



Risk Assessment Field Based Staff – Covid-19

Reference No:	RA Covid-19	Site/Location:	Various Client sites		
Date:	May 20	Review Date:	May 21 (Regular updates as required)	Assessed by:	Glen Beavis

What are the Hazards? (and potential harm)	Who might be harmed?	What are you already doing? (Control Measures in place already)	Actions Required to Reduce the Risk to an Acceptable Level	Action – By who?	By when?	Date Complete
Covid-19, Coronavirus and the spread of infection resulting in mild to serious illness	Staff	<ul style="list-style-type: none"> Where possible, the Customer Support Team will obtain client H&S policy and site rules relating to Covid-19 before engineers are sent to site. In addition we will make clear our requirements and send across our own policy so the engineers can safely carry out their work Social distancing (two metre separation) should be observed at all times. When this is not possible, during loading or unloading of a vehicle and on an install, then we avoid facing another colleague and ensure the maximum amount of time, spent working in close proximity, is limited to 10 minute sessions All two person Install teams should stay the same, no rotation of team members without the express permission of the Install Manager All vehicles do carry hand sanitizer for use by After Sales Engineers and Install Engineers. Before vehicles are used all touch surfaces are sanitized including external handles. Where two people share a vehicle, we ensure good ventilation is maintained and that colleagues do not face one another. 	Customer Support to obtain details	EC	Ongoing	
	Visitors to site and anyone who comes into contact with the engineers		Team manager to monitor and motivate team to follow guidance	MY/NH	Ongoing	
	Cleaners.			MY	Ongoing	
	Contractors.			GB		
	Vulnerable Groups.		Open window, face away from each	MY/NH	Daily	
	Those with existing underlying Health Conditions,					
	Pregnant workers,					



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		<ul style="list-style-type: none"> • All Engineers do sanitize hands before entering a client site and when leaving site. • The senior engineer reports to client reception, on arrival, to obtain client rules and instructions relating to Covid-19. No work takes place until this has been completed and understood by the engineer and details passed onto the second engineer if applicable. • Where tools and equipment have to be shared they are sanitized before and after use. • Work area is kept clean at all times. Tools are stored away when not in use. • Normal PPE requirements are still mandatory for the appropriate task being carried out. If client rules require protective gloves and or a mask to be worn, whilst on site, a stock of these are kept on engineer's vehicle. • RPE (Respiratory Protection Equipment) is not required if social distancing guidelines are followed. If face masks are required and/or gloves as dictated by the client; guidance has been issued on correct use and disposal of these items. • Normal mandatory PPE is not shared between engineers. All the PPE that has been issued is available for use at all times. • Contact with Clients employees is kept to a minimum and the two metre guidance is observed at all times 	<p>other use two vehicles where possible</p> <p>Team managers to reinforce policy daily</p>	<p>MY/NH</p> <p>MY/NH</p>		
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		<ul style="list-style-type: none">• If training is required to be completed, then only one person at a time can be trained observing the two metre guidance. Due to these restrictions a maximum number of 2 people will be trained at any one install.• Engineers remove themselves from any situation where the two metre guidance is constantly broken whilst onsite.• Engineers to take separate break times when the two metre guidance is not possible whilst onsite.				
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