



## INSTALLATION/INSPECTION RISK ASSESSMENT - CORONAVIRUS









Risk assessment - topic/area covered	
Location(s):	Off-Site Inspections/Installations at Customer Sites
Department/staff:	Customer/site contact (maintenance/operations/H+S) and SpanSet Installer/Inspector
Tasks/activities:	Completing installation or inspection of kit/systems that cannot be completed remotely during the coronavirus pandemic
Other information:	

Risk assessment sign off					
Prepared by:	S Sari	Signature:		Date:	29.06.2020
Reviewed by:	D Flynn	Signature:		Date:	29.06.2020
Date for review:	(29/09/2020) or sooner if significant changes are made to the work processes or if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks

Distribution schedule				
Registered number	Issue number	Date	Name	Designation
	<b>2</b>	<b>29.06.2020</b>		

Key								
L: Likelihood	5	5	10	15	20	25	<b>High risk: 15-25</b>	High-risk activities should cease immediately. You must introduce further effective control measures to mitigate risks.
	4	4	8	12	16	20		
	3	3	6	9	12	15	<b>Medium risk: 8-12</b>	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	2	2	4	6	8	10		
	1	1	2	3	4	5	<b>Low risk: 1-6</b>	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
		1	2	3	4	5		
S: Severity				DR: Degree of risk			RR: Residual risk	
Guidance	<ol style="list-style-type: none"> <li>Identify the persons at risk and the significant hazards.</li> <li>Calculate an initial RR for the activity.</li> <li>Identify risk control measures that reduce the risks to an acceptable level.</li> <li>Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)</li> </ol>							

PPE assessment		<b>Note.</b> In many instances you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:						
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Advisory</b>	<b>Yes</b>	<b>Advisory</b>	<b>Yes</b>
Additional requirements:	Gloves should be worn whenever it is practicable to do so. Disposable gloves have been provided for Installers/Inspectors. Any Customer site specific PPE requirements should be followed.							
<b>Note.</b> PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Installing/ Inspecting Kit/Systems during the coronavirus pandemic	Customer Contacts and SpanSet Installers/ Inspectors	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>You must follow the government's guidance on working during the pandemic. (<a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>)</li> <li>SpanSet is only conducting Safety Critical Installations and Inspections for Customers. Any non-essential Installations/Inspections will be deferred to a later date.</li> <li>If you leave your home, you should minimise any time spent outside and ensure that you are two metres apart from anyone not in your household. If you are unable to maintain this distance, you must stop working. These rules must be followed at all times.</li> <li>Customer specific Coronavirus guidelines should be followed at all times.</li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
If you may be exposed to the Covid-19 virus	Customer Contacts and SpanSet Installers/ Inspectors	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>If you have symptoms of coronavirus (new cough and/or high temperature), a loss of, or change in, your normal sense of taste or smell (anosmia) you must self-isolate, stay at home for seven days. If you live in a household with someone who has the symptoms above, you must stay at home for 14 days from the day their symptoms started. If you develop symptoms, you must stay at home for seven days from the start of your symptoms.</li> <li>If any Customer Contacts or SpanSet Installers/Inspectors display symptoms of COVID-19 during the visit, they <b>MUST</b> notify the Site Contact and the Installation Manager immediately.</li> <li>You must follow the government guidance on coronavirus. (<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/</a>).</li> </ul>	1	5	5
General Travel	SpanSet Installers/ Inspectors	Serious ill-health conditions	2	5	10	<ul style="list-style-type: none"> <li>SpanSet is only conducting Safety Critical Installations and Inspections for Customers. Any non-essential Installations/Inspections will be deferred to a later date</li> <li>Ensure Anti-Bacterial wipes are used to wipe down car controls, such as the steering wheel, gear controls, other car controls and door handles.</li> <li>Ensure protective gloves are worn to handle the pumps, when you need to re-fuel vehicles.</li> <li>All Installers / Inspectors to use their own cars provided, and ensure single occupancy where possible.</li> <li>Avoid the use of Public Transport</li> <li>Monitor site access points to enable social distancing. Trainers to remain in their vehicle where possible. Maintain social distancing of 2M at all times.</li> </ul>	1	5	5
Preventing infection spreading	Customer Contacts and SpanSet Installers/ Inspectors	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>SpanSet asks Installation/Inspection Customers minimise the time the SpanSet Installer/Inspector needs to be on site for the visit by pre-planning paperwork completion, access routes and equipment location. This should allow the Installer/Inspector to travel to site on the day of the visit, eliminating the need of an overnight stay.</li> <li>SpanSet Installers/Inspectors are advised to wash their hands with soap and warm water, before site registration/induction, during breaks and lunch. Wash your hands with soap and water often - do this for at least 20 seconds.</li> <li>Use hand sanitiser gel if soap and water are not available. Installer/Inspector will carry sanitiser</li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						<ul style="list-style-type: none"> <li>gel at all times.</li> <li>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>Dispose of tissues in appropriate waste receptacles as quickly as possible.</li> <li>Maintain the two-metre distance rule at all times. Installers/Inspectors are to ensure Site Contact maintains two metre distancing during all aspects of the Installation/Inspection activities.</li> <li>Do not touch your face or eyes if your hands are not clean.</li> <li>Site Contacts and Installers/Inspectors are advised to use disposable gloves.</li> <li>Customer Contacts are encouraged to use their own Personal Safety Helmets and Personal Fall Protective Equipment during the visit where applicable.</li> </ul>			
Using welfare facilities	Customer Contacts and SpanSet Installers/Inspectors	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Customer Contacts and Installers/Inspectors MUST comply with the site-specific guidance / policies when using their welfare facilities.</li> <li>Wash your hands with soap and water before and after entering a welfare facility. Wash your hands with soap and water often - Do this for at least 20 seconds.</li> <li>Use hand sanitiser gel if soap and water are not available.</li> <li>Do not use the facilities if you are unable to maintain the two-metre distance rule at all times.</li> <li>Installers/Inspectors are encouraged to take their own lunch to site. Installers/Inspectors are discouraged from leaving site to visit local Outlets/ Supermarkets where this can be avoided.</li> <li>Ensure all Installers/Inspectors and Customer Contacts sit two metres apart, whilst taking their comfort / lunch breaks.</li> <li>Installers/Inspectors to ensure the two-metre distance rule is adhered to within any designated smoking areas.</li> </ul>	1	5	5
Overnight Stays	SpanSet Installers/Inspectors	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Where an overnight stay cannot be avoided SpanSet Installers/Inspectors should check the hotel control measures before booking.</li> <li>SpanSet Installers/Inspectors are advised to wash their hands with soap and warm water, upon entry to hotel room. Wash your hands with soap and water often - do this for at least 20 seconds.</li> <li>Use hand sanitiser gel in areas of hotel where soap and water are not available. Installer/Inspector will carry sanitiser gel at all</li> </ul>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
					15	<ul style="list-style-type: none"> <li>times.</li> <li>Do not touch your face or eyes if your hands are not clean.</li> <li>Installer/Inspector advised to wipe down surfaces using anti-bacterial/anti-viral wipes/cleaning spray.</li> <li>Installer/Inspector advised to avoid the use of the hotel pillows and Duvets where possible to take their own.</li> <li>Maintain the two-metre distance rule at all times in public areas of hotel.</li> <li>Do not allow other guests into the hotel room.</li> <li>Hotel cleaning staff should not to enter hotel room until following Installer/Inspector vacation from the room.</li> </ul>			
Purchasing Food and Drinks	SpanSet Installers/ Inspectors	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> <li>Installers/Inspectors are encouraged to take their own lunch to site especially where travel to site and back is possible in the same day.</li> <li>Pre-plan taking food and drink from home will avoid any unnecessary stops for food and drink during transit.</li> <li>Where an overnight stay cannot be avoided SpanSet Installers/Inspectors are advised to also take their own food and drink from home. SpanSet will make provision for keeping food and drinks cool where required. This avoids the need to use local outlets/supermarkets and allows the Inspector/Installer to remain self-contained.</li> <li>SpanSet Installers/Inspectors are advised to wash their hands with soap and warm water, prior to consumption of food and drinks. Wash your hands with soap and water often - do this for at least 20 seconds.</li> <li>Use hand sanitiser gel where soap and water are not available. Installer/Inspector will carry sanitiser gel at all times.</li> <li>Do not touch your face or eyes if your hands are not clean.</li> <li>Installer/Inspector advised to wipe down surfaces using anti-bacterial/anti-viral wipes/cleaning spray.</li> <li>Maintain the two-metre distance rule at all times.</li> <li>Do not share food and drinks with colleagues.</li> </ul>	1	5	5