






Risk assessment for : Nene Data & Electrical Ltd









Risk assessment name	Coronavirus	Assessment type	 General
Assessor name	Mark Westley	Affected site(s)	Various Client Sites
Assessment date	19/05/2020	Review period	Monthly
Approved by	Mark Westley	Review date	19/06/2020
Approved date	19/05/2020	Reference	NEN849079

Description









We are still carrying out installations as per the latest communication from the UK Government, however, to ensure that our staff, customers and the general public are as safe as possible during this time, we are implementing the below control measures.

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Cleaning/Sanitising Activities Cleaning to reduce the transmission of Coronavirus on surfaces</p>	Operators	 Checklist Completed Prior to our attendance, the site contact/building manager will carry out a checklist to ensure that suitable cleaning arrangements have been made.  Cleaning Increased Within the stores area, increased cleaning is taking place with greater care being taken to clean common touch points on a more regular basis these include push to exit buttons, dispensing equipment and handles.	<p>2 x 5</p>  <p>10</p> <p>Medium</p>




Risk assessment for : Nene Data & Electrical Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Contact with contaminated non-sanitised surfaces Carriers may cough or sneeze over surfaces and/or touch it with uncovered hands with no follow up cleaning of the surfaces</p>	<p>All staff, visitors</p> <p>How? Those coming in to secondary contact with the surface could develop symptoms of the virus.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Checklist Completed Prior to works being carried out the site contact/building manager will have confirmed that signage on the importance of hand-washing has been instated.</p> </div> <div style="width: 50%;">  <p>Good Hand Washing/Hygiene Procedures Observed Good hand washing procedures observed to reduce the risk of skin disorders and promote good hygiene.</p> </div> <div style="width: 50%;">  <p>Staff to Wash Clothing After each shift, all staff are recommended to wash their clothing at the highest temperature allowed to reduce the risk of transmission from contaminated clothing.</p> </div> <div style="width: 50%;">  <p>Suitable & Sufficient Welfare Facilities Provided To include hot/cold water, soap, means of drying, well ventilated and kept in an orderly condition.</p> </div> <div style="width: 50%;">  <p>Use Of Hand Sanitisers Where hand wash stations are not provided or usable (external sites and/or lunch breaks) utilise provided hand sanitiser.</p> </div> <div style="width: 50%;">  <p>Waste Bins Are Provided Within The Premises Lidded waste bins are provided within the premises</p> </div> </div>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>




Risk assessment for : Nene Data & Electrical Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Driving to and from Site Employees occupying work vehicles at the same time or shared use of common vehicles/plant or equipment.</p>	All staff	 <p>Mitigation Of Risk For Employees Travelling And Working Together Workplace transport such as work minibuses, shuttle buses, vans will have limited persons permitted. Seats will be left empty to allow for social distancing where possible. Pairs or teams to be fixed to reduce the number of people mixing. Passengers to sit as far away from each other and avoid sitting face to face. Windows to be kept open during travel to improve ventilation.</p>  <p>Vans Assigned to Person Each van is assigned to a single team and therefore no rotation of works vehicles will take place.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>
 <p>Individuals Displaying Symptoms. Coronavirus reportedly spread through exposure to or contact with cough droplets, either directly or when in contact with contaminated surfaces. Suspected contact may bring on related symptoms.</p>	All staff How? Contact with infected substances may bring on symptoms such as new or persistent cough, raised temperature (exceeding 37.8 degrees).	 <p>Cleaning after symptomatic person Where an employee displays symptoms, the work area will be left for 72 hours where possible where it will be deep cleaned following the latest government guidance.</p>  <p>Communication Should individuals display or witness anyone with potential symptoms they should come forward and make the correct person(s) aware immediately.</p>	<p>4 x 5</p>  <p>20</p> <p>Medium</p>






Risk assessment for : Nene Data & Electrical Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
	Tiredness. Muscle pains.	<p> Fixed Partnering Due to the requirement for two engineers to carry out works, we will implement fixed partnering.</p> <p>Where one member of the team displays symptoms, both employees will be removed from work to reduce transmission, the engineer displaying symptoms will be booked for a Coronavirus Test.</p> <p> Information on Coronavirus communicated amongst all staff. Communicate information on Coronavirus using official medical and Government guidance.</p> <p> Isolate (7 / 14 Days) Those who have a new or persistent cough or raised temperature (exceeding 37.8 degrees) should stay at home in isolation for 7 days whilst the virus becomes non-infectious. Should individuals live with others who display symptoms they should stay at home in isolation for 14 days.</p> <p>Do not visit the GP, hospital or walk in centre. Up to date guidance can be found at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	





Risk assessment for : Nene Data & Electrical Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Interface with other trades Risk of transmission caused by other trades in the proximity.</p>	Operators	 <p>Checklist Completed The customer contact/building manager will complete a checklist prior to our attendance and detailed within this, information will be provided on;</p> <ul style="list-style-type: none"> - Monitoring on trades on-site to ensure that 2M Social Distancing is carried out. - How the number of contractors on-site is controlled. - How DAB and Inductions will be carried out. - How areas will be sectioned off to reduce the number of contractors in one area at any time. - Detail on the cleaning regime. 	<p>3 x 5</p>  <p>15</p> <p>Medium</p>




Risk assessment for : Nene Data & Electrical Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Meetings People coming in close proximity of each other and sharing the same space.</p>	All staff, visitors	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Checklist Completed Prior to our attendance the building manager/site contact will carry out our internal checklist to provide detail on how DAB and Inductions will be carried out safely.</p> </div> <div style="width: 45%;">  <p>Daily Activity Briefings & Inductions Where possible, DAB and Inductions shall be carried out outside however at a minimum all members shall be a minimum of two metres away at all times.</p> </div> </div> <div style="margin-top: 20px;">  <p>No Face to Face Meetings at Offices No face to face meetings will be carried out at our offices and only video calls will be carried out using software similar to Microsoft Teams.</p> </div>	<p>2 x 5</p>  <p style="font-size: 24px; color: orange;">10</p> <p>Medium</p>


Risk assessment for : Nene Data & Electrical Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>People Movement The number of persons on-site may compromise the ability for social distancing to take place increasing the risk of transmission.</p>	Operators	 <p>Checklist Completed Prior to our attendance the site contact/building manager will have completed our checklist to provide insight to how crowding and congestion will be avoided.</p> <p>We will expect things such as;</p> <ul style="list-style-type: none"> - One Way Systems Implemented - How the site shall be segregated. - The number of people on-site limited - Signage in place  <p>Fixed Partnering Due to Health & Safety, large portion of our works must not be carried out alone and therefore fixed partnering has been implemented to reduce the transmission among a work force.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>









Risk assessment for : Nene Data & Electrical Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Social Distancing Cannot be Maintained Where possible social distancing should be maintained at all times! Where tasks need to be performed and the role cannot be carried out without compromising social distancing, the following control measures need to be adhered</p>	<p>Operators</p>	 <p>Avoid Face to Face Works Where social distancing cannot be adhered to, do not engage in face to face activities, side to side or back to back is preferred and reduces the risk of transmission.</p>	<p>5 x 5</p>  <p>25</p> <p>Medium</p>



Risk assessment for : Nene Data & Electrical Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
to.		<p> Face Coverings If employees choose to wear face coverings then they will be supported in the workplace.</p> <p>Face coverings are not classed as PPE.</p> <p>Advice will be given to employees on the correct use.</p> <ul style="list-style-type: none"> • Wash your hands thoroughly with soap and water for 20seconds or use hand sanitiser before putting a face-covering on, and after removing it. • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • Change your face covering if it becomes damp or if you've touched it. • Continue to wash your hands regularly. • Change and wash your face covering daily. • If the material is washable, wash in line with manufacturer's instructions. • If it's not washable, dispose of it carefully in your usual waste. 	









Risk assessment for : Nene Data & Electrical Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p>Fixed Partnering To reduce the spread, fixed partnering will be used at all times.</p> </div> <div style="width: 48%;">  <p>Increased Hand Washing Increased hand washing should be carried out both during and after the task.</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 48%;">  <p>Minimise Time on Task The time spent performing the task will be minimised as much as possible to reduce the transmission from airborne particles.</p> </div> <div style="width: 48%;">  <p>Work Activity Will Not Go Ahead Where social distancing cannot be maintained and cannot be limited to a small group of fixed people then the activity will be assessed to decide if it can go ahead safely.</p> </div> </div>	
 <p>Those with pre-existing conditions Individuals with weakened immune systems, auto-immune/motor neuron disorders, expectant mothers, older people and those with diagnosed lung, kidney, liver or heart disease, cancer, or diabetes and those who are overweight with a</p>	<p>All staff</p> <p>How? Due to weakened immune systems or prescribed medication, symptoms of COVID-19 can be aggravated should the individual become infected.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p>Follow Government and PHE guidance. Employees are encouraged to follow the guidance from the Government and Public Health England as to correct health measures.</p> </div> <div style="width: 48%;">  <p>Health conditions announced. For those with a pre-existing health condition that may be affected by Coronavirus infection, employees are encouraged to inform management.</p> </div> </div>	<p>1 x 8</p>  <p>8</p> <p>Low</p>

Risk assessment for : Nene Data & Electrical Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
<p>BMI of over 40. Up to date at risk groups can be found at: https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults</p>		<p> Social Distancing Individual should exercise 'social distancing'. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible. Work from home, where possible. Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media. Use telephone or online services to contact your GP or other essential services. Everyone should be trying to follow these measures as much as is pragmatic.</p> <p> Temporary Isolation Those who become unwell during employed ours should be temporarily isolated in a room with a closeable door, a minium of 2 meters away from other where possible. Ensure in transit that the individual does not come in to contact with other people, surfaces or objects and their mouth and nose are covered by a tissue or crook of their elbow.</p>	

Risk assessment for : Nene Data & Electrical Ltd

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Tools will be limited to each person All hand tools are issued to each engineer and are exclusive for their use, no tool sharing will take place to reduce the transmission between persons.</p>	Operators	 <p>Cleaning of Tools Carried Out After each period of use, all tools will be wiped down with cleaner to prevent the spread should a carrier utilise the equipment.</p>  <p>Hand Tools Per Person To reduce the spread of coronavirus between persons, each person will utilise their own hand tools and no sharing of tools will be permitted.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>
 <p>Working On Client Sites Working at a clients premises</p>	<p>All staff, Contractors</p> <p>How? Lackofcontrolon other sites over the social distancing measures meaning may be exposed to risk of transmission of Covid-19</p>	 <p>Dynamic Risk Assessment Conducted Contact will be made with the customer/ client to establish what control measures are in place and what else needs to be in place.</p> <p>If arrive on-site and are not satisfied control measures are effective or people appear symptomatic then the visit the employee will leave the site immediately and report to the manager.</p>  <p>Checklist Completed We will only attend site once a completed checklist has been completed. The checklist will then be assessed internally prior to site attendance being confirmed.</p> <p>When on-site the site operative will ensure that the site is COVID Secure and a safe workplace.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>

Further control measures

None required

Operating procedures

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

Businesses and workplaces should make every reasonable effort to enable working from home as a first option.

Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

Taken From: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

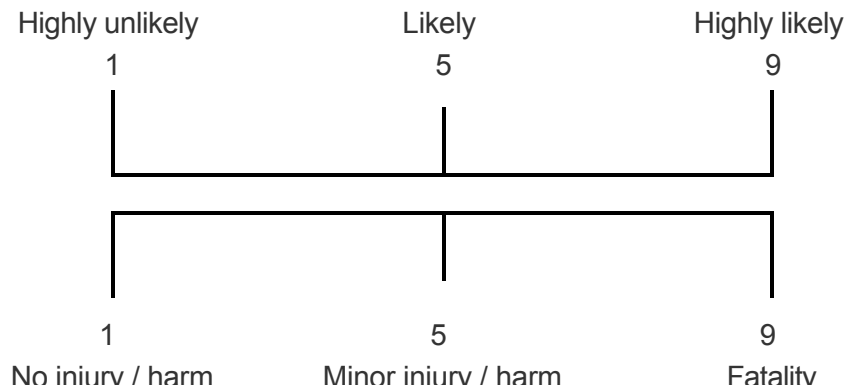
In order to reduce the risk of the spread of Coronavirus infections, basic preventative measures are advised for the public, including: good respiratory hygiene and respiratory etiquette; frequent careful hand washing; avoiding touching one's eyes, mouth and nose; sanitary disposal of oral and nasal discharges as well as avoiding contact with sick people. (European Centre for Disease Prevention and Control)

Any hand washes or sanitisers should be purchased and claimed for via the internal expense system.

The UK does not currently advise use of face masks outside of care settings, in line with PPE guidance. [<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe>]

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Probability

Severity

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Mark Westley

Approved by signature: Mark Westley