






TASK:		Providing Works Service During COVID-19 Pandemic			
HAZARDS:	1	Contracting the infection			
	2	Transmitting the infection to others			
RISKS:	1	Falling ill, hospitalisation, critical care and possible death			
	2	Causing others to fall ill, hospitalisation, critical care and possible death			
CONTROLS:	1	Staff must comply with current Government guidelines with respect to precautions, local lockdowns, hand hygiene, face coverings, in public places and distancing.			
	2	Staff must be generally fit & well with no pre-existing health conditions (see additional controls document)			
	3	Travel alone in company vehicles (accepting voluntary teaming / work cells & shared households: these must be pre-authorised with additional controls) and do not use public transport unless absolutely necessary.			
	4	You are mandated to avoid any group of people: Keep 2m distance and a MINIMUM of 1m (with face covering) at ALL Times			
	5	If working in close proximity (subject to Site/task MS) or in an emergency (sharing a vehicle) to others that CANNOT be avoided, wear gloves and P2/3 mask at all times. Wash hands for 20 seconds before and after works (sanitiser if hand wash facilities do not exist)			
	6	If collecting keys or other items for works. Ensure gloves are worn. 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.			
	7	Frequent hand washing - with soap and water for at least 20 seconds			
	8	Use hand sanitiser when soap & water are not available especially before entering your vehicle home or office locations			
	9	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			
	10	Always wash your hands when you blow your nose, sneeze or cough and before eating or handling food			
	11	Avoid touching your face, eyes, nose, and mouth with unwashed hands			
	12	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			
	13	Clean using disinfectant wipes (now part of PPE) or spray disinfectant cleaners; frequently touched objects and surfaces in your work area & vehicle			
	14	Use eye protection where there is a possibility of airborne aerosol infection			
	15	Remote working: If you are working from home or a location other than the office: comply with RA039 (DSE/Workstation assessment), take part in "CatchUp" as directed, and talk to your line manager if you are experiencing any issues or having difficulties coping with distance working.			
	16	Customers are not required to sign or touch your PDA device. You must maintain a minimum distance of 1M, preferably 2m 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.			
	17	Avoid any contact with people who appear to be symptomatic			
	18	Avoid direct contact: Keep in touch using email, Text, Messaging and voice call			
PPE REQUIRED:	P2/P3 & surgical facemasks Hand sanitising gel (min 70%). Clinell Wipes Safety glasses - Gloves: vinyl, polythene & work gloves		   		
RESIDUAL RISK:	Provided that the controls are implemented and maintained, the residual risk will be:			Low	
Issued From:	Impulse Engineering Quality & Compliance		Assessment By:		Safety Officer CertOSH
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Issued To:	All staff (& published)		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:	Original Issue date:				NEXT ASSESSMENT DUE:
RA062	23/03/2020				30 March 2021
Assessment to be Reviewed Min. Yearly					