

Project Title:		Risk Assessment No:	<b>FLT-RA67</b>
Task/Activity:	Dealing with the outbreak of a Communicable Disease	Project No:	
No. of Persons Involved:		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	Spread of the disease	x			x					15
2	Inadequate Training	x				x				12
3	Inadequate RPE equipment		x			x				8
4	Inadequate PPE equipment		x			x				8
5	Inadequate Personal Hygiene	x				x				12
6	Inadequate disposal of sealed waste	x				x				12
7	Inadequate RIDDOR reporting		x				x			6
8										

Risk Assessment Scores	<b>10 &gt; High Risk</b>	<b>5 – 9 &gt; Medium Risk</b>	<b>1 – 4 &gt; Low Risk</b>
------------------------	--------------------------	-------------------------------	----------------------------

**Combined Risk Evaluation = 10 > High Risk**  
*(Combined Score divided by No. of Hazards:- 73/7 = 10.42)*

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		Eye Protection	x	Head Protection	
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		

Likelihood (L)	3	Severity (S)					Risk Rating	Action
		1	2	3	4	5		
	2	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
	1	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>Following the outbreak of a communicable disease, please ensure this risk assessment is communicated to all staff;</b></p> <p><u>Hand Washing</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> </ul> <p><u>Cleaning</u></p> <ul style="list-style-type: none"> <li>• Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</li> </ul> <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> <li>• Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency (<i>see website details further below</i>)</li> <li>• Social distancing also to be adhered to in canteen area and smoking area.</li> </ul> <p><u>Wearing of Gloves</u></p> <ul style="list-style-type: none"> <li>• Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</li> <li>• Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</li> </ul> <p><u>RPE (also see on page 8 below)</u></p> <ul style="list-style-type: none"> <li>• <i>Public Health guidance on the use of RPE &amp; PPE (Respiratory Protective Equipment &amp; Personal Protective Equipment) to protect against communicable diseases relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></li> <li>• Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</li> <li>• 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.</li> <li>• A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.</li> <li>• <b>NOTE:</b> Wearers must be clean shaven.</li> </ul> <p><b>All PPE &amp; RPE</b> 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; however, supplies of these are limited and must be prioritised to healthcare workers.</p>	<p>Employees 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. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of communicable diseases reminding everyone of the public health advice.</p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place, and use 'Conference Calls' instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</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 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 (check with manufacturer to avoid damaging the mask).</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>ie, turning their gloves inside out as they take them off</i>)</p> <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><b>NOTE:</b> By using your originally specified PPE &amp; RPE, you will be very well covered within a communicable disease situation. (<i>see bottom of opposite column</i>)</p>

GENERIC RISK ASSESSMENT TEMPLATE

Physical Symptoms of a Communicable Disease	Procedural Controls
<ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</li> <li>• Line managers will maintain 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 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>Means of transmission</p> <ul style="list-style-type: none"> <li>• It is not exactly clear that we know exactly how communicable diseases spread from person to person.</li> <li>• Some types are 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 &amp; environments.</li> <li>• It is not yet clear at what point there is no risk, however, studies of other diseases in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.</li> </ul> <p>Routes of entry</p> <ul style="list-style-type: none"> <li>• The current understanding is that communicable diseases enter the body through the eyes, nose &amp; mouth, hence the correct application of PPE &amp; personal hygiene is essential to preventing the spread of the virus.</li> <li>• In so far as is possible, people should avoid touching their face, eyes, nose or mouth.</li> </ul>	<p>Line managers will offer support to staff who are affected by a communicable disease, or has a family member affected.</p> <p>Communicate with companies were we either deliver to/from, or attend vehicle servicing, to ensure welfare facilities will be available to our drivers.</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><u>Travel to Work</u></p> <ul style="list-style-type: none"> <li>• Wherever possible workers should travel to site alone using their own transport.</li> <li>• If workers have no option but to share transport: <ul style="list-style-type: none"> <li>○ Journeys should be shared with the same individuals and with the minimum number of people at any one time</li> <li>○ Good ventilation (<i>i.e. keeping the windows open</i>) and facing away from each other may help to reduce the risk of transmission</li> <li>○ The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces</li> </ul> </li> </ul>	<p><b>Sites should consider:</b></p> <p>Parking arrangements for additional vehicles and bicycles</p> <p>Other means of transport to avoid public transport e.g. cycling</p> <p>Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available</p> <p>How someone taken ill would get home</p> <p>Where public transport is the only option for workers, you should consider:</p> <ul style="list-style-type: none"> <li>• Changing and staggering site hours to reduce congestion on public transport</li> <li>• Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)</li> </ul>

GENERIC RISK ASSESSMENT TEMPLATE

<p><u>Driving at Work</u></p> <ul style="list-style-type: none"> <li>• When travelling at work or between site locations, workers should travel alone.</li> <li>• If workers have no option but to share a vehicle, then they should:             <ul style="list-style-type: none"> <li>○ Share with the same individuals and with the minimum number of people at any one time</li> <li>○ Wherever possible maintain a distance of two metres and avoid touching their faces</li> <li>○ Maintain good ventilation (<i>i.e. keeping the windows open</i>) and face away from each other during the journey</li> <li>○ Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle</li> <li>○ Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.</li> </ul> </li> </ul> <p><u>Drivers</u></p> <ul style="list-style-type: none"> <li>• Procedures in place for Drivers to ensure adequate welfare facilities available during their work – (<i>see opposite column and website details further below</i>)</li> <li>• Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</li> </ul> <p><u>Toilet Facilities</u></p> <ul style="list-style-type: none"> <li>• The number of people using toilet facilities at any one time may be restricted, using floor markings to ensure 2 metre distance is maintained between people when queuing</li> <li>• Wash or sanitise hands before and after using the facilities</li> <li>• Be more aware if you have to use Portable toilets, if they cannot be avoided, and always wash your hands thoroughly when finished using them.</li> <li>• Suitable and sufficient rubbish bins for hand towels are provided.</li> </ul> <p><u>Canteens and Rest Areas</u></p> <ul style="list-style-type: none"> <li>• Where possible, bring your own food.</li> <li>• Try to stay on site once you have entered it and avoid using local shops.</li> <li>• If you have a workplace canteen providing food, please adhere to social distancing.</li> <li>• Always make use if your Canteen provides a takeaway service of pre-prepared and wrapped food</li> <li>• Your Break-times may be staggered to reduce congestion and contact at all times</li> <li>• Drinking water is provided, either using your own cup, which must be kept clean at all times after use, or a disposable cup, which must always be placed into a bin after use</li> <li>• All workers, when entering and leaving the area, must make full use of Hand-cleaning facilities or hand sanitiser if available, at the entrance to any room where people eat</li> <li>• A distance of 2 metres should be maintained between users, wherever possible</li> <li>• All rubbish should be put straight in the bin by each individual, and not left for someone else to clear up</li> <li>• All workers may use rest areas if they apply the same social distancing measures</li> </ul>	<p><b><u>Site management must also consider Access and Egress Points</u></b></p> <p>Stop all non-essential visitors</p> <p>Consider introducing staggered start and finish times to reduce congestion and contact at all times</p> <p>Plan site access and egress points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies</p> <p>Allow plenty of space between people waiting to enter site</p> <p>Use signage: such as floor markings, to ensure 2 metre distance is maintained between people if they have to physically queue</p> <p>Remind workers not to attend if they have symptoms of a communicable disease and to follow guidelines</p> <p>Remove or disable entry systems that require skin contact (<i>e.g. fingerprint scanners used on some sites</i>), unless they are cleaned between each individual use</p> <p>Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site</p> <p>Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times</p> <p>Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible, but maintaining social distancing measures.</p> <p>Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles.</p> <p>Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials</p> <p>Consider arrangements for monitoring compliance.</p> <p><b><u>Toilet Facilities</u></b></p> <p>Restrict the number of people using toilet facilities at any one time (<i>e.g. consider using a welfare attendant</i>) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing</p> <p>Signage to remind people to wash or sanitise hands before and after using the facilities</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.</p> <p>Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p>
---	---

GENERIC RISK ASSESSMENT TEMPLATE

<p><u>Changing Facilities, Showers and Drying Rooms</u></p> <ul style="list-style-type: none"> <li>• During an outbreak of a communicable disease, the number of people using these facilities at any one time may be restricted.</li> <li>• Suitable and sufficient rubbish bins are provided in these areas.</li> </ul>	<p><b><u>Canteens and Rest Areas</u></b></p> <p>Where possible, encourage all staff to bring their own food.</p> <p>They should also be advised by management to stay on site once they have entered it and to avoid using local shops.</p> <p>If your company normally provides food, and where there are no practical alternatives, workplace canteens may remain open to provide food to staff with appropriate adjustments for social distancing.</p> <p>Canteens should provide a takeaway service providing pre-prepared and wrapped food only.</p> <p>Management to consider increasing the number or size of facilities available on site if possible</p> <p>The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures</p> <p>Management to ensure that Break-times are staggered to reduce congestion and contact at all times</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced, and by the use of disposable receptacles; <i>(these obviously to be placed in a bin provided)</i></p> <p>Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves</p> <p>Management to ensure Hand cleaning facilities or hand sanitiser be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area</p> <p>Ensure a distance of 2 metres is maintained between users, wherever possible</p> <p>Ensure that every individual clear's and places their own rubbish straight in the bin and not left for someone else to clear up</p> <p>Management to ensure that all tables to be cleaned between each use</p> <p>Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use</p> <p>Management to arrange payments to be taken by contactless card wherever possible; or run an employee 'tab' to be paid at the end of each day, week or month.</p> <p>Management to ensure Canteen staff wash their hands often with soap and water for at least 20 seconds before and after handling food</p> <p>Canteen staff and workers should be allowed to use rest areas if they apply the same social distancing measures</p> <p>Consider arrangements for monitoring compliance.</p>
---	--

<p><u>Mental Health</u> – (see end of opposite column)</p>	<p><b><u>Changing Facilities, Showers and Drying Rooms</u></b>  Management to consider increasing the number or size of facilities available on site if possible.</p> <p>Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.</p> <p>Restrict the number of people using these facilities at any one time (e.g. consider the use of a welfare attendant).</p> <p>Introduce staggered start and finish times to reduce congestion and contact at all times.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>(see various website details further below)</p> <p><b>Mental Health</b> - Management will promote mental health &amp; wellbeing awareness to staff during a communicable disease outbreak and will offer whatever support they can to help.</p>
<p><b>Engineers Working on Customer Sites</b></p>	<p><b>Managerial Controls</b></p>
<p><u>Safe Working Practices</u></p> <p>Clearly, it is necessary to make some changes to working practices for engineers and technicians visiting customer sites to ensure they can adhere to social distancing recommendations of at least 2 metres (6ft 6ins) in order to minimise the risk of infection and complete their work safely.</p> <ul style="list-style-type: none"> <li>• Consider infection risk in their pre-work Risk Assessment, for example social distancing and contact surfaces.</li> <li>• Discuss any concerns over social distancing with their site contact or line manager before commencing or continuing with work activities.</li> <li>• Remove or dispose of waste appropriately.</li> </ul> <p><u>Guidelines for Engineers on the Safe cleaning practices for MHE &amp; plant</u></p> <p>It is very important to differentiate between cleaning equipment in regular use where there is no evidence of a communicable disease contamination and instances where there is a high risk that work equipment or environments have been contaminated by a person with a suspected Communicable disease.</p> <p>If a person is suspected, a formal assessment of all risks must be undertaken along with HM UK Government guidance on communicable disease: then cleaning in 'non-healthcare settings' should be applied.</p> <p>The following advice is provided for materials handling equipment in regular use where there is no formal identification of contamination by a communicable disease.</p>	<p><b><u>Introduction &amp; Management Advice:</u></b>  Logistics, manufacturing and construction businesses have all been identified by HM UK Government as important sectors vital to the economy during a national emergency such as a communicable disease outbreak. It is, therefore, essential that they continue to operate as near normal, whilst following social distancing guidelines.</p> <p>HM UK Government policy has been made clear; and, whilst some retail outlets, along with hotels and restaurants are required to close, those retail businesses supplying food and medicines have been highlighted and identified as critical. This means that all supply chains, and not just those delivering food and medical supplies, need to continue with their operations.</p> <p>Therefore, to maintain safe operation of these businesses, it is essential that the servicing, maintenance, inspection and Thorough Examination of Material Handling Equipment (MHE) continues. The Health and Safety Executive (HSE) has confirmed that the legal obligation to ensure equipment is safe remains fully in force. The HSE has also stipulated that social distancing in the workplace must be maintained and that it will take enforcement action to ensure this wherever necessary.</p> <p>HM UK Government has further confirmed that travel to work sites necessary to maintain the safe operation of such equipment should be considered as 'essential travel' in the context of communicable disease restrictions.</p> <p>Where sites are closed and access to MHE for service, maintenance and Thorough Examination is not possible, equipment should be removed from service and not re-activated until any outstanding activities have been completed.</p>

GENERIC RISK ASSESSMENT TEMPLATE

It should be noted that any cleaning undertaken should not introduce additional hazards such as:

- Slippery or wet surfaces.
- Ignition sources caused by alcohol-based products.
- Harmful vapours in confined spaces such as truck cabins.
- Damage to electrical systems and controls due to fluid ingress.
- Ideally a COSHH risk assessment should be undertaken to ensure the appropriate control measures are in place.

Example of surfaces that should be wiped clean

Before applying cleaning products always refer to the truck's operator's manual.

Remember, information provided by the equipment manufacturer takes precedence over this document.

- Steering Wheel
- Control Switches & Levers
- Touch sensitive display screens
- Grab handles
- Seat belts
- Dashboards & shared chassis areas
- Floor mats
- Access covers, (e.g. battery-change, fuel-cap)

Other surfaces;

Unless a specific risk has been identified, special cleaning measures for surfaces which are not normally touched more frequently than every 72 hours are not required.

Cleaning of specialist items, such as batteries and chains, should only be carried out in accordance with the manufacturer's recommendations.

**Waste**

HM UK Government advice provides detailed recommendations for the disposal of possibly contaminated waste and recommends that where there is a risk that waste is contaminated, it should be sealed in a plastic bag, which should then be sealed in a second plastic bag, and stored securely, away from communal waste areas for at least 72 hours (3 days) before it can be disposed of following normal waste management procedures.

Where there is no specific identified risk, and cleaning has been carried out as a routine precautionary measure, waste can be disposed of following normal waste management procedures.

However, where possible, sealing waste in plastic bags will minimise risk.

Social Distancing

If the tasks cannot be completed by a single engineer working alone, in these circumstances a specific risk assessment and method statement should be produced.

To remind employees again, to regularly wash their hands for 20 seconds with warm water and soap, and are also reminded to catch coughs and sneezes into tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues are available throughout the workplace.

**Your employees that are working from home;**

As an employer, you have the same health and safety responsibilities for home workers as for any other workers.

When someone is working from home, permanently or temporarily, as an employer you should consider:

- How will you keep in touch with them?
- What work activity will they be doing (*and for how long*)?
- Can it be done safely?
- Do you need to put control measures in place to protect them?

There will always be greater risks for lone workers with no direct supervision or anyone to help them if things go wrong.

Keep in touch with lone workers, including those working from home, and ensure regular contact to make sure they are healthy and safe.

If contact is poor, workers may feel disconnected, isolated or abandoned.

This, in turn, can affect stress levels and mental health.

GENERIC RISK ASSESSMENT TEMPLATE

<p>This should:</p> <ul style="list-style-type: none"> <li>○ Consider whether the activity is essential, or whether it could be postponed.</li> <li>○ Consider alternative working methods to enable the activity to be safely completed by a single person.</li> <li>○ Identify and implement mitigating actions to reduce the risk of disease transmission.</li> <li>○ Identify and implement mitigating actions to reduce the risk of disease transmission</li> </ul> <p><u>Face Masks</u> (also see on page 2 above)</p> <p>To be effective, face masks must be worn correctly, changed frequently, removed properly, disposed of safely and used in combination with good universal hygienic behaviour.</p> <ul style="list-style-type: none"> <li>• Where face masks are worn, a 'fit test' should be performed.</li> <li>• Protection from 'surgical mask' type face coverings is, as yet, unproven, and these should not be relied upon especially for this type of work. (<b>Note: All PPE &amp; RPE shall be to the standard as listed upon your usual work-based risk assessments</b>).</li> <li>• Engineers should maintain a 2 metre (6ft 6ins) distance between themselves and another person as much as possible.</li> <li>• Do not carry out tasks that breach social distancing (2m) without first discussing this with your line manager.</li> <li>• HM UK Government advice is that where the work is essential and 2 m distance to co-workers cannot be maintained, then you should work side by side, or facing away from each other, rather than face to face, in so far as is possible.</li> <li>• Working in this manner should be minimised because the protection provided is likely to be reduced.</li> <li>• Wash hands with soap and water for at least 20 seconds before starting the activity and again upon completion.</li> </ul>	<p><b><u>Obtaining the correct Face Mask</u></b></p> <p>The World Health Organisation (WHO) advises that goggles and N95 or FFP2 face masks, as a minimum, provide protection against disease transmission; however, supplies of this type of PPE are very limited and priority should be given to front line healthcare workers.</p> <p><b>All PPE &amp; RPE</b> shall be to the standard as listed upon your usual work-based risk assessments, therefore, by using your originally specified equipment, you will be very well covered within a communicable disease situation.</p>
<p><b>Sites should;</b></p>	<p><b>Sites should not:</b></p>
<ul style="list-style-type: none"> <li>• Provide a method for entering and leaving sites which complies with social distancing and which minimises the risk of contamination through shared contact surfaces, e.g. touch screens or pens.</li> <li>• Ensure all visitors to the site have access to sanitary facilities whenever required.</li> <li>• Keep servicing, inspection and Thorough Examination of equipment up to date, and where this cannot be done because the whole site is closed, they must ensure that use of equipment with a lapsed regime is effectively prevented until such time as all outstanding requirements under both LOLER and PUWER are brought up to date.</li> <li>• Identify a suitable safe and segregated working area for the engineer, and;</li> <li>• Agree a plan on the disposal of waste, for instance additional waste created through cleaning down equipment prior to commencement of work.</li> </ul>	<ul style="list-style-type: none"> <li>• Expose visiting engineers to potential sources of infection, for instance by expecting them to decontaminate equipment which has been operated by someone with a suspected communicable disease.</li> </ul>



Visiting engineers should:	Visiting engineers should not:
<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>• Not go into work if anyone in their household is self-isolating.</li> <li>• Notify the site of their anticipated arrival time and scope of work and agree safe working practices. <b>Note:</b> this may be done via the engineer's service desk rather than directly with the site.</li> <li>• Travel to site independently whilst maintaining social distancing.</li> <li>• Ensure that site rules are followed, and that the site is aware of their arrival and expected departure times, and the status of work activities, especially where outstanding or incomplete.</li> <li>• Wash their hands with soap and water for at least 20 seconds before commencing work and again upon completion</li> <li>• Where possible, use signage, cones and tape to segregate the working area</li> <li>• Wear single use disposable gloves where practical.</li> <li>• Wipe down MHE before commencing work</li> <li>• Correct Social Distancing with a minimum separation of 2 m (6 feet) should be maintained.</li> <li>• Site access procedures for visiting technicians must comply with this requirement.</li> <li>• Where practical, physical barriers such as cones and tape can assist in keeping the work area clear of other people.</li> </ul>	<ul style="list-style-type: none"> <li>• Commence/continue any work activity which cannot be completed safely.</li> <li>• Deviate from pre-existing Risk Assessments and Method Statements without the express approval of their line manager.</li> <li>• 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> <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>
Reporting Communicable Diseases under the RIDDOR Regulations	Comments for Management
<p>You must only make a report under RIDDOR (<i>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013</i>) when:</p> <p>If something happens at work which results in (<i>or could result in</i>) the release or escape of a communicable disease, <u>you must report this as a dangerous occurrence.</u> An example of a dangerous occurrence would be a lab worker accidentally smashing a glass vial containing the virus, leading to people being exposed.</p> <p>You can read further about RIDDOR Reg7 by accessing this link <a href="#">regulation 7, Schedule 2 – Section 10 on legislation.gov.uk</a></p> <p>If there is reasonable evidence that someone diagnosed with a communicable disease was likely exposed because of their work <u>you must report this as an exposure to a biological agent using the case of disease report.</u> An example of a work-related exposure to a virus would be a health care professional who is diagnosed after treating patients with the virus.</p> <p>You can read further about RIDDOR Reg9 by accessing this link <a href="#">regulation 9 (b) on legislation.gov.uk</a></p>	<p>You can only report an issue regarding a communicable disease by using the online facility; The only exception to this is a fatality, whereby you must inform the ICC (<i>Incident Contact Centre</i>) by telephone on <b>0345 3009923</b>, a.s.a.p., followed by an online report of the same within 10 days.</p> <p>To make a RIDDOR report online use the correct website from the list below, for the explained examples shown on the left column;</p> <ul style="list-style-type: none"> <li>○ <a href="#">Report a dangerous occurrence</a></li> <li>○ <a href="#">Report a case of disease: exposure to a biological agent</a></li> <li>○ <a href="#">Report a work-related fatality due to exposure to a biological agent (initially by telephone)</a></li> </ul> <p><b>Note:</b> The actual regulation for each example can also be accessed via the hyperlink on each one shown on the left column.</p>

GENERIC RISK ASSESSMENT TEMPLATE

<p>If a worker dies as a result of exposure to coronavirus from their work and this is confirmed as the likely cause of death by a registered medical practitioner, then you must report this as a death due to exposure to a biological agent using the 'case of disease' report form. You must report workplace fatalities to HSE by the quickest practicable means without delay and send a report of that fatality within 10 days of the incident. <i>(also see bottom of page above, right Hand column)</i></p> <p>You can read further about RIDDOR Reg6 by accessing this link <a href="https://www.legislation.gov.uk/regulation/2015/1206/2">regulation 6 (2) on legislation.gov.uk</a></p>	
<p><b>HSE, Websites &amp; Other Guidance</b></p>	<p><b>Further Comments</b></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></p> <p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></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></p> <p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></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></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></p> <p><a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></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></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></p> <p><a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> <p>RIDDOR Regulations 2013 (Amended)</p> <p><i>(The key regulations for dealing with how to report during a communicable disease to RIDDOR can be accessed online via the links given on this page and the one above).</i></p>	<p>Please also read the <b>FLTA Guidance notes</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> </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>	

Any Other Statements or additional assessment:	Site Comments
<p>Complete further assessments whenever and where ever necessary during the outbreak of a communicable disease.</p> <p>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>	