











RISK ASSESSMENT - CORONAVIRUS

Risk assessment - topic/area covered	
Location(s):	Various
Department/staff:	Upholstery Technicians visiting Customer properties
Tasks/activities:	Working during the coronavirus pandemic
Other information:	This risk assessment amendment should be used along-side all existing manual handling risk assessments and Standard Operating Procedures (S.O.P.)

Risk assessment sign off					
Prepared by:	Mark Forster	Signature:		Date:	19.05.20
Reviewed by:		Signature:		Date:	
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient. This risk assessment should also be reviewed every two months and when any government guidance is updated.				

Key								
L: Likelihood	5	5	10	15	20	25	High risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	4	4	8	12	16	20		
	3	3	6	9	12	15	Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	2	2	4	6	8	10		
	1	1	2	3	4	5	Low risk: 1-6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
	1	1	2	3	4	5		
S: Severity				DR: Degree of risk		RR: Residual risk		
Guidance.	<ol style="list-style-type: none"> 1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.) 							

PPE assessment		Note. In many instances you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:						
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	PPE	Fall arrest
Additional requirements:		Gloves should be worn whenever it is practicable to do so. Face masks / Visors should be worn whenever it is practicable to do so.						
Note. PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Working during the coronavirus pandemic	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> You must follow the government's guidance on working during the pandemic. (https://www.gov.uk/coronavirus) You must only travel to your workplace if your work absolutely cannot be done from home. If you leave your home, you should minimise any time spent outside and ensure that you are two metres apart from anyone not in your household. If you are unable to maintain this distance, measures should be taken to limit exposure. These rules must be followed at all times. Where possible travel alone or only with people from your household. If you are transporting people then you should try and sit as far apart as possible and ensure there is constant ventilation throughout the vehicle. Include the opening of windows. 	1	5	5
Work on premises controlled by others during the pandemic	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> Only attend the premises if it is to complete critical works. You must avoid attending unless your work absolutely cannot be done at home. Before attending, check that the premises have made suitable and sufficient arrangements for managing the risks associated with coronavirus. This includes ensuring the no one within the property is self-isolating, have no 	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						symptoms of the virus or feeling unwell. <ul style="list-style-type: none"> A dynamic risk assessment should be completed by the technician to ensure the environment is safe to enter. If they believe this to be unsafe at anytime then they should leave the premises and contact their line manager immediately. Avoid touching any surfaces unless absolutely necessary. 			
If you may be exposed to the Covid-19 virus	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> If you have symptoms of coronavirus (new cough and/or high temperature), you must self-isolate, stay at home for seven days. If you live in a household with someone who has the symptoms above, you must stay at home for 14 days from the day their symptoms started. If you develop symptoms, you must stay at home for seven days from the start of your symptoms. You must follow the government guidance on coronavirus. (https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/). 	1	5	5
Preventing infection spreading Technician visit	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> Wash your hands with soap and water often - do this for at least 20 seconds. Use hand sanitiser gel if soap and water are not available. Wash your hands regularly throughout the day but also before and after each visit All tools used should be wiped down after each visit using anti viral/bac wipes On arrival at each visit the customer is to be called on the phone to say the technician has arrived Keeping a 2metre distance from the front door ask the customer to open all doors (so we do not touch the handles) to the room where the suite is and to keep all other people in a different room or in the garden if possible The technician is to carry out a dynamic risk assessment to confirm that the visit is safe to go ahead .If the technician 	1	5	5

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			L	S	DR		L	S	RR
						<p>thinks the visit is unsafe to complete they ring their line manager to discuss and confirm with the office so that the account can be updated.</p> <ul style="list-style-type: none"> • Once the visit is complete and the furniture is set up in the room with all repairs complete check over the furniture keeping your 2 metre distance • If customer happy take photograph as per the S.O.P • On re-entering the van. All frequently touched surfaces are to be cleaned using wipes throughout the day including but not limited to steering wheels, door handles and any other commonly touched surfaces • Use hand sanitiser regularly throughout the day if soap and water not available. • Make sure any gloves or masks used (if disposable) are placed in a plastic bag (bin liner) • At the end of the day the van is to be cleaned down at home with anti bacterial spray or wipes . • Maintain the two-metre distance rule at all times where possible. • If not possible to keep to the two-metre distance rule then relevant PPE is highly recommended be worn. (Face Mask, Face Visor or a combination of the two) • Do not touch your face or eyes if your hands are not clean. • When using the tablet this must be cleaned, using wipes both before and after each visit. • Dispose of wipes in appropriate waste receptacles as quickly as possible. 			

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Using welfare facilities	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> Wash your hands with soap and water before and after entering a welfare facility. Do not use the facility if you are unable to maintain the two-metre distance rule at all times. If you are unable to take breaks in the welfare facilities due to overcrowding, you should report this to your manager immediately. 	1	5	5
Following prescribed safe systems of work	Staff, contractors and others	Accident or injury caused by working in an unsafe manner.	3	5	15	<ul style="list-style-type: none"> Under no circumstances are you to complete tasks that you're not deemed competent in/authorised to perform. There are to be no exceptions to this rule. If you need to complete new duties, you will be trained in the safe systems of work prior to completing it. Prescribed safe systems of work must be followed at all times. If you cannot do so, e.g. the required PPE is not available, you must not do the job. The safe system of work must be formally amended before adopting new work practices. New safe systems must not increase risks to those completing the job or anyone else who may be affected. 	1	5	5
Following prescribed safe systems of work (cont.)	Staff, contractors and others	Accident or injury caused by working in an unsafe manner	3	5	15	<ul style="list-style-type: none"> There may be times due to staff absences when direct supervision levels may be lower than normal. During these times staff are expected to maintain normal working practices. Anyone failing to do so will be subject to the organisation's disciplinary procedures. If your pre-start check identifies any safety-critical faults, or a fault is identified during use, normal rules apply. The equipment must be taken out of use and corrective action taken. It must not be used if it is deemed to be unsafe. If training that has a fixed expiry date runs out, management will speak to the training provider to seek guidance. In many instances, grace periods are being extended to reflect the lack of available courses. 	1	5	5