|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Name:** Evander | | | | **Work Area:** Colleagues working in the field – COVID-19 | **Activity/Machine/Area:** Emergency/ Repair/Installations/Surveying | | | | **RA No:**  COVID19 |
| The return to normal working post Covid19 to allow our Colleagues to return to normal working subject to UK Government and HSE Guidance.    This is in addition to the Government statement on, regular hand washing for 20 seconds, not touching your own face and social distancing of 1 metres. | | | | | | | | | |
| **Hazards & People Exposed** | Risk | | | **Current Controls (measures already in place)** | Residual Risk | | | **Future Controls (things to be considered)** | **Transferred to**  **Action Plan**    **Yes/No** |
| Colleagues & Customers | S e v  e  r  i t y | L  i  k  e  l i  h o o  d | T o  t a  l    R  i  s k | S e v  e  r  i t y | L  i  k  e  l i  h o o  d | T o  t a  l    R  i  s k |
| **General** | S | L | T |  | S | L | T |  |  |
| Staff not being listened to/need to escalate a  concern | 5 | 3 | 15 | Access to HRSS & ERSS  1:1s with Line Managers  Use of Safety Team  [Graham.pye@evander.com](mailto:Graham.pye@evander.com) 07718 167 485  [Mark.barnish@evander.com](mailto:Mark.barnish@evander.com) 07526 918 306  Access to HSE – <https://www.hse.gov.uk/contact/concerns.htm> 0300 003 1647  No Colleagues are obliged to work in an unsafe work environment | 5 | 1 | 5 |  | No |
| Customer has suspected or confirmed COVID-19 or is  self-isolating | 5 | 5 | 25 | Customer Experience Colleagues during FNOL follow triage re symptoms/ self-isolation / Vulnerability  We will ask Customer to call back after isolation period if answer is positive  If an emergency and Customer has symptoms or are self-isolating and a visit is essential to secure the property, we will adhere to our safe system of work supported by Enhanced Personal Protective Equipment. | 5 | 1 | 5 |  | No |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contact with Customers | 5 | 5 | 25 | Colleagues to discuss with Customer at phone call stage re symptoms / self-isolation, any local parking restrictions maintaining a 1m distance  Colleagues to discuss with Customer when arriving at property re symptoms / self-isolation (as a 3rd line of defence)  Colleagues to remind Customer if not complying to 1m distancing  Colleagues can leave property if they feel under threat at any time – reporting to their line manager ASAP  When talking to a Customer, social distancing must be adhered to | 5 | 1 | 5 |  | No |
| Travel routes around houses established by Engineer | 5 | 5 | 25 | Colleagues establishes 1m social distancing at all times whilst completing works  Use of internal door barrier to help keep work area segregated | 5 | 1 | 5 | Maintain 1M as of 19/07/21 | No |
| Surface Contact | 5 | 5 | 25 | Colleagues to wash hands for 20 seconds prior to approaching the Customer’s property. Colleagues to wash their hands for 20 seconds after completing task and leaving property.  Where Colleagues do not have the correct facilities or material on their van, they must use their hand sanitiser | 5 | 1 | 5 |  | No |
| Contaminated Equipment | 5 | 5 | 25 | All Equipment **must** be cleaned between jobs  Work area **must** be cleaned before and after task completed | 5 | 1 | 5 |  | No |
| Contact with Colleagues | 5 | 5 | 25 | Where two person work is needed to mitigate other H&S risks  (E.g. manual handling), social distancing will be implemented as per the multiple lift safe system of work.  If travelling to a job together, the vehicle sharing safe system of work will be adhered to. | 5 | 1 | 5 |  | No |
| Contact with any other 3rd party | 5 | 5 | 25 | Maintain social distancing at all times, regardless of location - suppliers, in public, hotels etc. | 5 | 1 | 5 |  | No |
| PPE usage  Use of masks  Use of Gloves | 5 | 5 | 25 | **Emergency work only (Known COVID19 Case or persons isolating / shielding)**  Enhanced PPE to be worn by Colleagues entering a suspected COVID-19 property  Removal of PPE at such jobs must be completed outside the property and disposed of in clinical waste provided  Engineer must be face fit tested for mask fit | 5 | 1 | 5 |  | No |
|  |  |  |  | **General work**  Colleagues will wear precautionary PPE  Colleagues must wear the appropriate PPE required for the task as per their dynamic risk assessment as they would at any other time |  |  |  |  | No |
| 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 |  | No |
| Equipment use | 5 | 5 | 25 | Colleagues to sign the electronic device on behalf of Customers during the  COVID-19 period  No sharing of pens etc.  Only use own equipment | 5 | 1 | 5 |  | No |
| 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  Vehicles to be disinfected / mist treated on a regular cycle | 5 | 1 | 5 |  | No |
| Break Times | 5 | 5 | 25 | Breaks to be taken in van or outdoors, not in Customers homes Do not eat or drink in Customer’s property | 5 | 1 | 5 |  | No |

**Control Items**

The following items support the existing control measures identified in the risk assessment.

|  |  |
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| **Control Item:** | **Details of Controls:** |
| Applicable Documents | Risk Assessment COVID19  Job Specific Risk Assessment  Multiple Lift Safe System Of Work  Vehicle Sharing Safe System of Work  GGF Guidance documents  HSE Guidance documents  Safety Alert – Cleaning the work area  PPE Safe System of Work  COVID19 Checklist |
| Information and Instructions | Safe System of Works. Safety Alerts and Risk Assessments |
| Training Requirements/ Special Qualifications | Face Fit testing for **Emergency work only (Known COVID19 Case or persons isolating / shielding)** |
| Supervision | Line Management |
| Access and Egress | 1M Social Distancing |
| Environment |  |
| Equipment | Correct cleaning process |
| Emergencies | Enhanced PPE |
| Communication | Updates from Operations Board and HSEQ Director |
| Other |  |

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| **Risk Assessment Scoring Matrix** | | **People** | Injury not requiring first aid treatment (no lost time) | Injury requiring first aid treatment (no lost time) | Injury resulting in lost time or other notifiable occurrence | RIDDOR specified/ major injury | Fatality or permanent disability |
| **Assets** | Vandalism, damage or loss of up to 5% of total assets | Vandalism, damage or loss of up to 15% of total assets | Major damage or loss of up to 30% of total assets | Extensive damage or loss of up to 50% of total assets | Total destruction |
| **Reputation** | No impact, internal mention only, no brand damage | Slight impact, confined to local area, no brand damage | Moderate impact, short term national concern, brand exposed | Major impact, persistent national concern, some brand damage | Major impact, operation and brand severely affected |
| **Environment** | No direct environmental impact | Minimal impact resulting in internal investigation and  report | Impact of importance resulting in internal investigation and report | Impact of importance involving external organisations, EPA, SEPA | Major impact, loss of wildlife, severe pollution, significant  prosecution |
| **Severity Rating** | **1** | **2** | **3** | **4** | **5** |
| **Frequency** | **Likelihood Rating** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Rare , only occurring in exceptional circumstances – (Once every 5 years +) | **1** |  |  |  |  |  |
| Unlikely , could occur at some point (Once a year) | **2** |  |  |  |  |  |
| Possible, might occur at some point (Quarterly) | **3** |  |  |  |  |  |
| Likely, will occur in most  circumstances (Once a week) | **4** |  |  |  |  |  |
| Almost certain, is expected to occur in all circumstances (Once a day) | **5** |  |  |  |  |  |

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| **LOW RISK** | Managed by documented routine standards, processes and procedures. HSEQ Team, with the assistance of the Field Operations Team, to monitor periodically to ensure the situation does not change, which may affect the low risk rating and prompt a review of the risk assessment |
| **MEDIUM RISK** | Control strategies are implemented by HSEQ Team and monitored by Field Operations Line Managers, with progress audit report being conducted in iAuditor. HSEQ Team to monitor periodically to review if further controls can be implemented to reduce the risk to ‘Low Risk’ or until the risk is reduced to as low as reasonably practicable |
| **HIGH RISK** | Immediate action required with consideration given to ceasing the activity until the risk can be reduced. HSEQ Team to produce detailed mitigation plans, authorised and monitored by the Safety & Compliance Director, until the risk is reduced to ‘Medium Risk’ or as low as reasonably practicable. |

**Personal Protective Equipment**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
| ✓  Enhanced PPE & Job Specific | ✓  Ear Protection as and when required | ✓  Precautionary & Enhanced PPE | ✓  Clean hand protocol | ✓  Safety Footwear at all Times | ✓  Bump Cap at all times / Hard Hat as and when required | ✓  Fall Arrest as and when required | ✓  Enhanced PPE | ✓  Hi Vis at all times |

**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.