

**RISK ASSESSMENT SRA 56 \*\*COVID-19 SECURE\*\***

Activity covered by this assessment	Location	Date
<b>WORKING IN COMMERCIAL BUILDINGS</b>	UK Wide	25 September 2020

**Significant Hazards - using Risk Matrix - P x S**

		Assessment of Risk		
		Low	Medium	High
A	Biological hazards (contracting COVID-19)			25
B	Biological hazards (transmitting COVID-19)			25
C	Mental health & wellbeing			20

**Persons at Risk:-** engineers, site staff, visitors, public , others within the immediate vicinity of the work area

**Control Measures to be taken to eliminate or reduce the risk of the above hazards causing harm**

**Compliance with:**

- Evotech's Safety, Health & Environmental Policy and Arrangements
- Evotech's COVID-19 Infection Control Policy
- Evotech's SRA 57 - Working in or from Evotech vehicles
- HM Government's 'Working safely during COVID-19 in offices and contact centres' Guidance
- HM Government's 'Working safely during COVID-19 in factories, plants and warehouses' Guidance
- HM Government's 'Working safely during COVID-19 in shops and branches' Guidance
- HM Government's 'Working safely during COVID-19 in restaurants offering takeaway or delivery services' Guidance
- HM Government's 'Working safely during COVID-19 in or from a vehicle' Guidance

Specific information about working on client commercial premises has been issued in the Evotech Infection Control Policy document which is updated weekly, or as changes in government advice is issued. However; for ease of information this advice has been repeated below:

**Working in client premises and/or public spaces**

Our clients will have produced a building specific risk assessment for Covid 19 Secure, ensure that you have read and understood this document

At all times follow the precautionary hygiene and safety measures set out within our general advice bulletins previously issued, which are:

Avoid touching surfaces used by the general public or surfaces within workplaces unnecessarily, e.g. door handles, push buttons, keyboards. Obviously, there is need to touch such surfaces, e.g. handrails for your own safety. In such cases, avoid touching your mouth, nose or eyes and wash your hands thoroughly or use an alcohol-based hand gel or soap and warm water as soon as possible.

Treat any cuts promptly with an anti-septic cream and use a plaster to prevent infections.

Regular use of a moisturising hand cream is advisable.

Keep your tool boxes, tools, interior of car/van surfaces, phone/mobile phones, keyboards and other regularly used surfaces clean, by using a suitable disinfecting wipes (these can be purchased with company credit cards or will be provided upon request by your line manager) on a regular basis.

When you arrive at the customer premises, avoid touching entry buttons/intercoms and doors/door handles – use a tissue if practical and dispose of immediately.

Keep your distance from persons when you arrive and do not shake hands or have any other close contact; the recommended distance is 2 metres.

Use your own pen when signing in and do not share any tools or equipment that has not been thoroughly sanitised, by YOU!

Wash your hands thoroughly with soap and preferably warm water for approx. 20 seconds as soon as possible after arrival.

If using customer provided desk facilities, wipe down the desk/work surface using a suitable commercial disinfecting wipe.

Think of other people when coughing and sneezing, and the use of tissues is recommended, which should be disposed of immediately. Don't forget about hand hygiene.

If another person is showing symptoms that may be Coronavirus, move away immediately to a safe distance (at least 6 feet/2 metres); if necessary, remove yourself from the immediate area and phone or email the helpdesk, line manager or HR to request advice. If you believe you may have been exposed to any potential contaminants immediately wash your exposed skin using the nearest washrooms. Report the incident as you would report an accident or near miss.

Generally avoid touching your face, if you must, clean hands first using soap and warm water or hand sanitiser

When you leave site ensure you sanitise your hands immediately

**Managerial / Supervisory:**

- Ongoing review of client COVID-19 risk assessments
- Regular communications with staff working remotely on clients sites
- Regular team meetings with staff to review / assess the risk assessment and controls

**Training:**

- Toolbox talk on COVID-19 working safely in or from a company vehicle
- Toolbox talk on COVID-19 working safely on client sites

Safety Media COVID-19 online training module

**Additional information:**

NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts), visit: [www.nhs.uk/conditions/coronavirus-covid-19](http://www.nhs.uk/conditions/coronavirus-covid-19)

WHO (World Health Organisation) provides awareness information regarding CV19, visit: [www.openwho.org/courses/introduction-to-ncov](http://www.openwho.org/courses/introduction-to-ncov)

NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist, visit: [www.111.nhs.uk/covid-19](http://www.111.nhs.uk/covid-19)

HM Government's 'Working safely during coronavirus' guidance, visit: [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

HM Government's 'Staying alert and safe (social distancing)' guidance, visit: [www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing](http://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing)

**The above controls have been selected to eliminate, minimize and protect the health and safety of operatives and others that may be affected by the above activities. These controls have been designed to protect against the hazards recorded and should only be used in relation to those specific site conditions.**

**RISK ASSESSMENT**


Assessment of remaining risks:

**RISK ASSESSMENT SRA**

		Low	Medium	High
A	Biological hazards (contracting COVID-19)		5	
B	Biological hazards (transmitting COVID-19)		5	
C	Mental health & wellbeing		5	


This assessment is to be reviewed monthly or when changes occur.

**ASSESSMENT UNDERTAKEN:**

Signed:  Name: Mark O'Grady  
 Date of Assessment: 26/05/2020 Assessment Review: 26/06/2020


This assessment is to be reviewed monthly or when changes occur.

**ASSESSMENT UNDERTAKEN:**

Signed:  Name: Mark O'Grady  
 Date of Assessment: 26/06/2020 Assessment Review: 24/07/2020

This assessment is to be reviewed monthly or when changes occur.

**ASSESSMENT UNDERTAKEN:**

Signed:  Name: Mark O'Grady  
 Date of Assessment: 27/07/2020 Assessment Review: 27/08/2020


This assessment is to be reviewed monthly or when changes occur.

**ASSESSMENT UNDERTAKEN:**

Signed:  Name: Mark O'Grady  
 Date of Assessment: 27/08/2020 Assessment Review: 25/09/2020

This assessment is to be reviewed monthly or when changes occur.

**ASSESSMENT UNDERTAKEN:**

Signed:  Name: Mark O'Grady  
 Date of Assessment: 25/09/2020 Assessment Review: 26/10/2020