

RISK ASSESSMENT SRA 57 **COVID-19 SECURE**

Activity covered by this assessment	Location	Date
WORKING IN OR FROM EVOTECH VEHICLES	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, managers, passengers within company vehicles.

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 Company Vehicle Policy
 HM Government's 'Working safely during COVID-19 in or from a vehicle' Guidance

Wherever possible staff should travel to site alone whether using a company vehicle or their own.

If you need to travel to a job which requires more than one engineer then each engineer should use their own company vehicle if they have one, and if not, use their own personal vehicle if possible.

Use of a personal vehicle in such circumstances must be approved by a Company Director who can approve the payment of mileage. Note – personal vehicles used for work purposes must be insured for work use and a copy of your insurance certificate should be submitted to your line manager.

If you feel that you have no option but to share a vehicle you must first seek approval from a Company Director and complete a risk assessment prior to doing so.

Where possible and safe use single workers to load or unload vehicles.

Company vehicles should be sanitised daily using the vehicle sanitising kit provided, ensure that gloves and disinfectant are used, paying particular attention to frequently touched areas like handles, buttons, steering wheel, gear stick and keys. Dispose of used products as soon as is reasonably practical using appropriate waste bins.

Make sure vehicles are well-ventilated to increase the flow of air, for example, by opening a window.

Insist on use of electronic paperwork where possible, and review procedures to enable safe exchange of paper copies where needed, for example, Fresenius Kabi where hard copies are required due to MHRA requirements.

In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe. Use appropriate PPE should an incident occur where social distancing can't be followed, for example, face covering and disposable gloves should be worn.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.

Wearing a face covering is required by law, in public spaces, on public transport and in the workplace when social distancing is not feasible. It is important to use face coverings properly and wash your hands before putting them on and taking them off. You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification.

Evotech will support members of staff in using face coverings safely when required. This means informing workers:

Staff should wash hands thoroughly with soap and water for 20 seconds 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.
Practise social distancing at all times - (2m, or 1m with risk mitigation where 2m is not viable).

Managerial / Supervisory:

Regular auditing / inspection of company vehicles by line managers to ensure controls are being maintained
Weekly virtual team meetings with resource groups / teams to review / assess the risk assessment and controls

Training:

Toolbox talk on COVID-19 working safely in or from a company vehicle
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
WHO (World Health Organisation) provides awareness information regarding CV19, visit: 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
HM Government's 'Working safely during COVID-19 in or from a vehicle' guidance, visit: 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

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:


Assessment of remaining Risk		
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


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

ASSESSMENT UNDERTAKEN:	
Signed: 	Name: Mark O'Grady
Date of Assessment: 25/10/2020	Assessment Review: 26/11/2020


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

ASSESSMENT UNDERTAKEN:	
Signed: 	Name: Mark O'Grady
Date of Assessment: 25/11/2020	Assessment Review: 26/12/2020

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


ASSESSMENT UNDERTAKEN:	
Signed: 	Name: Mark O'Grady
Date of Assessment: 20/12/2020	Assessment Review: 20/01/2021

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


ASSESSMENT UNDERTAKEN:	
Signed: 	Name: Mark O'Grady
Date of Assessment: 20/01/2021	Assessment Review: 19/02/2021

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


ASSESSMENT UNDERTAKEN:	
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Signed: 	Name: Mark O'Grady
Date of Assessment: 19/02/2021	Assessment Review: 19/03/2021

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

ASSESSMENT UNDERTAKEN:	
Signed: 	Name: Mark O'Grady
Date of Assessment: 19/03/2021	Assessment Review: 20/04/2021

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

ASSESSMENT UNDERTAKEN:	
Signed: 	Name: Mark O'Grady
Date of Assessment: 09/12/2021	Assessment Review: 09/01/2022