

ASSESSING OUR RISKS – GENERAL RISK ASSESSMENT FORM

Site/Department: A&M Defence & Marine

Task/Activity/Area: Off premises – Land Based

Notes:

Coronavirus COVID-19

RA Team:

Steve Naylor

Date of RA:

12 March 2020

Review Date: As Required

People at risk: Company Employees, travel overseas / Covid-19 contact.

Dept Manager

Signature:

Hazards identified or clear Injury causes, highlighting risks (Injury focused - see checklist)	Controls/Procedures/Key Behaviours (existing controls, information, training etc)	Further action required
Transmission	<ul style="list-style-type: none"> a. Wash hands with soap and water on a regular basis. Use alcohol based sanitiser where soap and water isn't available. Follow hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ b. Avoid shaking hands and exercise social distancing – stay 2 metres away from others c. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze d. Put used tissues in the bin straight away e. Try to avoid close contact with people who are unwell f. If unwell with symptoms of COVID-19 self-isolate at home in line with government advice: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance g. If unwell with any symptoms and you are in doubt as to what to do phone your line manager for advice before travelling into work. You may be asked to work from home. h. Wear nitrile gloves for undertaking cleaning. <p>Use the NHS symptom checker: https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</p>	

Employees with symptoms of COVID-19	<p>a. If an individual falls ill whilst carrying out duties for the company contact line manager and go home immediately.</p> <p>b. Make site contact aware</p> <p>c. If necessary call 111 and dial 999 in an emergency.</p>	
Vehicles	<p>a. When travelling at work or between site locations, personnel should travel alone. If personnel have no option but to share a vehicle, then they should:</p> <ul style="list-style-type: none"> • Share with the same individuals and with the minimum number of people at any one time • Wherever possible maintain a distance of two metres and avoid touching their faces • Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey • Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle <p>b. Regularly clean vehicles using gloves and standard cleaning products, paying particular attention to on handles and other surfaces which are regularly touched, especially when a vehicle has been shared.</p>	
On Customer sites	<p>a. Wash hands or use hand sanitiser on arrival at site and before leaving.</p> <p>b. Follow engineers site policy and any customer site specific instruction</p> <p>c. Where possible work alone or observe. Observe social distancing measures</p> <p>d. Where social distancing is not possible keep to maximum 15 minutes and use back-to-back or side-to-side working (rather than face-to-face) whenever possible.</p> <p>e. Where contact is unavoidable notify the line manager and keep to same team groups</p> <p>f. Clear workspaces and removing waste and belongings from the work area at the end of a shift or when leaving site.</p> <p>g. Where necessary sanitise hand tools on completion of works</p>	
Site meetings	<p>a. Where possible site meetings should be carried out over conference call or video conferencing with in person meetings conducted only when necessary.</p> <p>b. Where an in person meeting is deemed necessary, maintain 2 metre</p>	

	<p>social distancing measures and conduct the meeting in a large space with good air flow.</p> <p>c. If inside open doors/windows where possible and run heating/cooling systems before and after the meeting.</p> <p>d. Avoid sharing pens and or other objects.</p>	
Mental health and wellbeing	<p>a. Line managers to contact direct employees on a regular basis.</p> <p>b. Any employee with concerns should contact either their line manager or the company health, safety and training manager.</p>	
Emergencies	<p>a. In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe.</p> <p>b. People involved in the provision of assistance to others should wear PPE if at all possible and pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	
Quarantine of customer site	<p>a. Inform AMDM as per emergency contact list</p>	