if hands are not clean.</li> <li>⊕ Supplies of soap and hand sanitiser available for use, available in the reception and all visitors and staff instructed to use this on arrival to the building.</li> <li>⊕ Hand sanitiser, gloves and face coverings are provided for all engineers and company vehicles.</li> </ul> </li> <li>• PPE used by Engineers employees to be kept in appropriate designated container until safe disposal.</li> </ul>	<p>2</p>	<p>3</p>	<p>6</p>
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<b>Evidence of virus on site</b>	Individual workers, customers, public	3	4	12	<ul style="list-style-type: none"> <li>Engineers not to engage with persons displaying symptoms.</li> <li>Planning to call ahead of site visit to ensure safe to attend.</li> </ul> <p>Where site has live reported cases of COVID-19 engineers are not to attend.</p>	2	3	6
<b>Social Distancing</b>	All staff, Customers, members of the public	4	4	16	<p>Employees instructed to maintain social distancing where possible (defined by Government)</p> <ul style="list-style-type: none"> <li>Employees must ensure that personal hygiene standards are maintained to the highest levels standard.</li> <li>Handwashing or sanitising facilities will be available.</li> <li>Infection control techniques increased to include regular washing of surfaces using a sanitiser with an alcohol content &gt;60%.</li> </ul> <p>Company Office:</p> <ul style="list-style-type: none"> <li>Information signs on social distancing provided throughout all offices</li> <li>Signage and (where possible) floor markings for 2 metres social distancing</li> <li>Office facilities re-arranged to assist with meeting social distancing measures</li> <li>Employees work side-by-side or facing away from each other rather than face-to-face</li> <li>Staggered start, finish and break times</li> <li>Face coverings are to be worn when moving away from your desk or designated working area into all common areas, including the rest rooms.</li> </ul> <p>On site:</p> <ul style="list-style-type: none"> <li>Follow site specific guidelines and safeguard procedures</li> <li>Where possible ensure that the same engineering teams work together in order to limit social interaction.</li> <li>Where possible work side-by-side or facing away from each other rather than face-to-face.</li> <li>Face coverings are to be worn when inside customers premises, wearing gloves and regular use of anti-bacterial gel is advised.</li> </ul>	3	2	6



<b>Housekeeping</b>	Individual workers	3	4	12	<p>Adequate supplies of cleaning materials are kept at offices.</p> <ul style="list-style-type: none"> <li>Surfaces where regular contact is likely, such as door handles, tables etc. are being prioritised to ensure that they are cleaned during and at the end of each working day.</li> <li>The Office is subject to regular cleaning by trained and competent persons. If required ie: if someone were found to have symptoms a 'deep clean' would be instigated.</li> <li>Ensure personal items are regularly cleaned with antibacterial cleaner such as: work and personal mobile phones, building/car/van keys, access fobs.</li> <li>Ensure hand-tools are cleaned regularly and refrain from sharing tools.</li> </ul>	2	3	6
<b>Visitors to the office</b>	Individual workers	3	4	12	<ul style="list-style-type: none"> <li>Only essential visitors permitted to attend the office</li> <li>All non-essential visitors, meetings or appointments should be postponed, or the use of Microsoft Teams should be considered.</li> <li>Visitors are requested to use anti-bacterial hand gel before signing the visitors' book</li> <li>Visitors instructed to wash hands upon arrival at the site and upon leaving.</li> <li>Visitors to follow the same infection control and hygiene rules as all other persons on site.</li> <li>If a visitor refuses to follow the company's policies in any way, then they are to be removed from site immediately.</li> <li>Any visitors who display symptoms of the virus on arrival will not be permitted access.</li> <li>Information posters and notices are prominently displayed in reception areas</li> </ul>	2	3	6
<b>Travelling to sites</b>	Individual workers	4	4	16	<p>If possible, travel one engineer per vehicle. Where not possible:</p> <ul style="list-style-type: none"> <li>Ensure the vehicle is well ventilated</li> <li>In cars, no more than two people, both in the front seats, as side by side is better than behind.</li> <li>Do not share food/drinks</li> <li>Where gloves and face coverings</li> <li>Regularly clean <b>all</b> wipeable areas with antibacterial cleaner, such as steering wheel, gear knob, vent controls, door handles, glovebox, sun-visor etc.</li> </ul>	3	3	9



<b>Kitchen and eating arrangements</b>	Individual workers	3	4	12	<ul style="list-style-type: none"> <li>• Break times should be staggered to reduce congestion, and contact at all times</li> <li>• Hand cleaning facilities or hand sanitiser are available and should be used by workers when entering and leaving the area</li> <li>• Face covering to be worn apart from when eating/drinking at the lunch table</li> <li>• Employees should be asked to bring pre-prepared meals and refillable drinking bottles from home and not 'pop to the shops at lunchtime'</li> <li>• Workers should sit 2 metres apart from each other whilst eating and avoid all contact</li> <li>• Crockery, eating utensils, cups etc. to be cleared away by the user and put straight in the dishwasher.</li> <li>• All rubbish should be put straight in the bin and not left for someone else to clear up</li> <li>• All areas used for eating must be thoroughly cleaned at the end of each break, including chair arms, door handles and window lever arms.</li> </ul>	2	3	6
<b>Home working</b>	Individual workers	3	2	6	<ul style="list-style-type: none"> <li>• Working from home risk assessments to be completed by all employees to ensure that their working environment for this period meets all health and safety requirements.</li> <li>• Regular contact is made with all employees throughout the period of home working to ensure everyone is safe and healthy.</li> <li>• We will ensure people working from home have all the equipment they need and understand the importance of setting up an adequate workspace.</li> </ul>	3	2	6



<b>Lack of Information</b>	Individual workers, customers, public	4	4	16	<p>The company is regularly updated with information and updates from approved sources. These include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• The UK Government (UK GOV) (<a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>)</li> <li>• Public Health England (PHE), Public Health Wales and Health Scotland (<a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>)</li> <li>• National Health Service (NHS) (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>)</li> <li>• Health and Safety Executive (HSE) (<a href="https://www.hse.gov.uk/news/coronavirus.htm">https://www.hse.gov.uk/news/coronavirus.htm</a>)</li> <li>• The Directors read and interpret guidance and communicate with employees regularly</li> <li>• Daily news broadcasts also keep employees up-to-date with Government guidance.</li> </ul>	2	3	6
<b>Vulnerable People</b>	Individual workers	5	5	25	<ul style="list-style-type: none"> <li>• The company is able to access the list of those persons classified as a ‘vulnerable person’ at any time from the UK Government.</li> <li>• The company’s policy on Vulnerable Persons will follow the official advice.</li> <li>• Where vulnerable groups are identified on site (clients) such as care homes and sheltered housing, work is not to proceed unless specific risk assessment completed and agreed with the client, and control measures in place including social distancing from all clients.</li> </ul>	5	2	10



**Management**

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to The Directors.
- Updated information is to be communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- Assessments to be reviewed monthly or where significant change has occurred

**Further information is available at:**

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**.

**COVID-19 Risk Assessment produced by:**

**Sue Davis**  
**Operations Manager**  
**December 2020**

**COVID-19 Risk Assessment approved for circulation:**

**Clifford Corne**  
**Managing Director**  
**December 2020**

**CONFIRMATION OF OPERATIVES BRIEFING:**

I have been briefed on the requirements of, and the risks involved with, the operation/changes detailed above and fully understand the contents and implications. I was given the opportunity to discuss any points which I did not understand or that I felt were important in the interests of the health, safety or welfare to myself and others.

NAME:	COMPANY:	SIGNATURE:





**Likelihood:** How often could the hazard occur? Consider the task, frequency, duration, method of work, employees involved.  
**Severity** = How serious would the hazard's effects be if realised? Consider the type of hazard, biological, ergonomic, physical and chemical.  
**Risk** = Likelihood x Severity  
**E.g. Likelihood (4) X Severity (3) = 12 HIGH RISK**

RISK RATING = Likelihood (L) x Severity (S)		HAZARD SEVERITY (S)				
		1	2	3	4	5
		Negligible	Slight	Moderate	High	Very High
1	Very Unlikely	LOW	LOW	LOW	LOW	LOW
2	Unlikely	LOW	LOW	LOW	MEDIUM	MEDIUM
3	Possible	LOW	LOW	MEDIUM	HIGH	HIGH
4	Likely	LOW	MEDIUM	HIGH	HIGH	HIGH
5	Very Likely	LOW	MEDIUM	HIGH	HIGH	HIGH
LOW RISK (Score 1-6)		May be acceptable, however, review task to see if risk can be reduced further				
MEDIUM RISK (Score 8-10)		Task should only proceed with appropriate consultation with specialist personnel and HS&E Team. Where possible the task should be reduced further prior to task commencement				
HIGH RISK (Score 12-25)		Task must not proceed. It should be refined further control measures put in place to reduce risk. The controls should be reassessed for adequacy prior to work commencement.				