

Risk Assessment Form

Date:	May 2020
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Assessors Name:	Phil Carthy	Reference Number:	Risk Assessment Record – 47c Updated	Review Date:	Ongoing – as per government guidance updates
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Approved By:	AB,LR,JM,RM,MZ	Signature:		Position:	MD, RM, Engineer	Date:	June 2020
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Description of assessment	Coronavirus (COVID-19) – Engineers/Fitters daily works
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Location Details	Engineers/Fitters at all Smart Platform Rental Ltd operational depot locations
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Catching / Spreading	Employees, Customers, General Public, Training Delegates	5	4	20	VH	<ul style="list-style-type: none"> Suitable levels of soap and antibacterial gel are available for operator use. No handshakes with customers or colleagues Employees will be required to wash hands with soap regularly and thoroughly, for at least 20 seconds as per governmental guidelines 	<ul style="list-style-type: none"> When at depot, only one person in the kitchen at one time unless social distancing can be adhered to Employees to make drinks for themselves only 	All Depot Managers All All		4	2	8	M

Smart Platform Rental Ltd	V.2
47c. COVID-19 Arrangements for Engineers	May 2020

					<ul style="list-style-type: none"> • After using the toilet • Before and after treating a cut or wound • Before eating or handling food • After blowing your nose, sneezing or coughing • Employees should use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. • Social distancing must be maintained at all times in depot including any requirement to enter the hire office • If required to attend off site, all measures must be adhered to • Operate from the ground only unless the appropriate social distancing can be maintained in the basket eg HGV machines • Avoid working face-to face and limit any works in the cage to 15 mins • Only one person per company vehicle for deliveries/collections. Where this is not possible, company car may be used with one person in the front seat. Any colleague passenger must sit in the rear diagonally opposite the driver in PPE • Work related deliveries to be left at the workshop entrance 						
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						<ul style="list-style-type: none"> • All vehicles including controls to be thoroughly cleaned with anti-bacterial materials after every use • Handovers to be completed at ground level • If any signatures are required do not use the same pen • PPE must be worn on site as directed • Contacts showing symptoms suspected of having caught COVID-19 will be asked to leave the premises. 								
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		S	L	R	RR					S	L	R	RR
Catching / Spreading (continued)	Employees, Customers, General Public, Training Delegates	5	4	20	VH	<ul style="list-style-type: none"> • Employees are reminded to not touch their eyes, nose or mouth if their hands are not clean. • Disposable gloves are available for use • Deliveries of goods for personal use are no longer allowed at depots • Employees will be told to self-isolate for 14 days should they find they 	Testing is now available for anyone showing symptoms			4	2	8	M

						have a new, persistent cough and/or a high temperature. <ul style="list-style-type: none">• Should employees disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.	https://www.nhs.uk/ask-for-a-coronavirus-test							
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		S	L	R	RR					S	L	R	RR
Employee travel plans	Employees, Customers, General Public,	4	3	12	H	<ul style="list-style-type: none"> We will ask employees to inform us if they are leaving the country. Self-isolation will be enforced in line with the area / country guidance. 				4	1	4	M
Lack of awareness	Employees, Customers,	5	2	10	H	<ul style="list-style-type: none"> Appropriate signage including the latest government campaign posters will be on display on the notice boards and in suitable places around site. Toolbox talks will be carried out for any returning furloughed staff. Information for customers will be available on the Smart Platforms website We continually adopt and review new government / WHO guidance as and when it is available. Any new information relating to the virus and its impact will be communicated to staff 	Last updated in March			3	1	3	L

Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.