

## COVID-19 TECHNICIAN ACTIVITIES RISK ASSESSMENT

<b>DATE</b>	3 <sup>rd</sup> July 2020	<b>ASSESSMENT BY</b>	HSEQ Team
<b>LOCATION</b>	Various		
<b>NATURE OF ACTIVITY</b>	Technician activities		
<b>REVIEW DATE</b>	July 2021		
<b>PERSONS AT RISK</b>	Employees, visitors, contractors, members of the public		

Probable Frequency		Probable Severity
Rare	1	Insignificant
Unlikely	2	Minor
Moderately likely	3	Significant
Likely	4	Major
Almost Certain	5	Severe

	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

<b>8 - 16</b>	<b>Action required if practicable</b>	<b>20 - 25</b>	<b>Task will not be completed</b>
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Potential Hazard	Result of Occurrence	Control measures in place	Freq	Sev	Risk Rating	Recommended actions
Contact with customers	COVID-19 transmission	Social distancing procedures in place for base appointments. Hand sanitizer and social distancing in place for customers in reception. Twice-daily cleaning procedures in place for all commonly touched areas. Suitable number of tasks allocated to each base technicians to allow for customer social distancing and site cleaning. Procedures in place for technicians to eliminate contact with customers when visiting their premises or on arrival. All customers will be informed of the process for social distancing via text message before we attend	2	3	6	

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Potential Hazard	Result of Occurrence	Control measures in place	Freq	Sev	Risk Rating	Recommended actions
Contact with infected customer property	COVID-19 transmission	Procedures in place for technicians to wear nitrile gloves at all times when handling customer property, including vehicle keys. All customers will be informed of the process for social distancing via text message and called by the technician before arrival to discuss the procedures	2	3	6	
Lack of social distancing	COVID-19 transmission	Office staff either have been put on furlough leave or are working from home wherever possible. 2-metre distancing rules apply to anyone who cannot work from home. Staggered start times for technicians collecting stock from site. Suitable number of tasks allocated to each base technician to allow for customer social distancing and site cleaning. Social distancing signage on the main entrance door and around the site.	2	3	6	
Lack of hand washing facilities for mobile technicians	COVID-19 transmission	Technicians are provided with disposable nitrile gloves, hand cleaning wipes and safety glasses. Technicians have been instructed to wear disposable nitrile gloves at all times whilst handling customer property and to clean their hands with the hand wipes for 20 seconds, then a further 20 seconds with a second wipe after each task	2	3	6	
Lack of information	Government guidance noncompliance	Regular Markerstudy Group updates about COVID-19 which include the latest government guidelines and advice are sent to the technicians and uploaded to the company Intranet. HR and the HSEQ team are regularly reviewing government guidance and informing the network with any relevant information	2	3	6	
Vulnerable employees	COVID-19 transmission	All employees that have informed us that they are classed as 'increased risk' of contracting the virus are working from home or have been put on furlough leave	2	3	6	
Travel	COVID-19 transmission	All non-essential travel has been postponed during the pandemic	2	3	6	
Suspected case whilst working	COVID-19 transmission	All employees receive regular Markerstudy Group updates about COVID-19 which include the latest government guidelines and advice on COVID-19 symptoms and what they must do	2	3	6	

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Equipment inspections	Legal noncompliance	Portable appliance testing (PAT) frequency has been temporarily extended. Employees have been instructed to ensure that pre-use checks are completed on all equipment before use, and to report any defects to their line manager	2	3	6	

<b>Personal protective equipment available</b>	PPE available - dependent on the precise nature of the activity.	   
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**REVIEW**

Review of Risk Assessment to be undertaken annually, or if significant alteration to processes or equipment occurs. Please advise Health & Safety Team of any changes or suggested changes, which could affect the accuracy and validity of this assessment.

Perception of the risks present in this environment may be underestimated by visitors to the site who are not familiar with the premises and activities taking place, therefore visitors are escorted by an employee in hazardous situations

**Perception of the risks involved in this environment may be underestimated by young or inexperienced persons.**

The severity of injury may increase if expectant or nursing mothers are involved, increase probable severity by 1.

Prepared by <input type="text" value="Bruce Bahlaj"/>	Position <input type="text" value="H&amp;S Manager"/>	Date <input type="text" value="JUL 2020"/>
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