

COVID-19 VIRUS – MOBILE STAFF RISK ASSESSMENT

Company name	Safety Software Limited		
Site addresses	Rockland House, View Road, Rainhill, Prescot, Merseyside, L35 0LF Greenhill House, Thorpe Road, Peterborough, Lincolnshire, PE3 6RU		
Risk assessment reference	<input type="text"/>	Date	17/06/2020
		Assessor	Neil Harrison
People involved in making this assessment	Neil Harrison		
People at risk	Employees, customers, suppliers, visitors, members of the public		
Date of next review	01/08/2020		
Hazard (<i>hazard and hazard description</i>): Spread of coronavirus infection among our workforce and anyone they come into contact with			
Control measures (existing)			
<ol style="list-style-type: none"> 1. The COVID Act and associated regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidance. 2. Our arrangements and procedures are reviewed daily in the light of additional Government guidance as published at GOV.UK/Coronavirus. 3. None of our mobile workforce are in the vulnerable or at risk categories. Where we are aware of this for any of our employees, they will be working at home if that is possible. If it is not, they will be furloughed. 4. Staff with family members in at-risk categories or whose circumstances have changed, have been instructed to inform their management team without delay. Decisions on homeworking or furlough in accordance with Government policy are taken on a case-by-case basis. 			
Further control measures required		Assigned to	Due date
Hazard (<i>hazard and hazard description</i>): Uninformed workforce — Staff who are not fully aware of the procedures and arrangements we have put in place to work within Government policy could compromise our arrangements and jeopardise the health of others.			
Control measures (existing)			
<ol style="list-style-type: none"> 1. Specific procedures and measures to reduce the risk of spreading coronavirus have been prepared, based on NHS, public health and 			

Government guidance and instruction. They are updated regularly.

2. Every member of staff has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
3. Warning posters displayed at all our fixed workplaces and printed copies given to mobile workers who do not frequent our fixed workplaces.
4. We can share with our customers, by email and or phone, the arrangements we have in place and how we would expect them to co-operate with our staff at their premises.

Further control measures required	Assigned to	Due date

Hazard (*hazard and hazard description*): Contact with customers or clients. Risk of infection being passed from contacts or through contaminated premises and equipment.

Control measures (existing)

1. Workforce instructed to maintain the advised 2m separation from contacts at all times, wherever possible. If entry to premises is required, they are instructed to ask whether anyone has been diagnosed with COVID-19 or has been required to self-isolate, and act accordingly.
2. Where a distance of 2m cannot be achieved, a face covering is to be worn that covers the nose and mouth.
3. Workforce instructed to avoid contacts who are coughing, show signs of difficulty in breathing or sweating/fever. If this occurs they are empowered to leave the premises.
4. Workforce instructed to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60–95% alcohol, or to wash their hands with soap and water for at least 20 seconds.
5. Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean.
6. Workforce instructed that physical contact with clients, such as handshakes, hugs, etc are not to be undertaken.

Further control measures required	Assigned to	Due date

Hazard (*hazard and hazard description*): Travel and vehicles. Risk of the spread of infection from vehicles and during travel.

Control measures (existing)

1. Workers who use their own vehicles have been advised to ensure that surfaces and controls are routinely sanitised.
2. Where company vehicles are used, they will be restricted to a single driver and will not be shared. Drivers have been issued with sanitisers and are required to routinely sanitise surfaces and controls throughout the working day.
3. No passengers are to be carried in any vehicle being used for business purposes. If a second worker is required for any part of the work activity they will travel separately.

Further control measures required	Assigned to	Due date

Hazard (*hazard and hazard description*): Inadequate personal hygiene standards pose a risk of contracting the infection and cross-contaminating and surfaces.

Control measures (existing)

1. Workforce instructed to clean their hands frequently, using a hand sanitiser containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds. Sanitiser has been provided.
2. Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean.
3. Workforce instructed that a disposable tissue should be used when coughing and or sneezing, then put into bag and binned or pocketed until that procedure can be followed.
4. Workforce instructed that any potentially contaminated clothing and or personal protective equipment should be taken off and placed in a suitable plastic bag or container for appropriate action.

Further control measures required	Assigned to	Due date

Hazard (*hazard and hazard description*): Food and drink. Potential for cross-infection at client premises and take away outlets.

Control measures (existing)

1. Workforce instructed to politely refrain from consuming beverages and food products that are offered by clients, due to the risks associated with cross-contamination.

2. Workforce encouraged to prepare food and drink at home and carry it with them through the working day, so that they can take rest breaks from driving and at meal times, so avoiding the need to visit takeaway outlets and potential exposure to infection.		
Further control measures required	Assigned to	Due date
Hazard (<i>hazard and hazard description</i>): Contacts on client premises. Potential for cross-infection at client premises.		
Control measures (existing)		
<ol style="list-style-type: none"> 1. Workforce instructed to maintain 2m separation distance and avoid shaking hands, hugs and other personal contacts. 2. Where a distance of 2m cannot be achieved, a face covering is to be worn that covers the nose and mouth. 3. Workforce instructed that where any client contact may have been made or surfaces touched or handled, they must sanitise their hands before getting back into their vehicle. 4. Where the premises visited is a food or drink business, workforce instructed that they must observe the manufacturing environment's strict on-site hygiene controls. 		
Further control measures required	Assigned to	Due date
Hazard (<i>hazard and hazard description</i>): Personal protective equipment (PPE). Contact with potentially cross-contaminated PPE may transmit infection.		
Control measures (existing)		
<ol style="list-style-type: none"> 1. Where personal protective equipment is offered for use by a customer or client, it must be politely declined and only the equipment we have provided is to be used. 2. Personal protective equipment is required to remain PERSONAL to the person it was issued to. Workers instructed not to borrow from colleagues. 3. Where personal protective equipment is required in the course of work, it has been provided. Workers instructed that it must be used when required. If it may have become contaminated, it must be bagged and the contamination notified to management. 		
Further control measures required	Assigned to	Due date

Hazard (<i>hazard and hazard description</i>): Telephone and IT equipment. Contact with potentially cross-contaminated equipment may transmit infection.		
Control measures (existing)		
<ol style="list-style-type: none"> 1. Workers instructed not to use customer or client computers, accessories and telephones during any site visit. 2. Workers instructed to ensure that all IT equipment, mobile phones, that may be used on client or customer premises are cleaned/ disinfected on a regular basis using the cleaning wipes and sanitisers that have been provided. 3. Workers instructed to refrain from sharing their work mobile phone with other people. If they use personal phones they are advised to follow this rule. 		
Further control measures required	Assigned to	Due date