

# RISK ASSESSMENT: COVID 19 ASSESSMENT FOR MOBILE WORKERS

Risk assessment by **Jo Godsmark (COO)**

Date of risk assessment **October 2020 v1.2**

<i>Hazards</i>	<b>Transmission of Covid 19 due to, Handling of contaminated substances Contact with contaminated surfaces resulting in transmission to face. Inhalation of the virus Passing through the mucous membrane of the eye</b>	
<b>What is the probability?</b>	Without taking risk mitigation: in line with UK infection risk and the this assessment: High	With taking risk mitigation and following appropriate guidance: very low
<b>Who might be harmed and how?</b>	All mobile engineers and any employees that are travelling. and those people they come into contact with.	
<b>What are we already doing?</b>	<p><b>General controls applicable to all</b></p> <p>If you feel unwell or have an elevated temperature or a new dry cough, do not come to work. Seek medical advice and self-isolate for 14 days or until you test clear of Covid 19.</p> <ul style="list-style-type: none"> <li>• Inform your line manager and the Head of HR (for BigChange employees) if you are self-isolating so that your work can be rearranged.</li> <li>• Make sure that you undertake any site induction process upon arrival at the customers site You must comply with any on site Covid 19 rule or processes that have been implemented by the customer.</li> <li>• You must clean the inside of your vehicle at the start of the working day. Using antibacterial wipes, concentrate on the controls, steering wheel and instruments.</li> <li>• Do not carry passengers in your vehicle that are not part of your family group.</li> <li>• Do not use customers communal rest rooms. Eat any food or drinks you have, in your vehicle. Use your own cup / mug or disposable cup.</li> <li>• If you use a service station, you must wear a face covering when not eating, make sure you wash your hands before you eat and before getting back into your vehicle. Maintain a 2-metre social distance at all times.</li> <li>• Do not accept any drinks or food offered to you by a customer. This is an avoidable possible infection route.</li> <li>• You should avoid touching your eyes, face or mouth unless you have just cleaned your hands.</li> <li>• You must always maintain a 2-metre social distance when working on a customer's site.</li> <li>• When coughing or sneezing, cover your mouth and nose with a disposable tissue or the with the bend of your elbow. All used tissues must be disposed of in a bin with a closing lid. If this is not possible, bag up the tissue and dispose of as soon as possible.</li> <li>• If you feel unwell at any time during the day, stop work, inform your Manager and go home. Seek medical advice</li> <li>• You must leave your contact details with any customer you visit. In the event of an outbreak at that location you must be contactable.</li> <li>• Make sure you have antibacterial spray, hand sanitizer, disposable tissues, face coverings and safety glasses with you at all times</li> <li>• Use any or all of the PPE you have as circumstance require.</li> <li>• You do not have to wear a face covering when entering an office. However, a customer may require that you do, and if you feel a need for a face covering then feel free to wear one.</li> </ul> <p><b>Engineers specifically</b></p> <ul style="list-style-type: none"> <li>• You must inform BigChange's Installations team if you are self-isolating so that the installations team can re-arrange your work.</li> <li>• Do not allow anybody to use any of your tools or equipment. Clean all tools at the end of each job with antibacterial wipes.</li> <li>• Make sure you have antibacterial spray, hand sanitizer, disposable tissues, face coverings and safety glasses with you at all times. BigChange is providing these items and you must tell BigChange when you require replenishment.</li> <li>• Use any or all of the PPE you have as circumstance require.</li> <li>• If you are given any vehicle keys by the customer, make sure you clean them with an antibacterial spry before using them.</li> <li>• Do not work on any vehicle with the driver/ operator in the cab. Ask them to move away from the vehicle / machine.</li> <li>• Where possible work on the vehicle outside in the open air.</li> <li>• Vinyl gloves will protect your hands from any contaminated surface. However, it must be remembered that you can still pass the virus to the face, if you touch your face with contaminated gloves.</li> <li>• If you use disposable gloves change them regularly and clean your hands before putting on the replacement gloves</li> <li>• Always remove any gloves before entering your vehicle.</li> <li>• During the day wash your hands with soap and water for a minimum of 20 seconds at every possible opportunity. To include washing your hands upon arrival at site and after any rest &amp; toilet breaks.</li> <li>• If you feel unwell at any time during the day, stop work, inform the Installations Manager and go home. Seek medical advice.</li> <li>• You do not have to wear a face covering when entering an office. However, a customer may require that you do and if you feel a need for a face covering then feel free to wear one.</li> <li>• Engineers must complete the site visit risk assessment before starting each job. The assessment will ask you specific questions relating to Covid 19 and your health.</li> <li>• The Installations team must review any local lockdowns that may be in place and advise engineers working in that area of any additional control measures that may be required. Keeping engineers informed of local lockdowns will raise their awareness and inform them that some local business and food outlet may not be open.</li> </ul>	
<b>Do we need to do anything else to control this risk?</b>		
<i>Hazards</i>	<b>Lone working: risk of undiscovered injury</b>	
<b>What is the probability?</b>	Without risk mitigation: low	With risk mitigation: very low
<b>Who might be harmed and how?</b>	Mobile staff working alone at a customer's site /location.	
<b>What are we already doing?</b>	<ul style="list-style-type: none"> <li>• Refer to the lone working section in the revised H&amp;S Policy.</li> <li>• For engineers refer to the Engineer's Handbook</li> </ul>	
<b>Do we need to do anything else to control this risk?</b>		

**OVERALL RISK LEVEL WHEN ALL CONTROL MEASURES ARE IN PLACE IS CONSIDERED TO BE LOW**