

TASK:	Providing Works Service During COVID-19 Pandemic		
HAZARDS:	1	Contracting the infection	
	2	Transmitting the infection to others	
	3		
	4		
RISKS:	1	Falling ill, hospitalisation, critical care and possible death	
	2	Causing others to fall ill, hospitalisation, critical care and possible death	
	3		
	4		
CONTROLS:	1	Staff under 70 years of age and generally fit & well with no pre-existing health conditions	
	2	Travel alone in your own company vehicles (accepting shared households) and not use public transport unless absolutely necessary (use a face covering when in presence of other people)	
	3	You are mandated to avoid any group of people: Remain at 2m MINIMUM at ALL Times	
	4	If working in close proximity (subject to MS) to others that CANNOT be avoided, wear gloves and P2/3 mask at all times. Wash hands for 20 seconds before and after works	
	5	If collecting keys for works. Ensure gloves are worn when collecting keys. Ask the customer to place keys and move away whilst they are picked up and signed for (be careful if a pen is used to sign). Once outside of the building, spray the keys with a disinfectant/anti-viral spray (provided with PPE kit) and leave to dry. Discard gloves safely.	
	6	Frequent hand washing - with soap and water for at least 20 seconds	
	7	Use hand sanitiser when soap & water are not available especially before entering your vehicle home or office locations	
	8	Use gloves (PPE kit now contains PVC & Polythene) to protect your hands in possible contaminated locations (hand rails, doors etc), remove carefully and dispose of in the bin	
	9	Always wash your hands when you blow your nose, sneeze or cough and before eating or handling food	
	10	Avoid touching your face, eyes, nose, and mouth with unwashed hands	
	11	Cover a cough / sneeze with a tissue (use you inner elbow if no tissue is available), then throw the tissue in a bin and wash your hands	
	12	Clean using disinfectant wipes or spray disinfectant cleaners; frequently touched objects and surfaces in your work area & vehicle	
	13	Use eye protection where there is a possibility of airborne aerosol infection	
	14	Use your P3 mask only if you are in close proximity (exceptional circumstances: sharing a vehicle in an emergency) to someone else (less than 2m).	
	15	Customers are not required to sign or touch your PDA device. You must stand at least 2M away from the customer and explain what has been completed, recorded and any issues noted. Take the customers name and write in the customer name box only.	
	16	Avoid any contact with people who have symptoms	
	17	Avoid direct contact: Keep in touch using email, Text, Messaging and voice call	
PPE REQUIRED:	P2/P3 & surgical facemasks Hand sanitising gel (min 70%) Safety glasses Gloves: vinyl, polythene & work gloves		
	   		
RESIDUAL RISK	Provided that the controls are implemented and maintained, the residual risk will be: Low		
ASSESSMENT BY:	Issued From: Impulse Engineering Projects Office		
E Newman - Safety Officer	Issued By: T Robinson-Love		Revision No: 1.3
	Revision Date:		Print Date: May 8, 2020
Issued To:	All Engineers	Job No:	IEL \ ALL jobs undertaken during COVID-19 epidemic
<i>I have read and understood the above and will comply with the requirements of this document</i>			
SIGNATURE			DATE:
ASSESSMENT No:	NEXT ASSESSMENT DUE:		
RA062	08 May 2021		
Original Issue:	23 March 2020	Assessment to be Reviewed Yearly	