

48-RACOVID

Risk Assessment Form

Date:14/05/20 Rev'd 26/05/20

Risk Assessment:

Activity		All work activities			Location: TPG Premises & customer's premises		
Hazard	Risk	Persons in Danger	*Severity	*Likely-hood	Risk Value	Control Measures	*Residual Risk*
Covid-19 Coronavirus	Spread of Covid-19 Coronavirus	Staff, Visitors to our premises, Cleaners, Delivery & collection drivers, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who comes into close proximity with our employees in relation to our business	4-5	3-4	12-20	1)Staff aware of, and the requirement to follow, current Government guidelines on social distancing 2)Notices displayed to remind employees to practice good hand hygiene i.e. wash their hands on a regular basis for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. 3)To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 4)Staff working from home where possible. 5)No shared handling of tools, pens, paperwork etc 6)No staff are allowed to work for the period specified by current Government/PHE guidelines if a family member displays symptoms of Covid-19 as per current Government /PHE guidelines.	8-10 (4x2) to (5x2)



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Hazard	Risk	Persons in Danger	*Severity	*Likely-hood	Risk Value	Control Measures	*Residual Risk*
Covid-19 Coronavirus	Symptoms of Covid-19	As above	4-5	3-4	12-20	<p>1) If anyone becomes unwell with a new continuous cough, a high temperature (or other symptoms as defined by current Government/PHE guidelines) in the workplace they will be sent home and advised to follow Government/PHE recommendations ie self isolation for the recommended period.</p> <p>Line managers will maintain regular contact with staff members during this time. Where a member of staff is taken ill on company premises, the work area will be thoroughly cleaned/disinfected as per current Government /PHE guidelines.</p> <p>2) If advised that a member of staff or public has developed Covid-19 and were recently on our premises (<i>including where a member of staff has visited other work place premises such as domestic premises</i>), 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.</p>	8-10 (4x2) to (5x2)
Covid-19 Coronavirus.	Spread of Covid-19 Coronavirus	As above	4-5	3-4	12-20	<p>1) Where recommended social distancing cannot be implemented, employees instructed to work side by side or back to back. Where neither of these options are possible, limit face to face time and, where preferred, face covering may be marginally beneficial as a precautionary measure.</p> <p>2) Where face covering and other PPE is used, employees are instructed to wash hands before applying it and following removal.</p> <p>3) Non-essential movement around building is discouraged – use of telephone system encouraged.</p> <p>4) Employees are encouraged to increase frequency of hand hygiene – either washing with soap and water or using sanitising gel.</p>	8-10 (4x2) to (5x2)



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Hazard	Risk	Persons in Danger	*Severity	*Likely-hood	Risk Value	Control Measures	*Residual Risk*
Covid-19 Coronavirus	Spread of Covid-19 Coronavirus	Showroom Staff, Customers	4-5	3-4	12-20	<p>1) Showroom staff should wear face covering when face to face with customers less than the distance specified in current Government/PHE guidelines</p> <p>2) Social Distancing between staff should be observed as far as is possible</p> <p>3) Any showroom equipment trialled by customers should be disinfected following trial use.</p> <p>4) Customers are required to wait at the entrance to showroom, make themselves known and, where possible, any item(s) they may require to view or purchase will be brought to them. Where the weather is not conducive to customers waiting outside, a waiting area will be established within the showroom</p> <p>5) Customer sanitising facility provided at the showroom entrance.</p> <p>6) Where access is necessary to the showroom, there is a limit to the amount of customers to facilitate appropriate social distancing</p> <p>7) Where possible, remote sales calls are made. If face to face calls are necessary, all current Government/PHE guidelines are adhered to ie social distancing, hand hygiene, PPE etc</p>	8-10 (4x2) to (5x2)
Covid-19 Coronavirus	Spread of Covid-19 Coronavirus	Engineering staff, Customers	4-5	3-4	12-20	<p>1) Service Admin staff contact customer prior to any visits to ascertain if customer is shielding, self isolating etc. If customer shielding and prefers visit to be postponed – visit will not take place. If customer self isolating, visit should NOT take place (<i>unless the task is to remedy a direct risk to the safety of the residents in the household</i>)</p> <p>2) Customers are advised regarding social distancing guidelines. Engineer is advised politely warn customer to keep their distance should they refuse to adhere to these guidelines</p>	8-10 (4x2) to (5x2)



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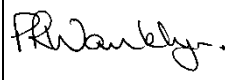
Hazard	Risk	Persons in Danger	*Severity	*Likely-hood	Risk Value	Control Measures	*Residual Risk*
Covid-19 Coronavirus (cont'd from page 3)	Spread of Covid-19 Coronavirus	Engineering staff, Customers	4-5	3-4	12-20	<p>3)Should customer still persist to stay in close proximity, engineer advised to exit the premises and advise service office of their actions.</p> <p>4)Engineers should preferably 'phone the customer upon arrival to gain access – alternatively knock or ring the doorbell then stand back from the door at the current recommended distance.</p> <p>5)Engineers are to wash/sanitise hands a)prior to entering a customer's premises b) when leaving and also sanitise all hard surfaces they come into contact with.</p> <p>6)Customers are not required to sign any paperwork</p> <p>7)Any payments due are collected through card payment where possible rather than cash.</p> <p>8) Where employees are already using PPE in their day to day work activity to protect against non-COVID-19 risks, they should continue to do so. Additional PPE is not beneficial.</p> <p>9)Staff start/finish times staggered to reduce contact.</p>	8-10 (4x2) to (5x2)
Covid-19 Coronavirus	Spread of Covid-19 Coronavirus	Admin' staff, Stores personnel & Service office staff	4-5	3-4	12-20	<p>1)Sharing of Service office "mobile 'phone" reduced by redirecting engineer's incoming calls to landline enabling call transfer to appropriate person.</p> <p>2)Limit of two engineers permitted in Service office in addition to Service office administrators to reduce contact with administrators.</p> <p>3)Limit of two engineers permitted in Stores manager's office in addition to Stores manager/staff to reduce contact with office personnel.</p> <p>4)Staff start/finish times staggered to reduce contact</p> <p>5)Where possible, admin staff to work from home.</p> <p>6)Air conditioner taken out of use due to risk of recycled air transmitting virus. Through ventilation enabled as far as possible by opening windows and doors.</p>	8-10 (4x2) to (5x2)



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Action Recommended By Assessor	Continuous monitoring of engineers to ensure hygiene guidelines etc are being adhered to.	Continuous monitoring of effectiveness of controls	Person(s) Carrying Out Assessment	Signed P.R.Wanklyn	Position	Date
	Continuous monitoring of Government/HSE/PHE guidance and any updates	Risk Assessment to be revised as Government/PHE guidelines dictate			Senior Engineer/H&S Admin	26/05/20

Management Response

Action Recommended By Management	As Assessor	Managers Signature 
		Completed Yes / No

Risk Assessment Ranking		
Severity Factor	Likelihood Factor	Risk Value = Severity x Likelihood
1 = Delay in work 2 = Lost time injury/illness 3 = Serious Injury/Disablement 4 = Major injury/Fire/Hospitalisation 5 = Death/Explosion * Severity is dependant upon many different factors and everyone should consider themselves at risk	1 = Highly Unlikely 2 = Unlikely 3 = May Happen 4 = Likely 5 = Highly Likely * Likeleyhood – Everyone should be considered infected and all possible actions to mitigate the spread should be implemented.	1 = not significant 1 – 4 = Very Low 4 – 9 = Low 9 – 16 = Moderate 16 – 25 = High/Very High * Residual Risk – Lowest possible R.R. is 8. Situation to be monitored and all current Government/HSE/PHE guidance to be adhered to.

The use of **PPE** does not mean that anyone is totally protected – it is no substitute for **GOOD, REGULAR HAND HYGIENE** practices and **SOCIAL DISTANCING**



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Managing the risk of COVID-19.

In line with current Government/PHE guidelines, TPG Disableaids does not encourage the precautionary use of extra PPE to protect against COVID-19 as noted in current Government guidelines (Working safely during Covid 19 construction outdoors) current advice is:

“Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.”

This is because COVID-19 is a different type of risk to that normally faced in a workplace, The risk from COVID-19 needs to be managed through **SOCIAL DISTANCING, GOOD, REGULAR HAND HYGIENE** and, where at all possible, fixed teams or partnering.



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