



Risk Assessment										RA Ref No:	200427_R&M TEAM_V3_DRAFT			
										Date:	24/06/2020			
										Review Date:	23/06/2020			
										Prepared By:				
										Name (BLOCK CAPS)	M STANLEY			
										Signature	M STANLEY			
<b>Risk Rating</b> Likely (4)    4    8    12    16 Rather Likely (3)    3    6    9    12 Rather Unlikely (2)    2    4    6    8 Unlikely (1)    1    2    3    4				<b>Workplace Name :</b> Wakefield Contract <b>Workplace Address:</b> Various addresses across the Partnership contract <b>Activity:</b> Reactive & Maintenance works				<b>Notes:</b> <b>People at Risk:</b> Employee <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Public <input checked="" type="checkbox"/> Clients <input checked="" type="checkbox"/> Others <input type="checkbox"/> Specify:						
<b>Severity</b> Low (1)    Moderate (2)    Severe (3)    Catastrophic (4)				<b>(Green)</b> - Acceptable Risk : Implementation Permitted <b>(Yellow)</b> - Intermediary : Situation can be improved. Implementation when existing controls and any further actions have been implemented as far as reasonably practicable.				<b>(Red)</b> Unacceptable, work <b>cannot</b> go ahead without further controls to reduce the risk to acceptable or intermediary. If the risk cannot be reduced then work should be escalated to the Division SHEQ Team and Responsible Person for further advice before works commence.						
Initial Assessment										Residual Risk				
Hazards	Severity	Likelihood	Risk Rating	Existing Controls			Acceptable Y/N?	Further Actions Required (these may be workplace specific)			Severity	Likelihood	Risk Rating	Acceptable Y/N?
Travelling to work	4	2	8	1. Where travel to work is necessary, Engineers should only travel if they are fit and well. 2. Engineers should travel alone in own vehicles. 3. Should public transport be used, rush hour should be avoided where possible, use a surgical face mask, cover your cough or sneeze with a tissue and throw in bin; avoid touching your face during the journey. Remove the face mask when you arrive at work and wash hands with soap and water (for at least 20 seconds).			Y						0	Y



Initial Assessment						Residual Risk				
Hazards	Severity	Likelihood	Risk Rating	Existing Controls	Acceptable Y/N?	Further Actions Required (these may be workplace specific)	Severity	Likelihood	Risk Rating	Acceptable Y/N?
Entering and operating in occupied premises ( <b>non-residential</b> )	4	2	8	1. Engineers assess site upon arrival and ensure social distancing can be maintained during works (both reactive and preventative tasks). Where social distancing during works cannot be maintained, the area may need to be cleared of persons or a surgical face mask and safety glasses worn. 2. Engineer to complete risk assessments on PDA to confirm safe to continue work(s). 3. Engineer to familiarise themselves on-site with pedestrian/ traffic arrangements and adhere to site requirements. 4. Operatives may be required to complete temperature checks when entering some types of properties (such as schools). 5. Engineers to cover mouth (and nose) when coughing or sneezing, or use a flexed elbow. Discard tissue(s) in closed bin and clean hands immediately afterwards (with soap and water for 20 seconds, or use an alcohol based hand gel). 6. Engineers to regularly wash hands with soap and water (for at least 20 seconds). If not available, clean hands with sanitiser. 7. In the event of the Engineers become symptomatic, they must remove themselves from the premises (potentially locally isolate if transportation is awaited) and inform their Line Manager and self-isolate.	Y	1. Engineers to be briefed on the wearing of surgical mask.			0	Y



Initial Assessment						Residual Risk				
Hazards	Severity	Likelihood	Risk Rating	Existing Controls	Acceptable Y/N?	Further Actions Required (these may be workplace specific)	Severity	Likelihood	Risk Rating	Acceptable Y/N?
Entering and operating in occupied premises ( <b>residential</b> )	4	2	8	<p>1. Where reactive works are required, helpdesk/ contact centre undertake initial triage to determine whether persons are not showing symptoms, showing symptoms, confirmed or shielding.</p> <p>2. Where attendance is required and there are <b>no persons showing symptoms/ persons are shielding/ persons are isolating</b>, engineer to ensure the work area is clear of all personnel and where practicable clean the work area with sanitiser wipes.</p> <p>3. Social distancing to be maintained at all times, however where this is not possible surgical face mask and safety glasses are required.</p> <p>4. Where working in pairs engineers to use back to back, or side to side working where possible.</p> <p>5. When the task is completed, wipe the work area down, wash hands thoroughly and leave the property. PPE to be removed when back at the vehicle and dispose of within the bin (located within the van). Masks should not be transferred between properties (one mask per task approach). Safety glasses to be cleaned with sanitising wipes</p> <p>6. Where persons have been identified as <b>showing symptoms</b>, if the works are not considered critical or urgent, wait until quarantine period is over. Where it is urgent or safety critical, steps 2 to 5 apply. However, the grade of mask must be FFP3, disposable apron gloves and safety glasses must also be worn.</p> <p>7. When the task is completed, PPE to be removed at the vehicle and shows wiped with sanitising wipes. Again, masks must not be transferred between</p>	Y	<p>1. Where there are confirmed cases of COVID-19 at the property and the works are not considered urgent, wait until quarantine period is over. However, if urgent access is required, a third party contractor must be engaged to clean the area prior to ENGIE entering.</p>			0	Y



Initial Assessment						Residual Risk				
Hazards	Severity	Likelihood	Risk Rating	Existing Controls	Acceptable Y/N?	Further Actions Required (these may be workplace specific)	Severity	Likelihood	Risk Rating	Acceptable Y/N?
Inability to maintain social distancing (during general attendance at Client properties)	4	2	8	<ol style="list-style-type: none"> <li>Where a task (e.g. floor replacement) is required within an occupied property/ environment, the Project Manager/ team lead team will work with the customer/ site representative to ensure the area is cleared of all persons prior to works being undertaken. Where a clear room is not possible, the work area must be quarantined off (with barriers) to prevent potential social distancing infringements. On-site arrangements to be discussed prior to work being undertaken (such as through induction).</li> <li>Engineers must adhere to on-site requirements in terms of traffic routes and direction of pedestrian traffic.</li> <li>Engineers should adhere to social distancing guidelines (at least 2m apart) at all times, throughout properties. However, where this is not possible (e.g. two person task/ lift), the operative must wear a surgical mask and safety glasses. Masks should not be transferred between properties and glasses cleaned after use with sanitising wipes.</li> <li>Where working in pairs, back to back working, or side-to-side working (rather than face to face) should be adopted, where possible.</li> <li>Engineers to regularly wash hands with soap and water (for at least 20 seconds). If not available, clean with hand sanitiser.</li> </ol>	Y		4	2	8	Y
Sharing vehicles	4	2	8	<ol style="list-style-type: none"> <li>Where possible, engineers to travel alone.</li> <li>Where Engineers have no option but to share a vehicle and social distancing cannot be maintained, they must wear a surgical face mask and safety glasses. The driver must only wear a surgical mask (glasses have the potential to impair good vision).</li> <li>Journeys should be shared with the same individuals (fixed team/ partnering).</li> <li>Keeping windows open will help with ventilation.</li> <li>Driver/ passenger to avoid face to face conversation and sharing of drinks/ snacks.</li> <li>Engineers to wash hands when exiting the vehicle and before re-entering.</li> <li>Van owners must clean their vehicles, which will include cleaning touchpoints etc. in accordance with the Use of Vehicles COVID-19 Guidance.</li> </ol>	Y		4	2	8	Y