

No	Task	What are the Risks	Measures to manage the risk
1	Fitness to work	Unwell or vulnerable people on site	<p>Send reminder emails detailing symptoms to field staff on regular occasions.</p> <p>Individuals with relevant symptoms are to contact <b>swcomms</b> immediately as per government guidance - <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Individuals who does not have symptoms but live with someone who has the relevant symptoms must contact <b>swcomms</b> and self isolate as per government guidance.</p> <p>All customers will be asked to confirm that no one on their site has or is showing any symptoms of COVID-19 prior to any engineers attending site.</p>
2	Traveling to and from site	Exposure to infected people and/or surfaces, etc.	<p>All non essential travel to be avoided. Field staff will only be asked to attend site if the work cannot be carried out at home or in the office.</p> <p>Only lone travelling will be permitted at all times in a company vehicle (for essential travel only)</p>
3	Signing in	Exposure to infected people and/or surfaces, etc.	<p>Signing in should be done using your own pen or via a contactless means where possible (eg text message, WhatsApp etc)</p> <p>Hand sanitiser, face masks and gloves will be provided to all engineers.</p> <p>Social distancing requirement to be adhered to at all times. Customers kindly requested to follow government guidelines on social distancing is followed in order to protect the workforce.</p>
4	Site inductions, briefings and meetings	Exposure to infected people and/or surfaces, etc.	<p><b>Inductions/Briefings</b></p> <p>Conduct inductions in the open air, where possible.</p> <p>In poor weather, conduct in a well-ventilated area.</p> <p>No more than 6 people involved per induction, where possible.</p> <p>Keep 2m apart, where possible.</p> <p><b>Meetings</b></p> <p>'face-to-face' meetings to be avoided as much as possible. Meetings to be carried out using telephone 'conference calls', Microsoft Teams conference calls, Rainbow or other means of technology.</p> <p>Where 'face-to-face' is required, hold the meeting in the open air, or in a well ventilated area, maintaining 2m social distancing.</p> <p>Keep meetings short, to the point and avoid sharing material, i.e. drawings, laptops, sample products, etc. Where sharing of material is required ensure hands are washed thoroughly, gloves are worn and avoid contact with your face or any other surfaces.</p>
5	Using site welfare facilities	Exposure to infected people and/or surfaces, etc.	<p><b>Toilets</b></p> <p>Ensure there is provision of hot water and soap for handwashing</p> <p>Encourage all staff to follow guidance for handwashing from the government/NHS. Anti bacterial gel has been supplied to all staff in the case there is limited access to handwashing facilities.</p>
6	Close contact work where engineers are less than 2m apart, for example:  - Server installation	Exposure to infected people and/or surfaces, etc.	<p>Close contact work to be restricted to a maximum of two persons only.</p> <p>'Close contact work' operatives to ensure use of face masks and other PPE.</p> <p>Where possible either work 'side-by-side' or back-to-back'</p> <p>Good hand hygiene protocols to be followed at all time. Field staff are requested to wash their hands before and after each task.</p> <p><b>PPE</b></p> <p>Reusable, washable face coverings have been provided to all staff attending customer sites. Staff should wash these every night. Face coverings should be worn in line with the latest government advice.</p> <p>Gloves have been issued to all staff attending customer sites and should be changed regularly and in line with guidance provided by the government/NHS.</p> <p>Hand gel has been provided to all staff attending customer sites. This should be used regularly but should not be substituted for regular hand washing. Hand gel should be used in line with the latest guidance provided by the government/NHS.</p>