




RISK ASSESSMENT

CORONAVIRUS- COVID19

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|----------------------------|--|------------------------------|---|
| Company Name: | EFL Fire and Security | Date of Issue: | 28 th March 2020 |
| Site Name: | Generic Covid 19 Applicable to all sites. | Name of Assessor: | I Gibbs |
| Date of Assessment: | 20 th March 2020 | Assessor's Signature: |  |

HAZARDS – *What will cause or has the potential to cause harm?*

- Person with or carrying Coronavirus coughs or sneezes on or near another person infecting them directly through inhalation
- Touching surfaces or objects contaminated with the virus and then touching face

RISKS – *What could happen? What could the consequences of the hazards be?*

- Contracting the virus causing illness or death

PEOPLE AT RISK – *Who could be harmed? For example: Staff, Contractors and Clients could be exposed to the hazards and risks above. Insert below the specific people at risk within these groups.*

- EFL Engineers working within clients Premises
- Clients within their premises from EFL Engineers
- EFL Staff Members within Head Office

LOCATION – *Where are the hazards located?*

- Offices or any Buildings where people can gather
- Surfaces in Petrol Stations / Retail premises
- Person to person contact in any public place or spaces

GENERAL CONTROL MEASURES – What are you doing to control the risks?

All the control measures identified below will in combination, contribute to minimise the risks identified to an acceptable level. Please identify below whether the controls are happening.

| No. | Description | Yes | No | N/A | Responsible |
|-----|---|-----|----|-----|--|
| 1 | EFL Engineers and Staff members briefed on the facts regarding the virus from BHHPA guidance and from Government websites https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people | X | | | All HOD's have given the staff briefing and staff have signed to confirm this. |
| 2 | EFL Engineers and Staff members instructed in the safe working procedures, such as social distancing and sanitising to be followed whilst dealing with customers and deliveries to Head Office. | X | | | Staff briefed |
| 3 | Anyone showing symptoms of Coronavirus (fever &/or new dry cough) is instructed to self isolate in accordance with current guidance and call 111 to seek further advice. https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people | X | | | All Staff to report to HODs immediately and return home. |
| 4 | EFL Staff are provided with and wear suitable Personal Protective Equipment (PPE) | X | | | The relevant PPE is provided |
| 5 | Business contingency plan in place including restricted engineer visits to EFL Offices and all administration staff working from home where possible. | X | | | COVID-19 Emergency Plan in Place |
| 6 | For your own safety and others No social/group activities to be carried out either within working hours or at home in line with government guidelines. Management Meetings will be carried out via conference call or similar. | X | | | Staff Briefed |
| 7 | When working on customers premises carrying out essential work wear surgical gloves at all times, if returning to the vehicles passenger compartment dispose of gloves carefully before entering. New surgical gloves to be worn when re-entering customers premises. | X | | | In Place |
| 8 | Staff regularly updated on actions being taken to deal with the outbreak the facts regarding the virus from BHHPA guidance and from Government websites | X | | | Ongoing |
| 9 | Hand washing facility must be available or use Anti-Bacterial Hand Sanitizer Minimum 60% Alcohol. | X | | | Ongoing |
| 10 | Staff who have face to face contact with Clients or other staff members must maintain a distance of at least 2m | X | | | In Place and implemented |

GENERAL CONTROL MEASURES – What are you doing to control the risks?

All the control measures identified below will in combination, contribute to minimise the risks identified to an acceptable level. Please identify below whether the controls are happening.

| No. | Description | Yes | No | N/A | Responsible |
|-----|---|-----|----|-----|---|
| 11 | Pregnant team members advised to follow guidance from https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/ | X | | | If staff members make us aware they are pregnant will make aware as to guidance |
| 12 | Waste i.e Gloves must be bagged and binned. | X | | | In Place |
| 13 | All Staff still working to be briefed on any updates | X | | | HOD's |

SITE SPECIFIC ASSESSMENT – Complete this table for any hazard, risk or control not included above and for any additional control measures in place or required.

| No. ¹ | Hazard | Risk | Control Measure | Responsible | In place? Yes / No |
|------------------|--------|------|-----------------|-------------|-----------------------|
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Supporting Information:

¹ Continue numbering from previous table