



FINELINE.

RISK ASSESSMENT

Operation:	Installation process throughout COVID19 outbreak	Actions controlled by:			Installation / production manager				
Risk Assessment no:	SEH-BAC RA035	Assessed by:			S. Timbers				
Reviewed by:	P. Wheeler / A. Race	Date:			27/04/20				
HAZARDS IDENTIFIED	Persons Affected	RISK(S)	Risk Rating			CONTROL MEASURES	Residual Risk		
			S	L	RF		S	L	RF
Spread of COVID19 at Depot	Storeman Installers Managers Members of the Public	Minor to serious illness or death caused by contraction of COVID19	5	4	20	<ul style="list-style-type: none"> • Training on social distancing requirements given to all Installers, Storeman and Managers. • All installers, storeman and managers to utilise disposable masks and gloves when there is no other option to work within 2.0m of any other person. • All installers and employees to wash their hands or utilise hand sanitiser upon each entry and exit from the building. • Hand Sanitiser made available at each depot and details of the nearest wash station with soap and water clearly displayed. • Strictly no eating at the depot. • Sanitise all permanent hard surfaces and concentrate especially on high-traffic areas such as door handles, light switches and taps twice a day by storeman and managers for the office, scheduled and fully documented on Jotform. Leave sanitiser on surfaces for 5 minutes before wiping off. 	5	2	10

						<ul style="list-style-type: none"> • All Visitors (including staff and installers from other depots) to be kept to a minimum. • Any installer or employee showing any symptoms of COVID19 to remain at home and to advise their line manager immediately. • Daily schedule for installers to collect product to be adhered and time within branch to be kept to a minimum. • All visits to depot outside of agreed schedule to be confirmed by telephone to Storeman at least 30 minutes before arrival and visitors to remain in vehicle until storeman confirms safe to enter depot. • Request copy of risk assessments from all Suppliers. 			
Travel with others						<ul style="list-style-type: none"> • Where installation teams share a van these are to be cleaned down regularly with particular emphasis on handles and other high contact areas. • Windows should be kept open when driving. • Passenger to face away from driver. 			
Spread of COVID19 at Installation Sites						<ul style="list-style-type: none"> • Training on social distancing requirements and the use of provided PPE given to all installers and managers. • Booking staff must contact client prior to visit to explain the social distancing requirements for the visit. The SEHBAC Safe operating procedure guide to be sent with each confirmed booking • All installers/managers to utilise disposable masks and gloves for the full duration of the installation and on any visits. • All installers/managers/trades to wash hands upon entry and exit to clients' property or utilise hand sanitiser. • Conservatory Installers to utilise provided portaloos to minimise the need of entry to the customers' 	5	1	

							<p>property. Portaloo waste must be disposed of at the depot facilities and cleaned regularly after use.</p> <ul style="list-style-type: none"> All discussions between installers/managers and client to take place outdoors (where feasible) or via email/phone following the appointment where possible. Any installer, manager or trade showing any symptoms of COVID19 to remain at home and to advise their line manager and the General Operations Manager immediately. 			
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NB - Sign off sheet must be completed and returned to office

Severity	5	5	10	15	20	25	<p>Likelihood</p> <p>Rating 1 = Very unlikely Rating 2 = Unlikely Rating 3 = Likely Rating 4 = Very likely Rating 5 = Almost certain</p>	<p>Severity</p> <p>Rating 1 = No injury Rating 2 = Minor injury or illness Rating 3 = "3 day" injury or illness Rating 4 = Major injury or illness Rating 5 = Fatality, disabling injury, etc</p>
	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		

<i>Please sign below confirming you have had this risk assessment explained to you and that you fully understand its contents, will comply fully with controls in place and will report any additional hazards to line Manager</i>			<i>Please sign below confirming you have delivered and explained the risk assessment fully in accordance with company policy</i>		
Name (Print)	Signature	Date	Name (Print)	Signature	Date