

Risk Assessment – ESF 0023 MOD 070 – Remobilisation Post COVID 19 Lockdown

Review Risk Assessment annually and after significant change. Save Reviewed/Updated Risk Assessment as a new copy and re-brief affected workers.



Risk Assessment Details

Location:		Person Supervising Work:	
Area / Activity Assessed:	Preventing Exposure to COVID-19	Assessment Completed By:	
Related Documents:	ESF 0023 MOD 070A ESF 0023 MOD 070B ESF 0023 MOD 068 & 068 App.1. ESF 0023 MOD 069 & 069 App.1. ESF 0023 MOD 066	Date of Assessment:	

Hazard (Activity / Equipment / Substance)	Who might be harmed and how?	Initial Risk L x S = R			Control Measures	Residual Risk L x S = R		
		L	S	R		L	S	R
Shielded Person or Person with or living with a person showing COVID-19 symptoms	<ul style="list-style-type: none"> ❖ The symptoms of coronavirus are: <ul style="list-style-type: none"> ➤ a new/continuous cough ➤ a high temperature ➤ Shortness of breath 	4	5	20	<ul style="list-style-type: none"> • Review ERIKS intranet daily for COVID-19 updates and actions. • Review People Scenarios - <u>ERIKS Business Continuity Plan</u> • Review - <u>Information for employees who live with a person who has an underlying medical condition</u> • If you develop symptoms of COVID-19 (high temperature and/or new and continuous cough and/or shortness of breath), self-isolate at home for 14 days. • Advise personnel who may have been in contact with affected person to be aware of symptoms. 	1	5	5



<p>PPE Product Supply Shortages</p>	<p>❖ ERIKS failing to operate safely as per the activity risk assessment and support the essential critical operations (customers) and direct customer demands due to shortage of PPE</p> <p>E.g. Food Industries and Hospitals, etc.</p>	<p>4</p>	<p>5</p>	<p>20</p>	<ul style="list-style-type: none"> • PPE Stock will be managed effectively, validating internal and external orders / requests to ensure that ERIKS are serving essential critical operations as a priority. • As per activity or use of machinery or equipment that requires specific PPE to be worn and the PPE becomes unavailable due to stock shortages, then the activity or use of machinery or equipment is immediately suspended until such time the same or obtain a higher level of protection. E.g. Disposable mask FFP2 required, increase level of protection to Disposable FFP3, to Reusable Mask FFP2, FFP3, (EN149:2001+A1:2009) then air fed systems. (BS EN 12941:1998+A2:2008) [N.B. Face Fit testing is required for Disposable and reusable face masks] Supply chain and product business development managers will be in regular contact with suppliers and customers, expediting and updating customers with delivery dates. • Customers and suppliers will be updated and the same will be available on the internet www.eriks.co.uk 	<p>1</p>	<p>5</p>	<p>5</p>
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<p>Emergency Preparedness</p> <p>First Aid</p>	<p>Employee falls ill after performing first aid to colleague or visitor who has gone into cardiac arrest and is displaying COVID-19 symptoms.</p>	4	5	20	<ul style="list-style-type: none"> • Review - ESF 0023 MOD 051 – First Aid • Additional controls – • Review your first aid needs assessment and decide if you can still provide the cover needed for the workers that are present and the activities that they are doing. • If there are fewer people coming into your workplace it may still be safe to operate with reduced first aid cover. You could also stop higher risk activities. • First Aider to wear the following PPE: <ul style="list-style-type: none"> ○ Face Mask (FFP3, where FFP3 are not available, then FFP2, EN149:2001+A1:2009 respirators may be used) ○ Nitrile Gloves (Cat 3, EN374-2 2003, EN 374-3, Directive 2002/72 EC) • First Aider to use / wear the following when conducting CPR: <ul style="list-style-type: none"> ○ CE marked Resuscitation Face Shield, i.e. St. John’s Ambulance. ○ CE marked face mask with one-way mouthpiece filter. ○ Dispose of face shield / face ask after use. • If PPE is unavailable, carry out necessary first aid and then self-isolate and monitor for Covid-19 symptoms. 	1	5	5
	<p>First Aider Certificate has expired</p>	2	4	8	<p>On 20-03-20, The HSE announced an additional 3-month extension to the validity for all certificates.</p>	1	4	4

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Contaminated surfaces	<ul style="list-style-type: none"> ❖ Exposure to COVID-19 may present a health risk to workers and other persons at a workplace: ❖ It may be possible that a person can be infected with COVID-19 by touching a surface or object that has the virus present and then touching their own mouth, nose, or possibly their eyes. ❖ Surfaces may include for example <ul style="list-style-type: none"> ➢ Electronic devices ➢ Keyboards ➢ Workstations ➢ Receipt of goods ➢ Lifting Equipment, FLT etc, ➢ Work Equipment and Machinery ➢ Company Commercial Vehicles ❖ Covid-19 virus can remain active on the following surfaces as detailed: <ul style="list-style-type: none"> ➢ Metal & Plastic – up to 72hrs ➢ Cardboard – up to 24hrs. 	3	5	15	<p>Hand Sanitizing:</p> <ul style="list-style-type: none"> • Wear gloves if practical (: EN388: 2003 4341 or EN388:2016 4X42B • Clean your hands often <ul style="list-style-type: none"> ○ Wash your hands often with soap and water for at least 20 seconds especially after you have been handling goods/product, blowing your nose, coughing, or sneezing. ○ If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. ○ Avoid touching your eyes, nose, and mouth with unwashed hands • If practical refrain from signing for goods/products on electronic notepads. <p>Goods and Products (deliveries & collections):</p> <ul style="list-style-type: none"> • Where it is practicable quarantine / isolate goods and products for periods as detailed: <ul style="list-style-type: none"> ○ Metals & Plastics – 72hrs minimum ○ Carboard – 24hrs minimum then process as normal. • Where it is not practicable to quarantine 	1	5	5
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				<p>/ isolate goods and products due to work / customer demands use PPE (Gloves spec. EN388: 2003 4341 or EN388:2016 4X42B) when handling and processing these.</p> <ul style="list-style-type: none"> • Avoid touching your eyes, nose, and mouth whilst wearing gloves. • Wash gloves after use. • Replace any contaminated, worn or damaged PPE and dispose of in designated lidded bins. <p>Clean and disinfect:</p> <ul style="list-style-type: none"> • Use PPE (Gloves: Nitrile Category 3, EN374-2 2003, EN374-3, Directive: 2002/72EC) • Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. • If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection. • To disinfect - Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface. • Dispose of gloves after use in designated lidded bins. <p>Shared Areas:</p> <ul style="list-style-type: none"> • Agreed daily clean down of communal 		
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					<p>areas; bannisters, door handles, printers, photocopiers, etc.</p> <ul style="list-style-type: none"> • Implement enhanced hygiene precautions (hand washing) or PPE as appropriate for shared equipment/tools, etc. • Only one person in a lift and only to be used where necessary. • All bathrooms and shared spaces (e.g. kitchens) to have working pedal operated bins. • All bathrooms to have only disposable paper towels or hand dryers. Fabric towel systems to be removed or made unusable. • Occupancy of meeting rooms to be reviewed per location to ensure social distancing measures. • Meeting rooms to be cleaned down after each use. • No sharing of cutlery or crockery and employees should only make drinks for themselves 			
Person to Person Contact	<ul style="list-style-type: none"> ❖ The COVID-19 virus is thought to spread mainly from person-to-person. <ul style="list-style-type: none"> ➢ Between people who are in close contact with one another (within about 2m). ➢ Through respiratory droplets produced when an infected person coughs or sneezes. 	3	5	15	<p>Remobilisation</p> <ul style="list-style-type: none"> • No return to work to take place until lockdown has been lifted by the Government. • Return to work will be staggered and you will be notified by your line manager. • Homeworking to remain in place until advised otherwise. Those employees with 	1	5	5



	<ul style="list-style-type: none"> ➤ Droplets can land in the mouths or noses of people who are nearby and possibly inhaled into the lungs. ➤ When work activities require working within the 2-Metre social distancing guidelines. 			<p>underlying health conditions, must continue to self-isolate as per Government guidance.</p> <ul style="list-style-type: none"> • Remobilisation Health Questionnaire Covid-19: <ul style="list-style-type: none"> ○ Carry out weekly health check of all branch personnel. ○ Adopt self-isolation guidance for any personnel showing symptoms. <p>Cover coughs and sneezes</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. • Throw used tissues in the bin. • Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol. <p>Avoid close contact:</p> <ul style="list-style-type: none"> • Work from home, where possible. Review TBT058 - COVID-19 - Working from Home Safely • Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough. • Use telephone or online services to contact your GP or other essential services. 		
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				<ul style="list-style-type: none"> • Retain at least 2m distance between people • Where practicable ensure 4 square metres per individual in an office. • Use tape to mark out 2 Metre spacing and one-way systems. • Ensure Covid-19 posters, notices, signs are displayed reviewed and replaced as necessary. <p>Work Activities (within the 2-Metre social distancing guidelines):</p> <ul style="list-style-type: none"> • Firstly, you must evaluate if the work activity can be carried out in-line with the 2-Metre social distancing. If not practicable, can you change the process or methodology to support 2-Metres social distancing. If yes, apply. • If no, implement additional controls, i.e. Personnel involved should wear RPE (face mask spec. EN149:2001+A1:2009 FFP3, if unavailable wear FFP2) and Limit this personal interaction to a Minimum. • Personnel should have been face fit tested and must be clean shaven when using disposable / reusable masks. • If you have facial hair use full air fed masks. (EN 12941:1998+A2:2008) • To support this temporary control, if you have not been face fit tested, please watch the video in this link to support correct fitting of disposable masks: 		
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				<ul style="list-style-type: none"> • https://www.youtube.com/watch?v=Z1LfxMYS9O8 • If PPE / RPE is not available and risks are not adequately controlled cease activity. • Refer to your supervisor / manager for support and how to proceed. <p>Visitors:</p> <ul style="list-style-type: none"> • ERIKS Internal site visits to be planned in advance to ensure these can be accommodated to maintain social distancing guidance and cleaning regimes implemented. • All visitors (including delivery drivers) are to be kindly asked to use the hand sanitiser prior to any interaction with an ERIKS employee. • Any non-business critical meetings are to be cancelled and if imperative the visitor is to complete the ERIKS (Visitor Self Declaration Form) before being allowed on-site. • Visitors to ERIKS locations should only be by exception. They must be facilitated in meeting rooms sufficient to support social distancing guidelines and must be planned ahead: no ad hoc meetings. Meeting room(s) to be cleaned after each use. • Contractors to site must complete a Visitors Self-Declaration Form prior to arrival and a risk assessment should take place before work commences. Social distancing should 			
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					be observed and kept to a designated area whilst carrying out work. Area must be sanitised afterwards.			
Statutory Inspection of equipment located and operational at ERIKS Locations not completed or expired	<ul style="list-style-type: none"> ❖ Statutory Inspection of equipment located and operational at ERIKS Locations not completed or expired as a result of third-party inspection providers not visiting site in line with their company COVID19 policies ❖ Employees and visitors. <ul style="list-style-type: none"> ➢ Equipment not operating to standard operating requirements leading to machinery specific injuries or incidents. ➢ Loss of Insurance coverage ➢ Lifting Equipment, E.g. FLT (statutory certificate has lapsed) involved in an accident, due to fault causing multiple of injuries, fatality, and/or property damage. ➢ Equipment includes, FLT, Slings, Hooks, Cranes etc 	3	5	15	<ul style="list-style-type: none"> • ERIKS are continuously assessing/communicating with third party inspection providers as to COVID-19 policies and procedures • ERIKS Locations: Work Equipment • Assess current inspection status of equipment subject to Third Party statutory inspection to determine timelines and expiry .i.e. <ul style="list-style-type: none"> ○ Lifting equipment (Zurich) ○ Forklift Trucks (Zurich) ○ Roller Shutter Doors (KONE) • Ensure a current Planned maintenance schedule is in place and in date. • Equipment specific inspections are complete, and issues reported immediately. • If third party inspection delayed. Site management to consider if use of equipment is essential or if process/activity can be completed using alternative item of equipment or similar equipment with an in-date inspection. • Identify equipment with expired inspection date on local records, to enable prioritisation of equipment upon reinstatement of inspections • If item of equipment is to be used with expired statutory inspection, employee to ensure local inspection has been completed 	1	5	5

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					<p>with no issues identified prior to operating and inform site management. Answer the following questions:</p> <ul style="list-style-type: none"> ○ Is it necessary to use this type of equipment? ○ Can alternative in date machinery or equipment be used temporarily instead, not posing additional risk to the activity? ○ Try to find an alternative supplier ○ If there are any known faults that have been reported, awaiting maintenance, quarantine equipment until further notice. <ul style="list-style-type: none"> ● Equipment with expired statutory inspection whose use of is critical, site management to increase frequency of local inspection activities until such time as statutory inspection is reinstated. 			
	❖ Employees continuing to operate lifting equipment outside the ERIKS training refresher period.	2	4	8	<ul style="list-style-type: none"> ● ERIKS Memo Issued dated 02-04-20 advising that Training Certificate extension granted for additional 6 months. 	1	4	4
Company Commercial Vehicles	❖ Company Commercial Vehicle [MOT Expired / Fault reported awaiting diagnostics or repair – due to garage closure] involved in an accident due to fault causing multiple injuries, fatality and/or property damage	3	5	15	<ul style="list-style-type: none"> ● Review - <u>Government guidelines – MOT Extension</u> ● Is it necessary to use the company commercial vehicle? ● Can an alternative vehicle be used? 	1	5	5

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					<ul style="list-style-type: none"> If there are any known faults that have been reported, awaiting maintenance, try to find an alternative garage; otherwise do not use until further notice. Continue to undertake pre-use checks and inspections. Review - TBT 045 - Driving at Work 			
Lone Working	<ul style="list-style-type: none"> ❖ Teams are reduced to 1 person on site due to Covid-19 awareness / maintain social distancing guidelines. ❖ Employee – Injuries, Fatalities due to no one in the vicinity to raise the alarm for first aid or emergency services. <p>Or</p> <ul style="list-style-type: none"> ❖ Employee showing signs of stress and mental health affects, feeling disconnected, isolated or abandoned due to lack of communication and support. ❖ 	3	5	15	<ul style="list-style-type: none"> Review and update ESF 1037 - Lone Working Risk Assessment / Practice Review - ESF 0034 – Lone Working Register Review ESP 0031 – Lone Working Procedure Review TBT025 and TBT025a - Lone Working Obtain customer co-operation – ESF 1038 – Local Lone Working Process, if applicable. 	1	5	5
Temporarily Working from Home	<ul style="list-style-type: none"> ❖ Employees ❖ Musculoskeletal injuries 	3	4	12	<ul style="list-style-type: none"> Review Homeworking Policy Review TBT058 - COVID-19 - Working from Home Safely DSE Training via ERIKS Intranet, Okta, WORKDAY Software, Learning. 	1	4	4
	<ul style="list-style-type: none"> ❖ Employees 	3	3	9	<ul style="list-style-type: none"> Review - Homeworking Policy 	1	3	3

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	❖ Isolation Mental health affects (Loneliness)				<ul style="list-style-type: none"> • <u>TBT058 - COVID-19 - Working from Home Safely</u> • 			
Statutory Facility Inspections at ERIKS Locations not inspected or expired resulting from third party inspection providers not visiting site as a result of their company COVID19 policies	<ul style="list-style-type: none"> ❖ Statutory Facility Inspections at ERIKS Locations not inspected or expired, resulting from third party inspection providers not visiting site in line with their company COVID19 policies ❖ Employees and visitors. <ul style="list-style-type: none"> ➢ Facilities not to standard requirements leading to specific injuries, disease or incidents. ➢ Loss of Insurance coverage 	2	5	10	<ul style="list-style-type: none"> • ERIKS are continuously assessing/communicating with third party inspection providers as to COVID 19 policies and procedures • ERIKS Locations: Facility Management • Assess current inspection status of equipment subject to Third Party statutory inspection to determine timelines and expiry.i.e. <ul style="list-style-type: none"> • Electricity (Zurich) • Asbestos (Bradley) • Ensure a current Planned maintenance schedule is in place and in date. Site specific facility inspections are complete, and issues reported immediately. • Identify any facility inspection with expired inspection date on local records, to enable prioritisation of equipment upon reinstatement of inspections. 	1	5	5

Briefing (Risk Assessment Actively Reviewed, Read and Understood by)

Name	Position	Signature	Date

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<i>Add additional rows as required</i>			

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Where the Risk Rating is between 1 – 4 (Green), the risk level is deemed acceptable to continue with the work.

Where the score is between 5 -12 (Amber), the risk should be reduced further so far as is reasonably practicable. Where work at this Risk Rating is to be carried out, it must be discussed with your HSEQ Professional.

Work **MUST NOT** be carried out for work with a Risk Rating of more than 12 (Red).

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		Likelihood				
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
Severity	Very High (5)	5	10	15	20	25
	High (4)	4	8	12	16	20
	Medium (3)	3	6	9	12	15
	Low (2)	2	4	6	8	10
	Very Low (1)	1	2	3	4	5
Very Low	Injury without treatment, loss of revenue (LoR) or Property Damage < \$1,000 USD					
Low	Injury with First Aid treatment, LoR or Property Damage < \$5,000 USD					
Medium	Medical Treatment Case, Restricted Work Case Recordable, LoR or Property Damage < \$25,000 USD					
High	Multiple Recordables, Lost Time Injury, Hospitalisation, RIDDOR, LoR or Property Damage < £100,000 USD					
Very High	Life changing injury/Fatality, LoR or Property Damage > \$100,000 USD					