

TASK:	Providing Works Service During COVID-19 Pandemic
HAZARDS:	1 Contracting the infection 2 Transmitting the infection to others
RISKS:	1 Falling ill, hospitalisation, critical care and possible death 2 Causing others to fall ill, hospitalisation, critical care and possible death

CONTROLS:	<ol style="list-style-type: none"> Staff under 70 years of age and generally fit & well with no pre-existing health conditions Travel alone in your own company vehicles (accepting shared households) and not use public transport unless absolutely necessary (use a face covering when in presence of other people) You are mandated to avoid any group of people: Remain at 2m MINIMUM at ALL Times If working in close proximity to others that CANNOT be avoided, wear gloves and P2/3 mask at all times. Wash hands for 20 seconds before and after works If collecting keys for works. Ensure gloves are worn when collecting keys. Ask the customer to place keys and move away whilst they are picked up and signed for (be careful if a pen is used to sign). Once outside of the building, spray the keys with a disinfectant/anti-viral spray (provided with PPE kit) and leave to dry. Discard gloves safely. Frequent hand washing - with soap and water for at least 20 seconds Use hand sanitiser when soap & water are not available especially before entering your vehicle home or office locations Use gloves (PPE kit now contains PVC & Polythene) to protect your hands in possible contaminated locations (hand rails, doors etc), remove carefully and dispose of in the bin Always wash your hands when you blow your nose, sneeze or cough and before eating or handling food Avoid touching your face, eyes, nose, and mouth with unwashed hands Cover a cough / sneeze with a tissue (use you inner elbow if no tissue is available), then throw the tissue in a bin and wash your hands Clean using disinfectant wipes or spray disinfectant cleaners; frequently touched objects and surfaces in your work area & vehicle Use eye protection where there is a possibility of airborne aerosol infection Use your mask only if you are in close proximity (exceptional circumstances: sharing a vehicle in an emergency) to someone else (less than 2m). Customers are not required to sign or touch your PDA device. You must stand at least 2M away from the customer and explain what has been completed, recorded and any issues noted. Take the customer's name and write in the customer name box only. Avoid any contact with people who have symptoms Avoid direct contact: Keep in touch using email, Text, Messaging and voice call
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PPE REQUIRED:	Surgical facemasks Hand sanitising gel Safety glasses Gloves: vinyl, polythene & work gloves
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RESIDUAL RISK	Provided that the controls are implemented and maintained, the residual risk will be: Low
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ASSESSMENT BY: Charlotte Bain- Director	Issued From: Griffin Technical Services Head Office	Revision No: 2.0
	Issued By: Charlotte Bain	Print Date: November 2, 2020
	Revision Date: January 15, 2020	

Issued To: All Engineers	Job No: ALL jobs undertaken during COVID-19
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ASSESSMENT No: GRIF01	NEXT ASSESSMENT DUE: 15 January 2020
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Assessment to be Reviewed Yearly



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