

## Offsite & Service Engineering Team Activities

### Contents

WG2020-2-C19 – Coronavirus Pandemic

Note: this risk assessment follows the format set out in the UK Government document: Working safely during Covid-19 in or from a vehicle and includes additional measures following gov.uk guidance created as part of National Lockdowns. Working safely version published 11.05.2020; Last update version 14.07.2021 (Guidance from Step 4).

Likelihood (L)		Severity (S)	
1	Almost impossible	1	Low -Causing a minor injury. Cuts or bruising
2	Improbable/ not very likely to happen	2	Medium – Absence from work for less than 3 days/strain and sprain
3	Possible/could happen	3	Major – Absence from work for more than 3 days/ fractures, burns etc
4	Very likely/would not be surprised	4	High – Long term absence from work/slipped disc
5	Inevitable/certain to happen	5	Fatality
Total Score		Risk Category	
1-5 (Low)		Considered tolerable risk, normal day to day activity	
6-10 (Mid)		Risk is to be controlled as far as is reasonably practicable by completion of risk assessment & method statement	
11-20 (High)		Hazard must be avoided or the level of risk reduced significantly by control measures & safe systems of work	
21-25 (V.High)		Advice should be obtained from the Supervisor/.Manager/Safety Services before proceeding with the task.	

# Health and Safety Risk Assessment – Covid-19 Secure

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## Offsite & Service Engineering Team Activities

Assessment Number	Last Assessment Date	Location					Assessor	Next Review Date				
WG2020-2 C-19	15 <sup>th</sup> July 2021	Offsite & Service Engineering Team Activities					Vlad Marosin	As government updates occur				
Review Date: Review Type: Routine /Accident/Change of process/Personnel Review Findings: N/A												
If new assessment was carried out state reference number: N/A Signature of Person Carrying out this Review:												
Activity/Item/Area	Hazard	Risk	Persons at Risk	S	L	R	Existing Control Measures	S	L	R	Control Measures required	Actioned by whom
1.1 Managing Risk	Transmission of Covid-19 through people unduly raising their voices to each other.	Serious illness / fatality	<ul style="list-style-type: none"><li>• Work colleagues</li><li>• Anyone on site visited</li><li>• Onwards transmission to others</li></ul>	5	3	15	<ul style="list-style-type: none"><li>• All employees notified that there are risks associated with unduly raising voices. Background noise will be minimised wherever practical.</li></ul>	5	2	10		Management and H&S Teams
	Transmission of Covid-19 through not complying with government restrictions associated with travel / movement around the UK.	Serious illness / fatality	<ul style="list-style-type: none"><li>• Work colleagues</li><li>• Site visitors</li><li>• Onwards transmission to others</li></ul>	5	3	15	During periods when government restrictions include limits on travel / movement, work related visits (where permitted) to areas with Very High Alert Levels or above are subject to restrictions, including limits on the number of days per weeks when such visits can occur, and no overnight stays.	5	2	10		
National Lockdown guidance – Going to Work	Transmission of Covid-19 through not complying with government	Serious illness / fatality	<ul style="list-style-type: none"><li>• Work colleagues</li><li>• Site visitors</li></ul>	5	3	15	During periods when UK government National Lockdown guidance is applicable Wallgate employees will avoid meeting for work purposes in a private home or garden. Any	5	2	10		

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	restrictions associated with travel / movement around the UK		<ul style="list-style-type: none"> <li>Onwards transmission to others</li> </ul>				meetings required can take place onsite at Crow Lane – site is following Covid-secure guidance.					
2.1 Who should go to work – protecting people at higher risk	Transmission of Covid-19 to someone who is <b>clinically extremely vulnerable</b> to Covid-19	Serious illness / fatality	<ul style="list-style-type: none"> <li>Anyone who has received a letter telling them they are in this group or have been told by their GP.</li> <li>Onwards transmission to others.</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>All employees notified via Covid-19 policy to follow current UK government guidance including to stay at home where medically advised to do so, or where it is deemed by the company that the work done can be carried out at home.</li> <li>Embed additional Covid-19 vulnerability checks into recruitment process.</li> <li>Laptops, phones etc provided where required to enable working from home in an alternative job role where possible.</li> <li>All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs &amp; symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene &amp; social distancing as priorities).</li> <li>Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&amp;S meetings</li> <li>Checks to ensure we know staff within the “clinically extremely vulnerable” group.</li> </ul>	5	1	5		Management and H&S Teams

							<ul style="list-style-type: none"> <li>• Anyone in this group has been self-isolating / shielding having been advised to stay at home and self-isolate during pandemic peaks or when tiered restrictions include requirement to shield / self-isolate. They may only return to work when government advice is that they can, given that the workplace is Covid-secure.</li> <li>• Where clinically extremely vulnerable individuals cannot work from home, when restrictions permit, they will be offered the safest available on-site roles enabling them to stay 2m away from others (or 1m with risk mitigation i.e. face covering/mask or a combination of face covering/mask and eye protection, cohorting etc.).</li> <li>• All employees encouraged to take up the offer of full vaccination at the earliest opportunity.</li> <li>• All employees encouraged to take up the offer of free twice weekly lateral flow testing where / when this is available.</li> </ul>					
	Transmission of Covid-19 to a <b>clinically vulnerable</b> individual	Serious illness / fatality	<ul style="list-style-type: none"> <li>• Anyone who has a health condition listed in the government guidance as clinically vulnerable.</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>• Where clinically vulnerable individuals cannot work from home during periods when UK government advice is to do so, they will be offered the safest available roles enabling them to stay 2m away from others for as much of the time as practicable. Provision of means to mitigate the risk where 2m social distancing</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>• Embed additional Covid-19 vulnerability checks into recruitment process</li> </ul>	Management and H&S Teams

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			<ul style="list-style-type: none"> <li>• Onwards transmission to others.</li> </ul>			<p>cannot be achieved have been implemented.</p> <ul style="list-style-type: none"> <li>• All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs &amp; symptoms, and effective measures to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene &amp; social distancing as priorities).</li> <li>• Hygiene procedures are in place.</li> <li>• Social distancing measures in place.</li> <li>• Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&amp;S meetings</li> <li>• Checks done to ensure we know staff within the “clinically vulnerable” or at higher risk groups (updated to include BAME &amp; older males).</li> <li>• Carry out risk assessments based on work activities offsite. Where risks found to be unacceptable, work to resolve. In the meantime offer alternative (safer) role.</li> <li>• All employees encouraged to take up the offer of full vaccination at the earliest opportunity.</li> <li>• All employees encouraged to take up the offer of free twice weekly lateral flow testing where / when this is available.</li> </ul>				
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	Transmission of Covid-19 to a <b>clinically vulnerable</b> individual who falls within a group having <b>protected characteristics</b> (i.e. expectant mothers)	Serious illness / fatality	<ul style="list-style-type: none"> <li>• Anyone clinically vulnerable having a protected characteristic.</li> <li>• Onwards transmission to others</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>• Where clinically vulnerable individuals having protected characteristics cannot work from home during periods when UK government advice is to so, they will be offered the safest available roles enabling them to stay 2m away from others for as much of the time as practicable. Provision of means to mitigate the risk where 2m social distancing cannot be achieved have been implemented.</li> <li>• Embed additional Covid-19 vulnerability checks into recruitment process</li> <li>• Checks to ensure we know staff within the “clinically vulnerable” having a protected characteristic group.</li> <li>• Carry out risk assessments based on work activities offsite. Where risks found to be unacceptable, work to resolve. In the meantime offer alternative (safer) role. If a safer role cannot be found – suspend on full pay.</li> <li>• Where suitable roles cannot be found for clinically vulnerable individuals with protected characteristics during periods when UK government advice is for them to work from home, they are entitled to be suspended on full pay</li> <li>• All employees given toolbox talk and issued with Coronavirus guidance giving information about the</li> </ul>	5	2	10		Management and H&S Teams
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							<p>virus, spread, signs &amp; symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene &amp; social distancing as priorities).</p> <ul style="list-style-type: none"> <li>• Hygiene procedures are in place. Social distancing measures in place.</li> <li>• Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&amp;S meetings</li> <li>• All employees encouraged to take up the offer of full vaccination at the earliest opportunity.</li> <li>• All employees encouraged to take up the offer of free twice weekly lateral flow testing where / when this is available.</li> </ul>					
	Transmission of Covid-19 to people who <b>live with clinically extremely vulnerable</b> individuals	Serious illness / fatality	<ul style="list-style-type: none"> <li>• Anyone who lives someone who has received a letter telling them they are in this group or have been told by their GP.</li> <li>• Onwards transmission of virus to clinically extremely</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>• Where employees living with clinically extremely vulnerable individuals cannot work from home during periods when UK government advice is to do so. they will be offered the safest available roles enabling them to stay 2m away from others for as much of the time as practicable. Provision of means to mitigate the risk where 2m social distancing cannot be achieved have been implemented.</li> <li>• All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs &amp; symptoms, and measures required of everyone to</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>• Embed additional Covid-19 vulnerability checks into recruitment process</li> </ul>	Management and H&S Teams

## Offsite & Service Engineering Team Activities

			<p>vulnerable person</p> <ul style="list-style-type: none"> <li>Onwards transmission to others</li> </ul>				<p>prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene &amp; social distancing as priorities).</p> <ul style="list-style-type: none"> <li>Checks to ensure we know staff within the "living with a clinically extremely vulnerable person" group.</li> <li>Embed additional Covid-19 vulnerability checks into recruitment process</li> <li>Carry out risk assessments based on work activities offsite. Where risks found to be unacceptable, work to resolve. In the meantime offer alternative (safer) role.</li> <li>Hygiene procedures are in place.</li> <li>Social distancing measures in place.</li> <li>Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&amp;S meetings</li> <li>All employees encouraged to take up the offer of full vaccination at the earliest opportunity.</li> <li>All employees encouraged to take up the offer of free twice weekly lateral flow testing where / when this is available.</li> </ul>					
<b>2.2 Who should go to work</b> – people who need to self-isolate	Risk of transmission of Covid-19 as a result of being	Serious illness / fatality	<ul style="list-style-type: none"> <li>Anyone who has contact with this individual</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs &amp; symptoms, and</li> </ul>	5	2	10		Management and H&S Teams



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	at work when an individual should be self-isolating. (having symptoms, living in a household with someone who has symptoms or been advised to self isolate by <b>Test &amp; Trace Service / app</b> .)		/ contact with surfaces touched by this individual.  • Onwards transmission to others			measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene & social distancing as priorities).  • All employees told that If they have symptoms prior to leaving for work, or have been contacted by <b>Test &amp; Trace Service / app</b> telling them to self-isolate, they should stay at home, notifying company of reason for absence in line with current Covid-19 absence procedure  • If an employee is contacted by the <b>Test &amp; Trace Service / app</b> during the working day employees will inform management immediately and follow current Covid-19 procedures.  • Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&S meetings  • Review symptoms list regularly and update notices and circulate information via email as necessary. (updates received from subscribing to GOV.UK site)  • If symptoms develop during the working day employees must inform management immediately, return home to self isolate and follow current Covid-19 procedures – if this occurs customers to be informed of visits not completed and new dates scheduled.				
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## Offsite & Service Engineering Team Activities

<b>2.3 Who should go to work</b> – equality in the workplace	Risk of transmission of Covid-19 as a result of action / inaction due to discrimination against an individual / group	Serious illness / fatality	<ul style="list-style-type: none"> <li>• Anyone with a protected characteristic</li> <li>• Onwards transmission to others</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>• Equal opportunities policy in place</li> <li>• Capability procedure in place</li> <li>• Grievance procedure in place</li> <li>• Whistleblowing policy in place</li> <li>• Covid-19 policy in place</li> <li>• Risk assessments in place.</li> <li>• Checks to ensure we know staff having a protected characteristic.</li> <li>• Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&amp;S meetings</li> <li>• Embed checks for protected characteristics into recruitment process.</li> </ul>	5	1	5	Management and H&S Teams
<b>3.1 Social distancing at work</b> – coming to work and leaving work	Transmission of Covid-19 as a result of a lack of social distancing when arriving at / leaving work	Serious illness / fatality	<ul style="list-style-type: none"> <li>• Anyone on site visited or in vehicle used to visit site.</li> <li>• Onwards transmission to others</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>• All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs &amp; symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene &amp; social distancing as priorities).</li> <li>• All employees told that If they have symptoms prior to leaving for work, or have been contacted by <b>Test &amp; Trace Service / app</b> telling them to self-isolate, they should stay at home, notifying company of reason for absence in line with current Covid-19 absence procedure</li> <li>• Arrival and departure times vary from one service/customer/supplier visit to another</li> </ul>	5	1	5	Management, and H&S Teams

						<ul style="list-style-type: none"> <li>• Service Engineers, senior and field sales staff are allocated their own company vehicle.</li> <li>• Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&amp;S meetings</li> <li>• Use of yard van for swap out installations / solid surface refurbishment;               <ul style="list-style-type: none"> <li>- Cleaning procedure in place</li> <li>- Social distancing (where more than one person travelling in vehicle) will be achieved via a safety screen fitted between passenger &amp; driver.</li> <li>- Single person or contactless refuelling will be used where possible.</li> </ul> </li> </ul>						
3.2 Social distancing at work – moving around buildings, worksites and destinations	Transmission of Covid-19 as a result of a lack of social distancing when moving around buildings, worksites and destinations.	Serious illness / fatality	<ul style="list-style-type: none"> <li>• Anyone on site visited</li> <li>• Onwards transmission to others</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>• All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs &amp; symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene &amp; social distancing as priorities).</li> <li>• Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&amp;S meetings</li> <li>• Employees will keep their distance from others when moving around buildings, worksites and destinations.</li> </ul>	5	2	10		Management, and H&S Teams

## Offsite & Service Engineering Team Activities

							maintaining 2m social distancing as much as possible.					
							<ul style="list-style-type: none"> <li>Enhanced PPE will be worn wherever social distancing cannot be achieved. Enhanced PPE kit is being provided to service team and employees working offsite, including face masks and face visors.</li> </ul>					
<b>3.3 Social distancing at work</b> – in vehicles and at work	Transmission of Covid-19 as a result of a lack of social distancing in vehicles and at work	Serious illness / fatality	<ul style="list-style-type: none"> <li>Anyone on site visited</li> <li>Onwards transmission to others</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs &amp; symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene &amp; social distancing as priorities).</li> <li>RAMS and SSW updated to reflect the requirement to close facilities before starting work to ensure social distancing is maintained.</li> <li>Use of yard van for swap out installations / solid surface refurbishment;                             <ul style="list-style-type: none"> <li>Cleaning procedure in place</li> <li>Social distancing (where more than one person travelling in vehicle) will be achieved via a safety screen fitted between passenger &amp; driver.</li> <li>Single person or contactless refuelling will be used where possible</li> </ul> </li> <li>Service Engineers, senior &amp; field staff are allocated their own company vehicle. Sharing of vehicles will be</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>Review of signage / barriers for use by Service Team to notify others at customers' site that facilities are shut.</li> </ul>	Management, Production Supervision and H&S Teams

## Offsite & Service Engineering Team Activities

							<p>avoided wherever feasible alternative arrangements can be made. Whenever vehicle sharing does occur PPE will be worn, and windows opened (weather permitting).</p> <ul style="list-style-type: none"><li>• Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&amp;S meetings</li><li>• All service visit customers will be informed that facilities will be closed during service visits to ensure social distancing is maintained whilst working at customers' site;</li><li>- For service visits to schools / retail outlets no escort will be requested - this remains under review and may be changed if service engineers encounter difficulties on site due to people trying to access facilities whilst closed for service activities to take place.</li><li>- For service visits to council run public toilets, and secure environments (MH hospitals, prisons, custody suites etc) customers may be asked to provide an escort to ensure closed facilities are not accessed whilst service activities are carried out. The need for an escort will be assessed on a site by site basis taking into account feedback from the Service Team of their experience during Service Visits.</li><li>• Each service vehicle has it's own set of tools.</li></ul>			
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							<ul style="list-style-type: none"> <li>• Employees will keep their distance from others, maintaining 2m social distancing as much as possible.</li> <li>• Enhanced PPE will be worn wherever social distancing cannot be achieved. Enhanced PPE kit is being provided to service team, and employees working offsite, includes face masks and face visors.</li> </ul>									
<b>3.4 Social distancing at work</b> – carrying out deliveries or collections	Transmission of Covid-19 as a result of a lack of carrying out deliveries or collections	Serious illness / fatality	<ul style="list-style-type: none"> <li>• Anyone on site visited</li> <li>• Onwards transmission to others</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>• Service engineers &amp; employees work alone whenever safe &amp; feasible (which is currently the majority of the time).</li> <li>• Delivery / collections will be carried out whilst minimising contact with others wherever possible.</li> <li>• Loading / unloading will be done by single employees wherever it is safe to do so.</li> <li>• Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&amp;S meetings</li> <li>• Service Reports / Commissioning reports will be signed by Service Engineers on behalf of and in the presence of the customers. This is to avoid passing devices between people for signatures – passing of items is a known transmission path.</li> </ul>	5	2	10						Management and H&S Teams
<b>3.5 Social distancing at work</b>	Transmission of Covid-19 as a result of a lack	Serious illness / fatality	<ul style="list-style-type: none"> <li>• Anyone on site visited</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>• All employees told to prioritise immediate risk to safety during incidents. In an emergency, for</li> </ul>	5	2	10	Evacuation procedure onsite at Crow Lane to be updated to include ensuring social					Management and H&S Teams

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– accidents, security & other incidents	of social distancing when dealing with accidents, security or other incidents		<ul style="list-style-type: none"> <li>Onwards transmission to others</li> </ul>				example, an accident, provision of first aid, fire, or break-in, the government guidance makes clear that people do not have to stay 2m apart if it would be unsafe. As soon as it is safe to do so hygiene measures including hand washing should be undertaken. Social distancing to be reverted to as soon as it is safe to do so.				distancing is practised by employees gathering at assembly point in car park..	
<b>4.1 Managing your customer, visitors &amp; contractors – manage contact</b>	Transmission of Covid-19 as a result of customers, visitors or contractors coming onsite	Serious illness / fatality	<ul style="list-style-type: none"> <li>Anyone on site visited</li> <li>Onwards transmission to others</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>Employees work alone whenever safe &amp; feasible (which is currently the majority of the time).</li> <li>Service Engineers, senior &amp; field sales staff are allocated their own company vehicle.</li> <li>Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&amp;S meetings</li> <li>Hand sanitiser provided to all employees</li> <li>Service Reports / Commissioning reports will be signed by Service Engineers on behalf of and in the presence of the customers. This is to avoid passing devices between people for signatures – passing of items is a known transmission path.</li> </ul>	5	2	10		Management and H&S Teams
<b>4.2 Managing your customer, visitors &amp; contractors – providing and explaining available guidance</b>	Transmission of Covid-19 as a result of not being given clear guidance and training on Covid-19	Serious illness / fatality	<ul style="list-style-type: none"> <li>Anyone on site visited</li> <li>Onwards transmission to others</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>All service visit customers are informed that facilities must be closed during service visits to ensure social distancing is maintained whilst our engineers are working at customers' site;</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>Review of signage / barriers for use by Service Team to notify others at customers' site that facilities are shut.</li> </ul>	Management and H&S Teams

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	related procedures.						<ul style="list-style-type: none"> <li>- For service visits to schools / retail outlets no escort will be required - this remains under review and may be changed if service engineers encounter difficulties on site due to people trying to access facilities whilst closed for service activities to take place.</li> <li>- For service visits to council run public toilets, and secure environments (MH hospitals, prisons, custody suites etc) customers may be required to provide an escort to ensure closed facilities are not accessed whilst service activities are carried out.. The need for an escort will be assessed on a site by site basis taking into account feedback from the Service Team of their experience during Service Visits.</li> <li>• RAMS and SSW updated to reflect the requirement to close facilities before starting work to ensure social distancing is maintained ring service visits</li> <li>• Covid-19 risk assessments are complete and mitigating actions implemented such that risks are deemed acceptable. COVID-19 Secure in 2020 notice has been signed by MD, published alongside risk assessments on website.</li> <li>• Updated risk assessments will be published as progress on outstanding actions is made.</li> <li>• Updated risk assessments will be published to reflect changes in</li> </ul>				
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## Offsite & Service Engineering Team Activities

							practise as a result of updates to the UK Government guidance on working safely during the Covid-19 pandemic					
5.1 Keeping the workplace clean	Transmission of Covid-19 as a result of inadequate cleaning in the workplace	Serious illness / fatality	<ul style="list-style-type: none"><li>• Anyone on site visited</li><li>• Onwards transmission to others</li></ul>	5	2	10	<ul style="list-style-type: none"><li>• Company vehicle cleaning procedure in place with each employee being responsible for cleaning their own vehicle.</li><li>• Shared vehicle (yard van) will be cleaned by employees after each use.</li><li>• Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&amp;S meetings</li></ul>	5	2	10		Management, Production Supervision and H&S Teams
5.2 Cleaning the workplace – hygiene – handwashing, sanitation facilities and toilets.	Transmission of Covid-19 as a result of a lack of handwashing, sanitation facilities and toilets	Serious illness / fatality	<ul style="list-style-type: none"><li>• Anyone on site visited</li><li>• Onwards transmission to others</li></ul>	5	3	15	<ul style="list-style-type: none"><li>• Hand sanitiser issued to employees</li><li>• Handwash guidance issued to employees</li><li>• Employees will follow good hygiene practises whenever using facilities at customer sites.</li><li>• Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&amp;S meetings</li></ul>	5	2	10		Management, Production Supervision and H&S Teams
5.3 Cleaning the workplace – changing rooms and showers (canteen)	Transmission of Covid-19 as a result of potential contaminated surfaces	Serious illness / fatality	<ul style="list-style-type: none"><li>• Anyone on site visited</li><li>• Onwards transmission to others</li></ul>	5	2	10	<ul style="list-style-type: none"><li>• N/A changing facilities onsite at Crow Lane are used by Production Team. This area is cleaned as part of onsite procedures relating to common area cleanliness.</li><li>• Covid-19 related Risk Assessment activities are reviewed and monitored</li></ul>	5	2	10	.	Management, Production Supervision and H&S Teams

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							as part of regular management and H&S meetings					
<b>6.1 PPE and face coverings</b>	Higher rates of transmission of Covid-19 as a result of not supporting those who wish to use face coverings	Serious illness / fatality	<ul style="list-style-type: none"><li>• Anyone on site visited</li><li>• Onwards transmission to others</li></ul>	5	2	10	<ul style="list-style-type: none"><li>• Washable face masks, disposable face masks and face visors have been purchased and issued to employees that work offsite as part of enhanced PPE kit.</li><li>• Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&amp;S meetings</li></ul>	5	2	10		Management, Production Supervision and H&S Teams
<b>7.1 Workplace management – shift patterns and working groups</b>	Transmission of Covid-19 as a result of high levels of people onsite resulting in making social distancing less achievable.	Serious illness / fatality	<ul style="list-style-type: none"><li>• Anyone on site visited</li><li>• Onwards transmission to others</li></ul>	5	2	10	<ul style="list-style-type: none"><li>• Staggered arrivals / departure times in place as part of the nature of carrying out service / customer &amp; supplier visits.</li><li>• Employees work alone whenever safe &amp; feasible (which is currently the majority of the time).</li><li>• Each service vehicle has it's own tool kit.</li><li>• Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&amp;S meetings</li></ul>	5	2	10		Management, Production Supervision and H&S Teams
<b>7.1.2 Shift patterns and outbreaks – outbreaks in the workplace</b>	Hazards associated with outbreaks in the workplace	Serious illness / fatality	<ul style="list-style-type: none"><li>• Anyone on site visited</li><li>• Onwards transmission to others</li></ul>	5	2	10	<ul style="list-style-type: none"><li>• Single Point of Contact is Health &amp; Safety Officer, who can be contacted during business hours on the main switchboard number.</li><li>• Health &amp; Safety Officer knows that he is to contact PHE if there is more than 5 cases in 14 days of Covid-19 associated with the workplace. All managers &amp; HR have been informed</li></ul>	5	2	10		Management and H&S Teams

## Offsite & Service Engineering Team Activities

							to ensure information about positive tests are shared in a timely manner.  • Time & Attendance system logs all clockings with records available to assist NHS Test & Trace.  • Wallgate operates from a single manufacturing plant currently working a single shift. In the event of an outbreak we will follow our current Covid policy which outlines actions in the event of anyone showing symptoms (deep clean, self-isolation, getting tested, co-operating with PHE and NHS Test & Trace Service etc.). Mitigating measures form part of our ongoing reviews.					
<b>7.2.1 Workplace management</b> – work related travel: cars, accommodation.	Hazards associated with accidents occurring when undertaking unnecessary travel	Injury / fatality	<ul style="list-style-type: none"><li>• Anyone involved in accident</li><li>• Onwards transmission to others</li></ul>	5	3	15	<ul style="list-style-type: none"><li>• Overnight stays will be arranged using a reputable travel hotel chain (details on request) who have posted details of their Covid-secure measures including enhanced hygiene measures on their website.</li><li>• Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&amp;S meetings</li></ul>	5	2	10		Management and H&S Teams
<b>7.2.2 Workplace management</b> – work related travel: deliveries to other sites	Transmission of Covid-19 as a result of not maintain social distancing when making deliveries / visiting customer sites	Serious illness / fatality	<ul style="list-style-type: none"><li>• Anyone on site visited</li><li>• Onwards transmission to others</li></ul>	5	3	15	<ul style="list-style-type: none"><li>• Delivery / collections will be carried out whilst minimising contact with others wherever possible.</li><li>• Service Engineers, senior and field sales staff are allocated their own company vehicle.</li><li>• Use of yard van for swap out installations / solid surface refurbishment;</li></ul>	5	2	10		Management and H&S Teams

						<ul style="list-style-type: none"> <li>- Cleaning procedure in place</li> <li>- Social distancing (where more than one person travelling in vehicle) will be achieved via a safety screen fitted between passenger &amp; driver. Until it arrives and is fitted (on order as of 03.06.2020) passenger &amp; driver will wear face masks.</li> <li>- Single person or contactless refuelling will be used where possible.</li> </ul> <ul style="list-style-type: none"> <li>• Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&amp;S meetings</li> <li>• Service Reports / Commissioning reports will be signed by Service Engineers on behalf of and in the presence of the customers. This is to avoid passing devices between people for signatures – passing of items is a known transmission path</li> </ul>						
<b>7.3.1 Workplace management – communications and training: returning to work</b>	Transmission of Covid-19 as a result of not being given guidance on a return to work (after absence) relating to current Covid-19 related safety procedures	Serious illness / fatality	<ul style="list-style-type: none"> <li>• Anyone on site visited</li> <li>• Onwards transmission to others</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>• Work colleagues returning to work since safety procedures / policies were put in place undergo return to work induction which includes Covid-19 policies and procedures.</li> <li>• Work colleagues returning after an absence during which a change was made to Covid-19 safety procedures / policies to undergo return to work induction.</li> <li>• Covid-19 related Risk Assessment activities are reviewed and monitored</li> </ul>	5	1	5		Management and H&S Teams

							as part of regular management and H&S meetings					
							<ul style="list-style-type: none"> <li>• Subscribed to the GOV.UK daily updates.</li> <li>• Subscribed to HSE eBulletin service.</li> </ul>					
<b>7.3.2 Workplace management –</b> communications and training: ongoing communications and signage	Transmission of Covid-19 as a result of colleagues not being kept up to date and reminded of Covid-19 related safety procedures	Serious illness / fatality	<ul style="list-style-type: none"> <li>• Anyone on site visited</li> <li>• Onwards transmission to others</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>• All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs &amp; symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene &amp; social distancing as priorities).</li> <li>• Hygiene procedures in place.</li> <li>• Social distancing measures in place.</li> <li>• Regular updates circulated to all employees onsite via emails, notices and meetings.</li> <li>• Covid-19 related Risk Assessment activities are reviewed and monitored as part of regular management and H&amp;S meetings</li> <li>• Subscribed to the GOV.UK daily updates.</li> <li>• Subscribed to HSE eBulletin service.</li> </ul>	5	1	5		Management and H&S Teams

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8. Inbound and outbound goods	Transmission of Covid-19 as a result of colleagues not using best practise with regard to handling inbound and outbound goods.	Serious illness / fatality	<ul style="list-style-type: none"> <li>• Anyone on site visited</li> <li>• Onwards transmission to others</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>• All employees given toolbox talk and issued with Coronavirus guidance giving information about the virus, spread, signs &amp; symptoms, and measures required of everyone to prevent spread (frequent hand washing, frequent surface cleaning, respiratory hygiene &amp; social distancing as priorities).</li> <li>• Delivery / collections will be carried out whilst minimising contact with others wherever possible.</li> <li>• Service Reports / Commissioning reports will be signed by Service Engineers on behalf of and in the presence of the customers. This is to avoid passing devices between people for signatures – passing of items is a known transmission path</li> <li>• Social distancing measures in place</li> <li>• Hygiene procedures in place.</li> <li>• Frequent handwashing procedures in place</li> <li>• Where possible and safe, single workers load or unload vehicles</li> <li>• Hand sanitiser issued to Service Engineers</li> </ul>	5	2	10		Management, Production Supervision and H&S Teams