

Risk Assessment June 2020



Company Name: Staveley Communications	Work Area: Engineers working in the field – COVID-19	Activity/Machine/Area: Emergency/Repair/Installations	RA No: 11.01.42
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Consideration to allow return to normal working post Covid19 (Phased return to normal working activities) to allow Engineers to return to normal working subject to UK Government and HSE Guidance.

This is in addition to the Government statement on hand washing for 20 seconds, not touching your own faces and social distancing.

Our first response to Customers, who have self-isolated or show symptoms of COVID-19, will remain that we will not attend until their symptoms are no longer present.

Hazards & People Exposed	Risk			Current Controls (measures already in place)	Residual Risk			Future Controls (things to be considered)	Transferred to Action Plan Yes/No
	S	L	T		S	L	T		
Employees & Customers	S	L	T		S	L	T		
General	S	L	T		S	L	T		
Customer employee has suspected or confirmed COVID-19 or is self-isolating	5	5	25	Prior to attendance at site, Staveley project staff to ask questions re symptoms/ self-isolation (Pre site visit checklist) Project staff will ask Customer to call back after isolation period if answer is positive Technical support staff will help with soft fix if an emergency and Customer employee has symptoms or is/are self-isolating	5	1	5		

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Contact with Customers	5	5	25	<p>Engineer to discuss with Customer at <u>phone call</u> stage re symptoms / self-isolation, any local parking restrictions maintaining a 2m distance and request for internal doors to be open for ease of access</p> <p>Engineer to discuss with Customer when <u>arriving</u> at property re symptoms / self-isolation (as a 3rd line of defence)</p> <p>Engineer to remind Customer if not complying to 2m distancing</p> <p>Engineer can leave property if they feel under threat at any time – reporting to their line manager ASAP</p> <p>If an Engineer MUST talk to a Customer, social distancing must be adhered to</p>	5	1	5	To continue until Government guidance changes
Travel routes around Customer site established by Engineer	5	5	25	<p>Engineer always establishes 2m social distancing (as required by the Government’s guidelines) whilst completing works</p> <p>Use of internal door barrier to help keep work area segregated</p>	5	1	5	To continue until Government guidance changes
Surface Contact	5	5	25	<p>Engineer to sanitise hands <u>before</u> they approach the Customer’s property</p> <p>All telecoms equipment touched at the Customer’s premises, should be cleaned by the Engineer before working on it.</p> <p>Particular attention should be paid to handsets or headsets which have been recently been handled by Customer employees.</p> <p>Engineer should regularly wash their hands for 20 seconds during the day, as per main guidance.</p> <p>Engineer to sanitise their hands <u>after</u> completing task and leaving property.</p>	5	1	5	To continue until Government guidance changes
Contaminated Equipment	5	5	25	<p>All Equipment must be cleaned between jobs</p> <p>Work area must be cleaned before and after task completed</p>	5	1	5	

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Contact with fellow Engineers	5	5	25	All works to be single person work where possible Where two-person work is needed to mitigate other H&S risks (e.g. manual handling), social distancing will always be implemented Single occupancy uses of vehicles	5	1	5	
Contact with any other 3rd party	5	5	25	Always maintain social distancing, regardless of location - suppliers, in public, hotels etc.	5	1	5	
PPE usage Use of masks Use of Gloves				General work Engineer may wear PPE if they choose due to Covid19 but not mandatory for general works Engineers <u>must</u> wear the appropriate PPE required for the task as per their dynamic risk assessment as they would at any other time PPE can be removed correctly when an Engineer has left the Customer's property				
Waste disposal	5	5	25	Waste can be disposed of as general waste where there are no symptoms identified Waste removed from the property at the end of each job/day (no waste left overnight)	5	1	5	
Equipment use	5	5	25	Engineers to sign the engineering reports on behalf of Customers during the COVID-19 period No sharing of pens etc. Only use own equipment	5	1	5	To continue until Government guidance changes
Vehicles	5	5	25	Ensure vehicles kept in a clean and tidy state Use of wipes to clean down any surface that may be contaminated or have come into contact with equipment that could be contaminated	5	1	5	
Break Times	5	5	25	Breaks to be taken in van or outdoors, not in Customers sites Do not eat or drink in Customer's property	5	1	5	

Dynamic Risk Assessment

A dynamic risk assessment **must** be completed for events outside of this risk assessment, ensure that everyone has read and understands any hazards along with the implemented control measures identified.