



1st Attendance Ltd



**Risk Assessment
Corona Virus**



Introduction

This document aims to help employees understand how we can work safely during the COVID-19 pandemic, and to keep both employees and service users 2 metres apart from those they do not live with as often as possible, as advised in guidelines provided by Public Health, England.

It sets out how all our staff at 1st Attendance Ltd can work as safely as possible in different types of workplaces, including, but not limited to our offices and store area, our vehicles and various locations when providing our services offsite.

Aim

To have the minimum number of employees needed whilst working both on and off the premises, and to be able to operate safely and effectively.

Who Should You Go to Work

Everyone should work from home, wherever possible, however, due to the nature of our business, it may be difficult for some of our staff to work remotely.

Any person working from home should be provided with adequate equipment and communications to enable them to work safely and effectively.

For those who cannot work at home, guidelines for safe working have been detailed below.

Protecting People Who Are at Higher Risk

Any member of staff who consider themselves vulnerable individuals, including those with any pre-existing health conditions, should request to work from home whilst taking extra care in observing social distancing. If this is not possible, they may undertake a temporary, alternative role if these are available.

People Who Need to Self-Isolate

In the event of any staff member experiencing the symptoms of COVID – 19, or living with a person who is experiencing symptoms, they should remain at home and adhere to the following guidelines set out by Public Health England:

If you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for 7 days from when your symptoms started. (The ending isolation section below has more information)

After 7 days, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 7 days, as a cough can last for several weeks after the infection has gone.

If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.

For anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period.

Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

If you can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period.

If you cannot move vulnerable people out of your home, stay away from them as much as possible.

Reduce the spread of infection in your home: wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitiser; cover coughs and sneezes.

If you have coronavirus (COVID-19) symptoms:

Do not go to a GP surgery, pharmacy or hospital

You do not need to contact 111 to tell them you're staying at home

Testing for coronavirus (COVID-19) is not needed if you're staying at home

If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the NHS 111 online coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999

If you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you need to follow the same guidance on self-isolation again.

For more information please visit www.gov.uk/coronavirus.

Social Distancing at Work

Where possible, all employees should keep a distance of more than 2m apart.

To avoid working face-to-face, only one person will be expected to work in any area, at any time.

There will be a 5-minute gap between changeovers when staff are working in any area.

Shift patterns and work times may change to limit social interaction, as necessary.

Work Area Cleaning

At the end of any shift or changeover, all surfaces should be thoroughly cleaned using the materials provided, including any objects that have been used or touched.

Notices will be displayed in all areas listing the following information:

- A list of all items which require to be cleaned.
- The last person who cleaned the area.
- The date and time of last cleaning.

Unit 2 (HQ)



Managing Contacts

Other than mitigating circumstances, NO visitors will be allowed to enter any part of the premises.

A notice will be displayed on the entrance door to deter all visitors and to give clear instructions on how to gain entry, if permitted.

If an outside visitor has permission to enter the work area, they should sign and date the visitor's logbook.

The visitor should remain in contact with a member of staff whilst in the building and observe social distancing; a full cleaning routine should be adhered to on their departure.

Only one person to work in any area at any time.

Hygiene and Cleanliness

Staff should:

Open windows and doors frequently to encourage ventilation, where possible.

Clean work areas and equipment frequently and between uses, using our standard antibacterial cleaning products.

Remove any accumulated general rubbish and personal belongings from the work area at the end of a shift.

Frequently wash their hands using the soap provided.

Avoid touching their face.

When necessary, cough or sneeze into a tissue and dispose in the bin located in the toilet.

Do not use washable red towels for any drying purposes. Disposable, blue paper towels will be provided and must be disposed of in any bin after use (please do not flush these down the toilet).

Limit touching any area outside their workspace, unless absolutely necessary.

Handling Items from External Sources

Disposable gloves should be worn prior to touching any goods or mail entering the premises.

All goods and mail should be thoroughly cleaned before being handled normally.

All packaging and used cleaning materials should be disposed of in the bin located in the store area.

Vans



Manning

Only the scheduled driver is allowed to enter the van allocated to them during the entire time of its usage.

Personal Hygiene and Cleanliness

Hands must be sanitised before starting to drive the vehicle.

Objects and surfaces must be frequently cleaned, including those that are touched regularly, such as door handles, fuel pumps, indicators, and vehicle keys.

Open windows frequently to encourage ventilation where possible.

Avoid touching their face.

When necessary, cough or sneeze into a tissue, and dispose of this as soon as appropriate.

Remove any accumulated general rubbish and personal belongings from the work area at the end of a shift.

On completion of usage, a deep clean of all objects and surfaces should be conducted, especially when there is a changeover in drivers.

Dispose of any cleaning wipes, disposable face masks or gloves in the store rubbish bin on return to the premises.



Fire Training Courses

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Customer Requirements

Instructors must pay particular attention to any additional notifications specific to COVID-19 which could affect their normal routine and procedures on arrival. This will be clearly identified on the Yellow Course Confirmation Form.

All fire training instructors should adhere to the guidelines details in the customer's Covid-19 risk assessment.

All fire training instructors should adhere to the guidelines details in this Covid-19 risk assessment.

Instructors will only be expected to conduct their duties when they have considered themselves safe to do so and all reasonable precautions have been taken before commencing tasks.

PPE Requirements

Disposable gloves should be worn at all times on any customer's premises.

Disposable gloves should be worn by all course delegates when conducting any practical exercise.

Face masks should be worn in confined areas where the expected 2 metre distance between persons cannot be adhered to.

Face masks should be worn by all delegates where the expected 2 metre distance between persons cannot be adhered to.

Hygiene and Cleanliness

During theory sessions, windows and doors should be opened for ventilation where possible.

Clean all work areas and equipment between uses.

Remove any accumulated general rubbish and personal belongings from the work area.

Frequently sanitise your hands using the antibacterial sanitiser provided.

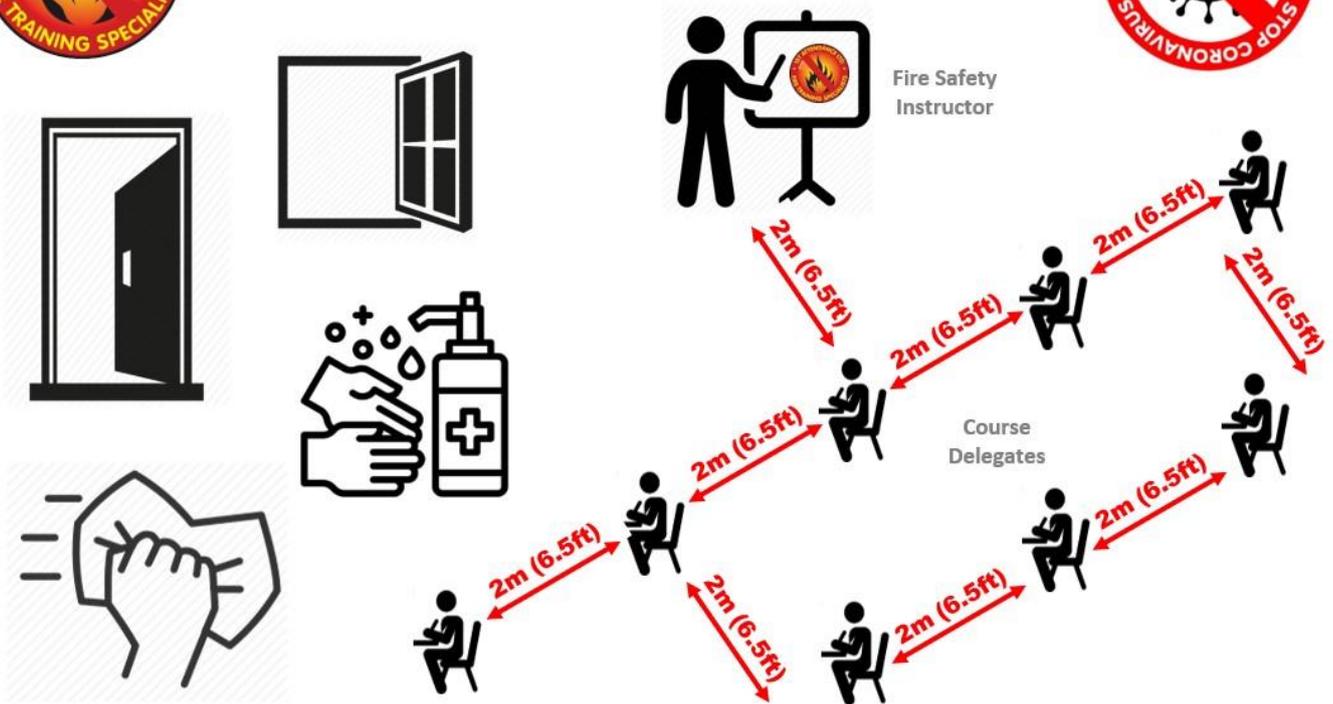
Avoid touching their face.

When necessary, cough or sneeze into a tissue, and dispose of this as soon as appropriate.

Limit touching any area outside their workspace, unless absolutely necessary.



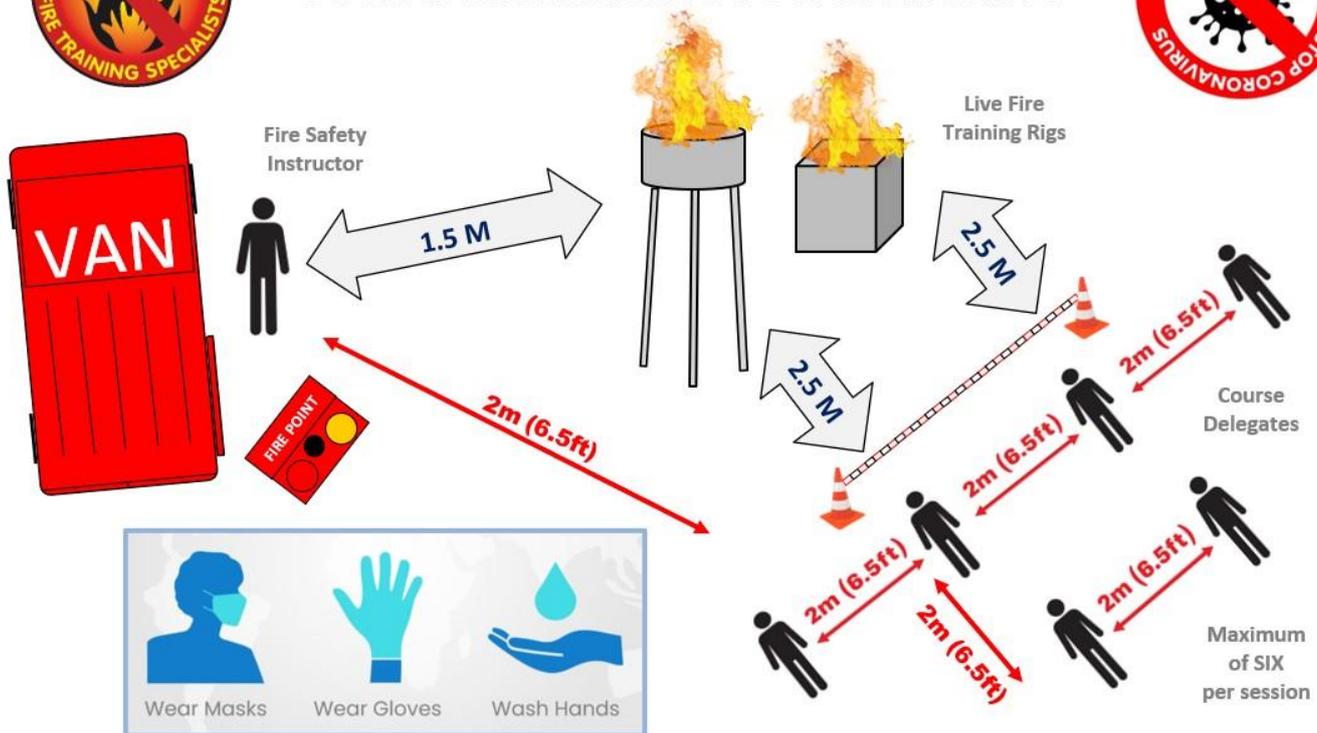
COVID – THEORY FIRE TRAINING SOCIAL DISTANCING FOR DELEGATES



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COVID – PRACTICAL FIRE TRAINING SOCIAL DISTANCING FOR DELEGATES



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Servicing of Equipment



Customer Requirements

Instructors must pay particular attention to any additional notifications specific to COVID-19 which could affect their normal routine and procedures on arrival. This will be clearly identified on the Green Course Confirmation Form.

All service engineers should adhere to the guidelines details in the customer's Covid-19 risk assessment.

All service engineers should adhere to the guidelines details in this Covid-19 risk assessment.

Service engineers will only be expected to conduct their duties when they have considered themselves safe to do so and all reasonable precautions have been taken before commencing tasks.

PPE Requirements

Disposable gloves should be worn at all times on a customer's premises.

Face masks should be worn in confined areas where the expected 2 metre distance between persons cannot be adhered to.

Hygiene and Cleanliness

Clean all work areas and equipment between uses.

Remove any accumulated general rubbish and personal belongings from the work area.

Frequently sanitise your hands using the antibacterial sanitiser provided.

Avoid touching their face.

When necessary, cough or sneeze into a tissue, and dispose of this as soon as appropriate.

Limit touching any area outside their workspace, unless absolutely necessary.