

THIS DOCUMENT SHOULD BE READ IN CONJUNCTION WITH SSW2020 COVID-19 METHOD STATEMENT & GENERAL INFORMATION

WORKPLACE RISK ASSESSMENT				
Pandemic - Virus possible causing lung, airway and other health problems, symptoms can be mild, moderate, severe or fatal.		System Assessor	Updated	Review
WRA2020	COVID-19 (Coronavirus)	Angela White	01 June 2020	30 th Sept 2020
PERSONS AT RISK				
Those working on behalf of ITS Fire & Security who travel to and from and work on client's sites. Client's employees and others on the client's site during ITS visit.				
Risk Level = RL	Low Risk = L	Medium Risk = M	High Risk = H	Residual Risk = RR
HAZARDS IDENTIFIED	RL	Controls Measures		RR
Lack of communication	M	<ul style="list-style-type: none"> ITS Fire & Security Ltd ITS have requested that the client's representative provide suitable and sufficient information to ITS so we can share it where relevant to those working on our behalf (i.e. engineers/operatives and specialist contractors) prior to their starting work on the site. The information must include COVID-19 restrictions and requirements for working on the site. ITS will supply the client with relevant non-confidential information as required and will raise any issues and/or possible solutions where relevant. 		L
Travelling for work	H	<ul style="list-style-type: none"> Where possible those travelling for work should try to avoid public transport. Use hand sanitiser regularly Try to keep two meters apart. Wear a face covering if they can Try not to stand face to face If using a vehicle for work, they should try to travel alone. NB: Further details are available in ITS document SSW2020 COVID-19 provided with this document. 		L
Accessing and moving around the site.	H	<ul style="list-style-type: none"> Follow instructions from site security, the client's representative and adhere to relevant signage about parking or notices about the use of lifts, and welfare facilities... You should be made aware of access and egress points in normal circumstances as part of a site induction however these may change due to COVID-19 protocols. Follow any information advising of route or other changes that have been introduced to enable social distancing, or an increase in access and egress points to decrease congestion especially should an emergency occur. If queuing to sign in or get around the building etc engineers etc should ensure they try to they keep a 2 metre distance between themselves and others. Be mindful of others and try to stagger visits to use the facilities to avoid congestion. 		L

HAZARDS IDENTIFIED	RL	Controls Measures	RR
Ability to maintain social distancing when undertaking a work activity.	H	<ul style="list-style-type: none"> When working on our client's sites and/or construction sites ITS will plan and organise the work to avoid too many interactions and to minimise the risk of the transmission of COVID-19 by following Public Health England (PHE) and HSE guidance for social distancing . ITS will try to send only the minimum amount of workers, (in some cases only one engineer may attend so that interactions with others is kept to a minimum. ITS will assess whether the activity can safely go ahead if people must work face-to-face for a sustained period with more than a small group of fixed partners. Employees and others working on our behalf will be reminded and monitored by Supervisors and lead engineers to ensure they are trying to maintain social distancing. Where an activity needs to continue where social distancing guidelines cannot be maintained, ITS will risk assess the tasks. Where the work is essential ITS will only continue with the tasks where it is possible to mitigate the risk using the recommendations within various UK Government COVID-19 related documents and the Construction Leadership Council's Construction Standing Operating Procedures. <p><i>NB: See document SSW2020 – Method Statement and General Information.</i></p>	L
Potential physical contact of those working on behalf of ITS with others in relation to our business.	H	<ul style="list-style-type: none"> Those workers who have relevant vulnerabilities (or have someone in their household who has vulnerabilities) have been identified and the results of discussions with those concerned and have produced a plan that has been actioned about who should remain working on our client's sites. The remainder of the individuals undertaking work on ITS behalf been given information and instructions relating to maintaining the 2m social distancing guidance and other information including avoiding face to face contact. 	L
Suspected or confirmed transmission of COVID-19 to an ITS employee or a specialist contractor who has recently worked on behalf of ITS (or to a member of their household).	H	<ul style="list-style-type: none"> ITS keep our employees up-to-date with UK Government's advice relating to COVID-19. Employees must follow HR guidance on reporting a suspected / confirmed case of COVID-19. ITS require our employees to stay home to self-isolate and not return to work until the relevant period of self-isolation has been completed, but not if their symptoms haven't improved (If in doubt they should seek medical advice). If employees take up the option to be tested for Coronavirus they may wish to convey the results back to HR. Those that receive a positive test result they may be required to participate in the NHS test and trace program. Further advice is available at https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/ Senior Management & HR will monitor this situation and give support and advice to those concerned. 	L
Suspected or confirmed transmission of COVID-19 from someone who has recently worked on a client's site at the same time as ITS engineer(s) or specialist subcontractors working on behalf of ITS.	H	<ul style="list-style-type: none"> ITS have requested that where known our clients should inform us prior to the site visit if they have been informed of anyone who in the previous 21 days who has been on their site has a suspected or has a confirmed case of COVID-19. ITS Senior Management will monitor this situation and give help and advice to those concerned. 	L

HAZARDS IDENTIFIED	RL	Controls Measures	RR
Someone becoming ill on site showing symptoms of COVID-19	M	<ul style="list-style-type: none"> Anyone working on behalf of ITS falls ill while on site or travelling to and from a site and has developed a high temperature or develops a new and persistent cough or has loss of smell or taste they should: <ul style="list-style-type: none"> Ensure an ITS Director is informed as soon as possible. Return home immediately if they are fit enough to do so including fit enough to drive if applicable. Where feasible avoid touching anything Use hand sanitiser where available. Follow NHS guidance https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ 	L
Insufficient housekeeping and hygiene protocols	H	<ul style="list-style-type: none"> Those working on behalf of ITS must follow Public Health England (PHE) and NHS advice that the most important thing individuals can do to protect themselves is to wash their hands more often, for at least 20 seconds, with soap and water. Follow PHE recommendations to also wash hands before eating or smoking, or after coughing and sneezing, after using toilets and travelling on public transport. In the interim if there are no hand washing facilities nearby you should use suitable hand sanitiser. Avoid touching your face with your hands/gloves. To follow the instructions when coughing or sneezing to Catch it – Bin it – Kill it. Employees to regularly clean down the areas where they are working at the end of the visit or at the end of day if on site for longer periods. Workers should ensure tools and equipment is cleaned regularly and especially when travelling to other sites. 	L
Insufficient or non-use of Personal Protective Equipment (PPE)	H	<ul style="list-style-type: none"> Where those working on behalf of ITS are using PPE for their work activities to protect against non-COVID-19 risks, they should continue to do so. PPE should be in a good condition and available with them so that it can be used if required. Reusable PPE should be thoroughly cleaned after use. Workers should not share PPE. Workers requiring PPE must ensure they have adequate supplies and ensure that requests for replacements etc should be requested in time so that they are not without the relevant PPE. Supervisors to monitor the use to ensure compliance. <p>NB: Further details are available in ITS document SSW2020 provided with this document.</p>	L

STATEMENT OF RESIDUAL RISKS

All must observe and adhere to the control measures described above.

MONITORING PROCESS

Control measures enable safe working processes within the acceptable level of risk.

Where there are any issues relating from COVID-19 (Coronavirus) stop working and seek advice from and ITS Director, or if out of hours contact the on-call duty manager.



Angela White QHSE Manager

Date: 1st June 2020