

Risk Assessment for Managing Covid-19 Conditions

Job No:	FOR ALL JOBS	Customer Name:	GENERIC
Date of Assessment:	26 MAY 2020	Assessment Completed by:	Oliver Grieveson

What are the Hazards?	Who might be Harmed?	What are we already doing?	Do you need anything else to manage the risk?	Action by whom?	Action by When?
Contracting and/or spreading of Covid-19 Coronavirus	All staff. Customers and other occupants.	<p>Hand Washing</p> <ul style="list-style-type: none"> •Hand washing facilities with soap and water in vehicles. •Stringent hand cleaning taking place. •Sanitisers in vehicles where washing facilities not readily available. •No more than one hour between cleans. 	Employee to be reminded on a regular basis to wash their hands for 20 seconds with water and soap or use hand sanitiser. Checks will be carried out to ensure that the necessary procedures are being followed.	Greers Management Greers Operative Staff	Every 3 hours or less Every hour or less
		<p>Cleaning</p> <ul style="list-style-type: none"> •Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in area of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. 	Daily check of cleaning equipment will be carried out by Management and staff to ensure that the necessary products and procedures are being followed.	Greers Management Greers Operative Staff	At least twice daily.
		<p>Social Distancing</p> <ul style="list-style-type: none"> •Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap as recommended, where possible. •Surveys carried out remotely where possible. •Redesigning processes to ensure social distancing in place. 	Staff to be reminded on a daily basis of the importance of social distancing both in the workplace. When working within 2m of each other and/or a 2-person carry is required, the staff member will use the eye protection and facemask/visor provided. If home visits take place over shoes, gloves, mask or visor to be worn.	Greers Management Greers Operative staff Greers Operative staff	Daily

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	<ul style="list-style-type: none"> •One family member only to be in attendance at the premises during the move and the 2m social distance to be maintained at all times. •No other trades people or visitors to be in the property(s) during the move process. 	<p>The customer should wear facemask/visor during the removal process.</p> <p>No</p>	<p>Clients</p> <p>Greers Management Job Supervisor Driver</p>	<p>Prior to work commencing. When required throughout move/packing</p>
	<p>Welfare Facility</p> <ul style="list-style-type: none"> •W/C and wash facilities should be made available for our team, and that where possible those facilities would be for the use of the removal team only at the customers premises. •The customer to provide a clear work surface and power so that the staff can make their own refreshments using their own kettle/cups/tea bags etc. 	<p>All vehicles to carry hand washing facilities and checked daily by staff and management.</p> <p>Welfare box contains cleaning and refreshment equipment, checked daily by staff and management.</p>	<p>Greers Management Greers Operative staff</p> <p>Customers</p>	<p>Daily Daily</p> <p>When required and just prior to move</p>
	<p>Wearing of Uniform, Masks, Visors and Gloves</p> <ul style="list-style-type: none"> •An adequate supply of these will be provided. Staff will be instructed on how to use them correctly to reduce infection and contamination and how to dispose of them safely. 	<p>Staff to be reminded that wearing gloves is not a substitute for good hand washing.</p> <p>Staff will daily sign out sealed clean ppe</p> <p>Clean uniform is to be worn daily.</p> <p>Laundry bags in vehicles of worn cloth gloves and worn reusable masks.</p> <p>Checks will be carried out by managers to ensure that the necessary procedures are being followed.</p>	<p>Greers Management</p> <p>Greers Staff</p> <p>Greers Operative staff</p> <p>Greers Management</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>

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		<p>Driving</p> <ul style="list-style-type: none"> •When travelling in the cab of the vehicle facemasks are worn and no more than 2 persons in the cab •Where possible a change of footwear or covers to be worn 	<p>No</p> <p>Shoe covers are in the ppe bag and signed out daily</p>	<p>Greers Staff</p> <p>Greers Staff</p>	<p>Daily</p> <p>When Required</p>
		<p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> •If anyone becomes unwell with a new continuous cough, a high temperature or other symptoms of COVID-19 in the workplace, they will be sent home and advised to follow the stay at home guidance. •Line manager will maintain regular contact with staff members during this time. 	<p>Managers will offer support to staff who are affected by Coronavirus or has a family member affected. Staff will complete health declarations and temperature check will be carried out, if they feel.</p> <p>Customers will be required to answer a health questionnaire before the move start.</p>	<p>Greers Management</p> <p>Customers</p>	<p>As and when required</p>
		<p>Vehicle and Equipment</p> <ul style="list-style-type: none"> •Frequently cleaning and disinfecting of vehicle cab, working area, door handles, etc. •Extra vehicles assigned to each job to reduce staff per vehicle. •Frequently cleaning and disinfecting equipment. 	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Furniture blankets to be rotated after each job on a 72 hour rota</p>	<p>Greers Management</p> <p>Greers operative staff</p>	<p>Daily</p> <p>Daily</p>