

GENERIC RISK ASSESSMENT TEMPLATE

Project Title:		Risk Assessment No:	<b>FLT-RA69</b>
Task/Activity:	Close Proximity Working during a pandemic (COVID-19)	Project No:	
No. of Persons Involved:	..... Persons	Date Prepared:	
		Overall Risk Rating	<b>HIGH RISK</b>

HAZARDS		Likelihood			Severity					Risk Rating
Ref:	Key hazards associated with the above task / activity.	Probable	Occasional	Remote	Catastrophic	Critical	Serious	Marginal	Negligible	Likelihood x Severity
		3	2	1	5	4	3	2	1	
1	Employees misunderstanding of CPW protocols	x			x					15
2	Spread of the disease	x			x					15
3	Inadequate training	x				x				12
4	Inadequate RPE equipment		x			x				8
5	Inadequate PPE equipment		x			x				8
6	Inadequate personal hygiene	x				x				12
7	Inadequate disposal of sealed waste	x				x				12
8	Inadequate RIDDOR reporting		x				x			6
<b>Note:</b>	CPW = Close Proximity Working									

Risk Assessment Scores	<b>10 &gt; High Risk</b>	<b>5 – 9 &gt; Medium Risk</b>	<b>1 – 4 &gt; Low Risk</b>
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**Combined Risk Evaluation = 10 > High Risk**  
 (Combined Score divided by No. of Hazards:- 88/8 = 11)

PERSONS AFFECTED					PPE REQUIREMENTS						
Operatives	x	Members of Public	x	Site Visitors	x	Harness & Lanyard		Hi-Viz Clothing	x	Respiratory Protection	x
Other Workers	x	Managers	x	Young Persons	x	Hearing Protection	x	Eye Protection	x	Head Protection	x
Other People	x	<b>This will affect all personnel in this type of situation – No Exceptions!</b>			Gloves	x	Safety Footwear	x	Tool-Tether-Belt		

		Severity (S)					Risk Rating	Action
		1	2	3	4	5		
Likelihood (L)	3	3	6	9	12	15	<b>High Risk</b>	Stop the task/activity until controls can be put into place to reduce the risk to an acceptable level
	2	2	4	6	8	10	<b>Medium Risk</b>	Determine if further safety precautions are required to reduce risk to as low as is reasonably practicable
	1	1	2	3	4	5	<b>Low Risk</b>	No further action, keep under review

Risk Assessor		Name / job title:	
Details of any persons consulted			

ADDITIONAL CONTROL MEASURES	
Information / Instruction / Training	Managerial Controls
<p><b>When employees are required to work in close proximity of each other (i.e. closer than 2 metres) or of a customer during a pandemic (COVID-19). Please ensure this risk assessment is communicated to everyone involved;</b></p> <p><u>Hand Washing and Personal Hygiene</u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and hot water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Paper towels/hand driers for drying of hands.</li> <li>• See hand washing guidance. (<i>website details further below</i>).</li> <li>• Gel sanitisers in any area where washing facilities not readily available.</li> <li>• If tissues are not accessible, cough and sneeze into the crook of the elbow.</li> <li>• Tissues to be disposed of in non-recycling bins.</li> </ul> <p><u>Cleaning</u></p> <ul style="list-style-type: none"> <li>• Frequently cleaning and disinfecting (<i>using appropriate products and methods</i>) of objects and surfaces such as:             <ul style="list-style-type: none"> <li>○ Vehicle common touch points e.g. ignition key, controls, handles etc.</li> <li>○ Shared tools.</li> <li>○ Equipment or surfaces touched by others.</li> <li>○ More frequent rubbish removal/collection.</li> </ul> </li> </ul> <p><u>Social Distancing</u></p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the existing 2-metre gap (6.5 foot), or if not, the 1-metre-plus (3.3 foot, plus) gap, but with extra risk mitigating measures, as recommended by the Public Health Agency (<i>see website details further below</i>).</p> <p>It may be necessary for two people to work closer than 2 metres from each other. For example, when carrying out a two person lift of an item, that otherwise would not be possible for one person. (<i>ie, FLT Mast Change</i>)</p> <p>Note: Any activity conducted within close proximity to another person, must only be considered if the task cannot be eliminated, redesigned, or an alternative means (<i>e.g. use of a mechanical aid</i>) to reduce employee interface proves unviable.</p> <p><u>Wearing of Gloves, Face Mask and Face Shield Visor</u></p> <p>Where risk assessment identifies wearing of gloves, surgical face mask and face shield visor as a requirement of the close proximity activity, an adequate supply of these will be provided.</p> <p>Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely, i.e. turning their gloves inside out as they take them off.</p>	<p>Taking steps to eliminate, redesign, or the use of alternative means (<i>e.g. use of a mechanical aid</i>) other than workers in a close proximity interface. Try to keep the duration of close proximity working to a minimum.</p> <p>Ensuring that individuals in the following categories are not used for close proximity work:</p> <ul style="list-style-type: none"> <li>• Anyone displaying COVID-19 symptoms.</li> <li>• The clinically vulnerable.</li> <li>• Higher risk persons.</li> </ul> <p>Taking steps to schedule close proximity working so that it reduces interaction and overlap between workers completing other tasks. Including staggering start and finish times/shift patterns etc., to reduce the number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Carry out pre-start planning to ensure that the duration of close proximity working is kept as short as possible and the number of workers involved is limited to two persons.</p> <p>Ensure there are additional tools &amp; equipment provided so as to minimise the need to share equipment.</p> <p>Assign pairs of workers to close proximity working teams, which then socially distance from other teams. Keep workers in the same teams as far as possible to limit social interaction, and make sure all workers understand this assessment.</p> <p>Consider the use of non-contact <b>thermometer devices</b>, ie, digital 'gun' type, or 'wand' type, for checking and recording the temperature of workers. These devices are seen to be a cost-effective way of early detection in a person whom, if showing a high temperature, can then obtain a bona-fide test via an authorised test centre.</p> <p>If a close proximity team worker displays any symptoms of COVID-19, they and the other team member should follow HM Government advice on self-isolation. (<i>see websites list further below</i>)</p> <p>Plan the process and organise workspace so that the pair are side-by-side or facing away from each other. Rather than face-to-face, when working in close proximity of each other.</p> <p>Workers to be reminded that background noise (<i>e.g. radios</i>) is to be kept to a minimum, as face covering may inhibit communication. Hence avoiding the need to unduly raise the voice. (<i>It has been proved that by raising one's voice, it significantly increases expelled air from the lungs, thus contaminating the area unnecessarily</i>).</p> <p>Ensure the workplace is well ventilated at all times.</p> <p>Also, remind workers to catch coughs and sneezes in tissues – follow '<i>Catch it, Bin it, Kill it</i>', and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Provision of extra non-recycling bins for disposal of tissues, gloves, face masks, face screens, PPE etc.</p>

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<p>Additional PPE is to be used (<i>e.g. safety helmet, high-visibility clothing, safety footwear etc.</i>) if identified and included as task specific, or any other related risk assessment.</p> <p><u>Respiratory Protective Equipment (RPE)</u></p> <p>Public Health guidance on the use of RPE and PPE (<i>Personal Protective Equipment</i>) to protect against COVID-19, relates to health care settings.</p> <p>In all other settings individuals are asked to observe the social distancing measures to comply with the existing 2-metre gap (<i>6.5 foot</i>), or if not, the 1-metre-plus (<i>3.3 foot, plus</i>) gap, but with extra mitigating risk measures, and practice good hand hygiene behaviours.</p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed;</p> <p>Tight-fitting respirators (<i>such as disposable FFP3 masks and reusable half masks</i>) rely on having a good seal with the wearer's face.</p> <p>A face-fit test will be carried out to ensure the RPE can protect the wearer.</p> <p><b>NOTE:</b> All wearers must be clean shaven.</p> <p>All PPE and RPE shall be to the standard as listed upon your usual work-based risk assessments. The World Health Organisation (WHO) advises that goggles and N95 or FFP2 face masks, as a minimum, will provide protection against disease transmission.</p> <p>All operatives to be provided with appropriate PPE and trained in its use and application.</p> <p>Train all operatives to use, and the need for, appropriate PPE, as and when required;</p> <ul style="list-style-type: none"> <li>• Face shield visor (EN 166:2001)</li> <li>• Surgical face mask (EN 14683:2019)</li> <li>• Single use gloves (EN 374:2003)</li> <li>• Hard Hat (EN 397:2012)</li> <li>• Safety Glasses (EN 166:2001)</li> <li>• Safety Goggles (EN 166:2001)</li> <li>• Ear defenders – Overhead type (EN 352-1:2002)</li> <li>• Ear defenders – Plug type (EN 352-2:2002)</li> <li>• Gloves (EN 388:2003) Cut res-1</li> <li>• Safety Footwear (EN 20345:2004)</li> <li>• Hi-Vis Vest (EN 20471:2013)</li> <li>• RPE Half-Mask &amp; Filter (EN 140:1998)</li> <li>• 'Fit-2-Fit' RPE training to be undertaken by all operatives working on site.</li> </ul> <p>This list is non-exhaustive and may be added to when working commences on site.</p> <p>Those persons working together in close proximity, are usually working on the same task; therefore, all tools, equipment and materials <b>MUST</b> be wiped down and cleaned before leaving the area.</p> <p><b>Special Note:</b> Worker's face-mask must be changed if frequently touched, becomes damp for any reason or if it gets damaged.</p>	<p>Dividing areas into zones and restricting access, to keep different groups of workers physically separated.</p> <p>Provision of screens between workers, to create a physical barrier, with a frequent screen cleaning regime.</p> <p>As some '2-person working' tasks may be of a higher risk rating than others, it would be advisable to ensure the completion of a suitable and sufficient 'Permit-to-Work' has been carried out by the client, prior to the start of any close proximity working.</p> <p>Ensure adequate supervision is provided and that control measures remain valid for the duration of close proximity working.</p> <p>Rigorous checks will be carried out by line managers to ensure that the above necessary procedures are being followed.</p> <p>To help reduce the spread of COVID-19, reminding everyone to avoid non-essential trips within the workplace. Encouraging alternative means of communication e.g. use of telephones, emails etc.</p> <p>Workers to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Or use of gel sanitisers in any area where washing facilities are not readily available.</p> <p>Ensure appropriate safety equipment and PPE are made available. Managers to ensure all safeguards are in place and that the appropriate PPE is provided and used.</p> <p>Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it, to comply with the existing 2-metre gap (<i>6.5 foot</i>), or if not, the 1-metre-plus (<i>3.3 foot, plus</i>) gap, but with extra mitigating risk measures.</p> <p>Staff to be reminded that wearing of gloves and face masks are not a substitute for good personal hygiene.</p> <p>Management checks to ensure this is adhered to.</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out;</p> <p>Both the fit tester and those being fit tested should wash/sanitise their hands before and after the test.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (<i>check with manufacturer to avoid damaging the mask</i>).</p> <p>Test face pieces that cannot be adequately disinfected (<i>e.g. disposable half masks</i>) should not be used by more than one individual.</p> <p>Fit-testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc., and ensure they remove gloves following correct procedure, i.e. turning their gloves inside out as they take them off.</p>
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	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Rigorous checks will be carried out by line managers to ensure that the above necessary procedures are being followed.</p> <p><b>NOTE:</b> By using your originally specified PPE and RPE, you will be very well covered within a communicable disease situation.</p>
<p><b>Physical Symptoms of a Communicable Disease</b></p>	<p><b>Procedural Controls</b></p>
<p>Follow the advice and guidance on what symptoms to observe in your staff; be vigilant by acknowledging;</p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell in the workplace with a new persistent dry cough, high temperature or one of the other symptoms listed by HM UK Government. They will be sent home and advised to follow the stay-at-home guidance.</li> <li>• Line managers will maintain in regular contact with staff members during this time.</li> <li>• If advised that a member of staff or public has developed symptoms and were recently on our premises (<i>including where a member of staff has visited other work place premises such as customer or domestic premises</i>). The management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</li> </ul> <p><u>Means of transmission</u></p> <ul style="list-style-type: none"> <li>• It is still not exactly clear how COVID-19 spreads from person to person.</li> <li>• It can be spread in cough droplets hence the significant risk will be either from person to person or by transmission on common contact points such as high contact surfaces on shared work equipment and environments.</li> <li>• It is still not yet clear at what point there is no risk, however, studies of other communicable diseases suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.</li> </ul> <p><u>Routes of entry</u></p> <ul style="list-style-type: none"> <li>• The current understanding is that COVID-19 enters the body through the eyes, nose and mouth, hence the correct application of PPE, and personal hygiene is essential to preventing the spread of the virus.</li> <li>• In so far as is reasonably possible, people should continue to avoid touching their face, eyes, nose or mouth.</li> </ul>	<p>Management to carry out an assessment of their own staff, taking into consideration the following;</p> <ul style="list-style-type: none"> <li>• Identify what work processes, activities or situations might cause transmission of the virus.</li> <li>• Think about who could be at risk.</li> <li>• Decide how likely it is that someone could be exposed.</li> <li>• Act to remove the activity or situation, or if this isn't possible, control the risk.</li> </ul> <p>As stated earlier in this assessment; Consider the use of non-contact <b>thermometer devices</b>, ie, digital 'gun' type, or 'wand' type, for checking and recording the temperature of workers. These devices are seen to be a cost-effective way of early detection in a person whom, if showing a high temperature, can then obtain a bona-fide test via an authorised test centre.</p> <p>You must ensure, as far as is reasonably practicable, that you are looking after your employees' welfare at all times, by educating them to the following;</p> <ul style="list-style-type: none"> <li>• Current HM Government guidelines</li> <li>• Up-to-date social distancing arrangements to comply with the existing 2-metre gap (<i>6.5 foot</i>), or if not, the 1-metre-plus (<i>3.3 foot, plus</i>) gap, but with extra mitigating risk measures.</li> <li>• Staggering shifts and break-times.</li> <li>• Providing additional handwashing and sanitising facilities.</li> </ul> <p>Your employees must be trained to fully understand, and work with, your protocols in order to work safely in close proximity.</p> <p><u>Communication and Supporting your staff</u></p> <p>Communication with your staff is paramount, by keeping people informed of what your business is doing. Whether the news is good or bad for individuals, will help them to make their own decisions and give them some degree of security in very uncertain times.</p>

	<p>By knowing they are valued and supported by their employer, and that you are continuing to prioritise their health and safety, will be important to their well-being.</p> <p>Line managers will offer support to staff who are affected by the COVID-19 pandemic, or who may have a family member affected.</p> <p>Communicate with other companies who either deliver to/from, or attend vehicle servicing/breakdown repair, to ensure welfare facilities will be available to our staff.</p> <p>Allowing delivery drivers and/or service engineers adequate breaks to avail of proper welfare facilities.</p>
Further Information	Further Management Actions Required
<p><b><u>For the following issues, please re-visit the risk assessment 'RA67 - Communicable Diseases';</u></b></p> <ul style="list-style-type: none"> <li>• Travel to Work.</li> <li>• Driving at Work.</li> <li>• Drivers.</li> <li>• Toilet Facilities.</li> <li>• Canteens and Rest Areas.</li> <li>• Changing Facilities, Showers and Drying Rooms</li> </ul> <p>The use of appropriate signage throughout the site would be as follows;</p> <ul style="list-style-type: none"> <li>• Social distancing measures throughout, inclusive of Shop-floor, Offices, Canteen and Toilets, etc., to comply with the existing 2-metre gap (6.5 foot), or if not, the 1-metre-plus (3.3 foot, plus) gap, but with extra mitigating risk measures.</li> <li>• Visitors requirements.</li> <li>• Delivery Driver requirements.</li> <li>• 'Wash your hands' signage.</li> <li>• 'Use hand-sanitiser' signage.</li> <li>• HM Government Advice Poster on COVID-19. (current issues on gov.uk website)</li> </ul> <p>Continuously remind everyone that to control the risk of infection, they must:</p> <ul style="list-style-type: none"> <li>• Keep a safe distance from others (current and latest social distancing measures to comply with the existing 2-metre gap (6.5 foot), or if not, the 1-metre-plus (3.3 foot, plus) gap, but with extra mitigating risk measures.</li> <li>• Limit contact with other people.</li> <li>• Keep washing their hands regularly.</li> </ul>	<p><b><u>Site management must continue to consider the following issues by re-visiting the risk assessment 'RA67 - Communicable Diseases';</u></b></p> <ul style="list-style-type: none"> <li>• Parking arrangements.</li> <li>• Other means of transport.</li> <li>• Providing hand cleaning facilities at entrances and exits.</li> <li>• How someone taken ill would get home.</li> <li>• Public transport advice.</li> <li>• Stop all non-essential visitors.</li> <li>• Staggered start and finish times.</li> <li>• Plan site access and egress points.</li> <li>• Remind workers to be vigilant of symptoms and what to do in those circumstances.</li> <li>• Remove or dispose of entry systems requiring skin contact.</li> <li>• Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site.</li> <li>• Regularly clean common contact surfaces in reception, office, access control and delivery areas.</li> <li>• Reduce the number of people in attendance at site inductions but maintaining social distancing measures to comply with the existing 2-metre gap (6.5 foot), or if not, the 1-metre-plus (3.3 foot, plus) gap, but with extra mitigating risk measures.</li> <li>• Delivery drivers should remain in their vehicles.</li> <li>• Toilet Facilities (social distancing guidance).</li> <li>• Canteens and Rest Areas (social distancing guidance).</li> <li>• Drinking water (disposable receptacles).</li> </ul>

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<ul style="list-style-type: none"> <li>• Non-recyclable Waste removal must be undertaken, specifically for waste produced by two persons working in close proximity to each other. It is advisable to have separate waste 'bags' for each person, that can easily be sealed and secured and removed from site when work is completed.</li> </ul>	<ul style="list-style-type: none"> <li>• Always consider arrangements for monitoring compliance.</li> <li>• Changing Facilities, Showers and Drying Rooms.</li> <li>• Non-recyclable Waste removal must be undertaken, specifically for waste produced by two persons working in close proximity to each other. It is advisable to have separate waste 'bags' for each person, that can easily be sealed and secured and removed from site when work is completed.</li> </ul> <p>Continue to consider the Mental Health of everyone and be aware that some employees who had a reasonable adjustment before, may now need a different one on their return to the workplace. Similarly, many individuals who didn't previously have a mental health condition may now have experienced mental health challenges and would possibly need to discuss changes that may help them.</p>
<p>Engineers Working on Customer Sites</p>	<p>Managerial Controls</p>
<p><u>Please re-visit the risk assessment 'RA67 - Communicable Diseases' for extensive and comprehensive information regarding working on customer sites.</u></p>	<p><u>Please re-visit the risk assessment 'RA67 - Communicable Diseases' for extensive and comprehensive information regarding managerial controls.</u></p>
<p>Machine Safety</p>	<p>Managerial Controls</p>
<p><u>Machinery safety</u></p> <p>If machinery has not been used for a long period of time (<i>weeks, and quite possibly months</i>) then additional risks can be created from the inactivity.</p> <p>You must ensure that you assess these risks before restarting plant and equipment. In doing so, you need to consider the following:</p> <ul style="list-style-type: none"> <li>• Any extended period of inactivity is likely to degrade the condition of machines, leading to increase in corrosion (<i>i.e. rust</i>) and possible seizure.</li> <li>• Process liquids may separate out causing an uneven consistency or it may solidify completely. This will create additional problems with restarting and need further unplanned interventions within parts of the machinery, pipework or vessel.</li> <li>• It's possible that automated machine parts or processes may have moved out of calibration, from their previously recorded or registered positions. This could cause machinery to move out of sequence and make contact with passing products or other machine parts when restarted.</li> </ul>	<p><u>Inspection</u></p> <p>You should consider doing a detailed hands-on assessment of the machinery before returning to use, including the following:</p> <p>A visual check of the structural framework of the equipment (<i>such as welded and bolted joints, bonded structure, cast components, paint or anodized protection</i>) as their condition may not be clearly visible.</p> <p>With the machinery stationary, use your senses, including hearing, touch and smell to closely examine the fixed and moving parts. Check for any signs of rust, delayering or deformation.</p> <p>For parts that are concealed, you may need to do a functional test (<i>running the machine in a no-load condition, at slow speed if possible</i>) looking and listening for any indications that the moving parts are in distress. If any parts are in distress, you may need to do a further strip down.</p> <p><u>Maintenance</u></p> <p>It's important that you take any corrective action following your inspection of the physical condition of machinery before returning it into service. Maintenance ensures that it continues to operate safely and also that it's reliable and productive.</p>

	<p><u>Recommissioning machinery</u></p> <p>When you restart individual machinery, you should consider it as recommissioning. This is to ensure that all safety devices and process operations sequence correctly and function reliably, as intended. In all circumstances, before you fully restart machinery, make sure that it was shut down correctly.</p> <p>Recommissioning is considered to be more extensive than normal maintenance or setting activities, placing significant reliance on individuals, through their experience and interaction to ensure safety.</p> <p>You should consider the following:</p> <ul style="list-style-type: none"> <li>• Don't rely on full reassurance of safety and process control devices, until recommissioning is complete.</li> <li>• Produce a written recommissioning plan that identifies the hazards and the correct method for the recommissioning work to be completed. The plan should provide a regimented system of work, to minimise the potential dangers from equipment not functioning as anticipated.</li> <li>• Define who should do the work. Recommissioning is a complex series of tasks and there is high reliance on personnel to follow procedures.</li> <li>• Define who should do the work. Recommissioning is a complex series of tasks and there is high reliance on personnel to follow procedures.</li> <li>• a competent engineer(s), familiar with the machinery or process should devise the written instructions for recommissioning, to familiarise all personnel with what tasks are expected to be done and how.</li> <li>• how you will ensure that appropriate supervision is in place to audit/ensure that work is being carried out correctly.</li> </ul> <p>Detailed information for the control of machinery hazards, including recommissioning is contained in a British Standard BS14100. (see BSI website info further below)</p>
<p><b>Visiting engineers should:</b></p>	<p><b>Visiting engineers should not:</b></p>
<ul style="list-style-type: none"> <li>• Check for symptoms of a communicable disease before setting off to work.</li> <li>• Self-isolate if they are suffering from a fever, a new persistent dry cough or one of the other symptoms listed by HM UK Government.</li> <li>• If your employer has considered the use of non-contact thermometer devices, ie, digital 'gun' type, or 'wand' type, for checking and recording the temperature of workers, then early detection in a person showing a high temperature, can then obtain a bona fide test via an authorised test centre.</li> <li>• Notify the site of their anticipated arrival time and scope of work and agree safe working practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Do Not go into work if anyone in your household is self-isolating.</li> <li>• Do Not Commence/continue any work activity which cannot be completed safely.</li> <li>• Do Not Deviate from pre-existing risk assessments, supplementary risk assessment and method statements without the express approval of their line manager.</li> <li>• All face-to-face contact, along with any physical contact should be avoided wherever possible.</li> <li>• Transfer risk through shared contact surfaces must be avoided, for instance, <u>do not share pens</u>.</li> </ul>

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<p><b>Note:</b> this may be done via the engineer's service desk rather than directly with the site.</p> <ul style="list-style-type: none"> <li>• Travel to site independently whilst maintaining social distancing.</li> <li>• Ensure the site is aware of their arrival and expected departure times, and the status of work activities, especially where outstanding or incomplete.</li> <li>• Sanitise or wash their hands with soap and water for at least 20 seconds before commencing work and again upon completion.</li> <li>• Always wear the specified PPE / RPE at all times before and during the working process.</li> <li>• Where possible, use signage, physical barriers to segregate the working area and to keep the work area clear of other people.</li> <li>• Wear single use disposable gloves where practical.</li> <li>• Wipe down MHE before commencing work.</li> <li>• Correct social distancing from others; current and latest social distancing measures to comply with the existing 2-metre gap (6.5 foot), or if not, the 1-metre-plus (3.3 foot, plus) gap, but with extra mitigating risk measures. (see PPE under Training &amp; Instruction above).</li> <li>• Site access procedures for visiting engineers must comply with this requirement.</li> <li>• Remember, those persons working together in close proximity, are usually working on the same task; therefore, all tools, equipment and materials MUST be wiped down and cleaned before leaving the area.</li> </ul>	<ul style="list-style-type: none"> <li>• Engineers who use a phone, PDA or other electronic device to complete their job sheet should <u>not have this signed or handled by customers.</u></li> </ul>
<p>Reporting Communicable Diseases under the RIDDOR Regulations</p>	<p>Comments for Management</p>
<p><b><u>Please re-visit the risk assessment 'RA67 - Communicable Diseases' for extensive and comprehensive information regarding managerial controls.</u></b></p>	<p><b><u>Please re-visit the risk assessment 'RA67 - Communicable Diseases' for extensive and comprehensive information regarding managerial controls.</u></b></p>
<p>Physical Controls</p>	<p>Procedural Controls</p>
<p>Fork lift truck will be positioned on firm ground.</p> <p>Do not allow personnel to get between the load and the ground.</p> <p>Follow manufacturer's instructions with regard to sequence of operations.</p> <p>Ensure power is isolated before work is started.</p> <p>PPE as standard – (see under Training &amp; Instruction above).</p>	<p>Place barriers around the work area if there is pedestrian or vehicle traffic.</p> <p>There must be a clear communication system between the pair of workers performing the close proximity task.</p> <p>All operatives have sufficient training in PPE. (see under Training &amp; Instruction above).</p> <p>As stated earlier in this assessment; Some '2-person working' tasks may be of a higher risk rating than others, it would be advisable to ensure the completion of a suitable and sufficient 'Permit-to-Work' has been carried out by the client, prior to the start of any close proximity working.</p>



HSE, Websites & Other Guidance	Further Comments
<p><a href="https://www.hse.gov.uk/pubns/g54.htm">https://www.hse.gov.uk/pubns/g54.htm</a> - Requirements on safety testing.</p> <p><a href="https://www.bsigroup.com/en-GB/standards/">https://www.bsigroup.com/en-GB/standards/</a> - BSI Website for Standards</p> <p><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/work-equipment.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/work-equipment.htm</a> - Equipment and Machinery</p> <p><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a> - Hand-washing technique</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a> - HM Government advice to Businesses</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a> - Social Distancing / Vulnerable People</p> <p><a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a> - PPE/RPE Masks</p> <p><a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a> - Drivers and Transport</p> <p><a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> - Mental Health and Wellbeing</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a> - Gov.uk website info on self-isolation, etc.</p>	<p>For more information regarding the Covid-19 Pandemic, please also read the <b>FLTA Guidance notes and other relevant documentation</b> for;</p> <ul style="list-style-type: none"> <li>• COVID-19 - Cleaning Methods for MHE and Plant</li> <li>• COVID-19 - Advice to the Fork Lift Truck Industry (<i>Keeping your people safe and your business running</i>)</li> <li>• FLTA Fact Sheet - Key Workers</li> <li>• FLTA Risk Assessment RA67 '<i>Communicable Diseases</i>'</li> <li>• FLTA Risk Assessment RA59 '<i>Legionella and Legionnaire's Disease</i>'</li> <li>• You can find more information in the HSE guide Respiratory Protective Equipment at work (HSG53)</li> </ul>

Specific Site Assessment Details	Site Comments
<p>On each site and each location, the generic assessment that follows must be reviewed to ensure that all 'site-specific' significant hazards and their risks are identified and controlled. Completion of this part of the document will ensure that your assessment is both appropriate and complete.</p>	
<p>FREQUENCY AND DURATION OF ACTIVITY:</p> <p>ANY ADDITIONAL SPECIFIC HAZARDS IDENTIFIED:</p> <p>ANY ADDITIONAL CONTROL MEASURES REQUIRED:</p> <p>ASSESS THE REMAINING RISKS USING GRID ON PAGE ONE, ABOVE:                      Low / Medium / High</p> <p>SERIOUS AND IMMINENT DANGERS IDENTIFIED:</p> <p>EMERGENCY ACTION REQUIRED:                      IF YES, WHAT ACTION</p> <p>EMERGENCY TELEPHONE NUMBER(S)</p> <p>NAMES OF COMPETENT PERSON(S) APPOINTED TO TAKE ACTION:</p>	

GENERIC RISK ASSESSMENT TEMPLATE

Any Other Statements or additional assessment:	Site Comments
<p>Complete further assessments whenever and wherever necessary during the COVID-19 pandemic, and when restrictions ease as the more companies are returning to work.</p> <p>Remember; COSHH assessments will be required for wipes and disinfectants, particularly if they contain alcohol, or are chlorine-based in their make-up, as some people may have skin allergies.</p> <p>It is each individual worker's responsibility to look after, not only themselves, but to also look after everyone else they come into contact with, especially during a pandemic.</p> <p>Everyone involved, must take ownership of this risk assessment and adhere to its content at all times when working in close proximity to another co-worker.</p>	<p>Changes to the current lockdown restrictions are gradual and affect different sectors in different ways, and they are likely to fluctuate, and stricter measures could be imposed, sometimes with very little notice.</p> <p>There is sufficient guidance available on specific steps with given principles and measures to be taken in all kinds of workplaces.</p> <p>Every employer will need to consider future planning.</p> <p>Companies and organisations therefore, need to use this time and the available information to prepare and plan their next steps in order to maintain the protection of themselves, their Employees and their business.</p> <p>It is the company's duty to look after all personnel at all times when they are working for, and representing the company; therefore, by ensuring this risk assessment is fully understood by all parties, will also ensure the safety of all persons concerned.</p>