

RISK ASSESSMENT FOR MINIMISING THE SPEAD OF CORVID-19 (CV-19)

Company name: **NORTHWICK ASSOCIATES**

Assessment carried out by: **JI/PW/CMc/AI**

Date of next review: **JUNE 2021**

Date assessment was carried out: **JUNE 2020**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
SPREADING CV-19 AMONGST CUSTOMERS, STAFF, SUPPLIERS, FAMILY AND 3RD PARTIES	CUSTOMERS, STAFF, SUPPLIERS, FAMILY AND 3RD PARTIES	SELF-ISOLATING, 2M SOCIAL DISTANCING, STAFF FULOUGHED, NOT ATTENDING WORK IF SHOWING SYMPTOMS, NOT ATTENDING WORK IF SOMEONE IN HOUSEHOLD IS SHOWING SYMPTOMS, ASKING CUSTOMERS WHETHER THEY OR ANY FAMILY MEMBERS HAVE SYMPTOMS BEFORE A VISIT IS ARRANGED, CALLING AHEAD OF THE VISIT TO DOUBLE CHECK THEY ARE STILL SYMPTOM FREE, INCREASED FREQUENCY OF HAND WASHING GENERAL AWARENESS OF THE NEED TO BE CAUTIOUS WHEN MEETING OTHER PEOPLE THROUGH REGULAR TEAM MEETINGS VIA ZOOM, ISSUING PPE INCLUDING MASKS, GLOVES AND SANITISERS, WORKING FROM HOME WHERE POSSIBLE, CLOSING THE OFFICE KITCHEN FACILITIES FOR GENERAL USE, RE-ASSIGNING OFFICE TOILETS TO REDUCE CROSS-BUBBLE CONTAMINATION, ISSUING SANITISERS TO CLEAN VANS TOUCH POINTS, TOOLS AND EQUIPMENT, ISSUING PROTECTIVE FLOOR MATS TO REDUCE RISK OF CROSS CONTAMINATION BETWEEN SITES, INVESTED IN DIESEL FUEL TANK FOR WORKSHOP TO REDUCE CONTACT WITH 3 RD PARTIES VIA MOTORWAY	INTRODUCE FREQUENT HAND WASHING REGIME, USE PPE (FACE MASKS/GLOVES ETC) AS REQUIRED AND ESPECIALLY WHERE 2M SOCIAL DISTANCING IS NOT POSSIBLE, REGULARLY USE SANTISERS TO CLEAN TOOLS, VANS AND EQUIPMENT BEFORE AND AFTER USE USE WORKSHOP FUEL TANK WHEN POSSIBLE TO REFIL VANS TO REDUCE CONTACT WITH PEOPLE OUTSIDE OF OUR BUBBLE, MAINTAIN THE SAME "TEAMS" WHEN SCEDULING JOBS (DO NOT MIX STAFF) FOR ONSITE TEAM WORK, AVOID SITE WORK WHERE VULNERABLE PEOPLE ARE PRESENT,	ALL STAFF AND CUSTOMERS	IMMEDIATELY UPON RETURN TO WORK FOLLOWING FURLOUGH	IMPLEMENTED 2 nd JUNE 2020 AND ONGOING.

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		<p>SERVICES, CHANGED WORKING PROCEDURES TO REVERT TO "REMOTE ENGINEER" SESSIONS TO AVOID FACE-TO-FACE CONTACTS, INVESTED IN ONLINE TRAINING ACADEMY TO ASSIST CUSTOMER IN COMPLETING THEIR OWN REPAIRS AND MAINTENANCE TO AVOID FACE TO FACE CONTACT, PRE-ALLOCATION OF PARTS READY FOR COLLECTION AT WORKSHOP TO REDUCE TIME SPENT ONSITE AND FACE TO FACE CONTACT TIME</p> <p>INTRODUCED THE USE OF ONLINE MEETINGS (ZOOM AND MS TEAMS) TO AVOID THE NEED FOR FACE TO FACE MEETINGS</p> <p>CLOSING OFFICE ACCESS EXCEPT TO RECEPTION AREAS FOR PARCEL DROPS,</p> <p>MAKING HAND SANITISER AVAILABLE FOR PUBLIC USE AT RECEPTION AREAS</p> <p>UPDATED WEBSITE TO INCLUDE NEW WORKING PRACTICES FOR CV-19</p> <p>LIAISING WITH SUPPLIERS TO LEARN FROM THEIR BEST PRACTISE</p> <p>REFERING TO H&S RESOURCES, GOVERNMENT, CRONER AND OTHER "EXPERTS" FOR ADVICE ON BEST PRACTISE, PROVIDING FREE EMPLOYEE HELPLINE VIA CRONER FOR SUPPORT WITH PERSONAL OR EMOTIONAL ISSUES RESULTING FROM CV-19</p>	<p>ADOPT ALL SAFE WORKING PROTOCOLS FOR CV-19 AS PUBLISHED AND UPDATED ON OUR WEBSITE</p>			

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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive

10/19

SUPPORTING DOCUMENTS THAT HAVE BEEN USED OR REFERENCED IN THE PREPARATION OF THIS RISK ASSESSMENT:-

Protocol for before during and after your appointment with our engineer. PREPARED ON BEHALF OF NORTHWICK BY C McGREAVEY JUNE 2020

Working safely during the coronavirus outbreak – a short guide PUBLISHED BY HSE MAY 2020

Talking with your workers about preventing coronavirus PUBLISHED BY HSE MAY 2020

<https://northwickassociates.co.uk/main/corona-virus/> (FOLLOW THIS LINK FOR LATEST UPDATE)