



Client / Customer / Site

Adept Power Solutions Ltd, Adept House, 65 South Way, Walworth Business Park, Andover, Hants, SP10 5AF.

Issue & Date

Issue 11 – January 2022

Review Date

To be reviewed in line with government guidelines.

Completed By

Colin Eaton-Barnett Technical Manager

Description

This assessment identifies the risks associated with the Coronavirus (COVID-19) outbreak.

It is not likely to cover all scenarios and each employee should consider their own unique circumstances on a day-to-day basis. Symptoms could include: high temperature, new constant cough, loss of taste and/or smell, headache, shortness of breath, muscle pain and tiredness.

Although most restrictions have been lifted, this risk assessment should still be adhered to as required.

Standards & References

- Company Health & Safety Policy Manual and supporting procedures.
- <https://www.gov.uk/coronavirus>
- <https://111.nhs.uk/covid-19>
- [https://www.gov.co.uk/guidance/local-covid-alert-level-medium or high or very-high.](https://www.gov.co.uk/guidance/local-covid-alert-level-medium-or-high-or-very-high)
- For travel to other countries in UK (Scotland, Wales, Northern Ireland & UK Islands) – refer to local government guidelines.

Notes

- This assessment was completed referring to government guidelines, NHS guidelines and WHO guidelines.
- Follow the local and national guidelines in England, and localised rules in Scotland, Wales and NI at all times.
- Please be aware at all times of the potential for sudden and quick changes to advice and guidance.

Persons At Risk

- Adept Power Solutions employees (including sub contractors).
- Client employees, site visitors, contractors and members of the public.

Risk Rating

Medium



Overall Residual Risk Rating

Severity (SV)		Minor	Serious	Major
Likelihood (LH)		1	2	3
Unlikely	1	1 (Trivial)	2 (Low)	3 (Medium)
Possible	2	2 (Low)	4 (Medium)	6 (High)
Likely	3	3 (Medium)	6 (High)	9 (Intolerable)

Residual Risk Rating (RR) = Likelihood (LH) v Severity (SV)

9	Intolerable	Work should not be started or continued until the risk has been reduced.
6	High	Immediate action must be taken to remove/reduce the risk. Urgent action must be taken for risks identified in work in progress.
3-4	Medium	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited.
2	Low	No further action required.
1	Trivial	No action required.

Monitoring

Adverse event reporting and investigation (Accidents, Incidents, Ill-Health, Dangerous Occurrences and Near Misses).
 Site visit inspections.
 Health Monitoring.

P.P.E.

All employees have been issued with suitable PPE (including face masks, gloves, wipes and hand sanitizer). All employees are familiar with the correct use of the PPE and in accordance with appendix A & B. Employees are required to wear face coverings as per government guidelines.
 Any site specific COVID PPE requirements shall identified to the employee on arrival to site (or if possible prior to arrival).
 Remember: Hands, Face, Space & Fresh Air (Ventilation).



Risk Assessment – Coronavirus (COVID-19)

Hazards	Risk / Harm Potential	Controls & Precautions	Residual Risk		
			SV	LH	RR
<ul style="list-style-type: none"> Spread of Coronavirus (COVID-19) general hazards. 	<ul style="list-style-type: none"> Employees at risk of infection. Employees in the high-risk category. Employees coming into contact with clients, or members of the public while carrying out official business work. Employees not being aware of the risks and becoming infected due to lack of awareness or complying with control measures. 	<ul style="list-style-type: none"> Follow official government guidelines. Refer to: https://www.gov.uk/coronavirus. Refer to relevant local restrictions and adhere to guidelines. Ensure all employees are aware of the risks, symptoms, how Coronavirus is spread, and how to avoid catching and/or spreading the virus. Refer to NHS guidelines and information. Refer to The World Health Organisation guidelines and information. Ensure additional consideration to employees in the official high risk category or in the increased risk category. Ensure the situation is monitored daily and comply with the government daily guidelines. Ensure advice on the risks, symptoms and control measures are relayed to all employees. Ensure all employees wash hands regularly for at least 20 seconds as per appendix A. Ensure all employees are issued with recommended PPE (i.e. face masks, gloves, glasses, wipes and hand sanitizer) and are familiar with its correct use. Ensure ventilation wherever possible. 	3	1	3 Medium

Hazards	Risk / Harm Potential	Controls & Precautions	Residual Risk		
			SV	LH	RR
<ul style="list-style-type: none"> Spread of Coronavirus (COVID-19) travel hazards. 	<ul style="list-style-type: none"> Employees travelling to a clients properties, in an area with higher risk of infection. Employees travelling on public transport creating a higher risk due to additional contact with others. Employees travelling abroad to a country with a higher risk of infection or countries identified as at risk: (China, Thailand, Japan, Republic of Korea, Hong Kong, Taiwan, Singapore, Malaysia, Macau, Iran and Northern Italy). 	<ul style="list-style-type: none"> Follow official government guidelines. Refer to: https://www.gov.uk/coronavirus. Refer to: https://www.gov.uk/guidance/travel-advice-novel-coronavirus and local restrictions. Refer to: https://www.gov.uk/foreign-travel-advice. No employees are to travel abroad for business purposes. Employees are to where possible use company issue vehicles to travel to and from site. Employees are to minimise travel on public transport. Where travel on public transport is required, face masks are to be worn at all times as per government guidelines – All employees are familiar with the correct use of face masks – Refer to appendix B Where possible, reschedule basic meetings and/or use alternative methods, including Microsoft Teams, Skype, Facetime, video conferencing etc. Ensure the situation is monitored daily and comply with the government daily guidelines. Ensure advice on the risks, symptoms and control measures are relayed to all employees. Ensure all employees are issued with recommended PPE (i.e. face masks, gloves, glasses, wipes and hand sanitizer) and are familiar with its correct use. 	3	1	3 Medium



Risk Assessment – Coronavirus (COVID-19)

Hazards	Risk / Harm Potential	Controls & Precautions	Residual Risk		
			SV	LH	RR
<ul style="list-style-type: none"> Spread of Coronavirus (COVID-19) employees working at Adept House, working in close proximity to other employees, members of the public or site personnel while working on site. 	<ul style="list-style-type: none"> Employees at risk of infection. Employees coming into contact with clients, or members of the public while carrying out official business work. Employees coming into contact with contaminated surfaces, such as door handles, light switches, sign in/out equipment. Employees not being aware of the risks and becoming infected due to lack of awareness or complying with control measures. Employees cloths and tools coming into contact with infected surfaces. Employees general work within Adept House and movement of employees within Adept House. 	<ul style="list-style-type: none"> Follow official government guidelines. https://www.gov.uk/coronavirus. Ensure all employees are aware of the risks, symptoms, how Coronavirus is spread, and how to avoid catching and/or spreading the virus. Maintain 2m social distancing at all times where possible. Where the 2m distance can not be assured, the 1m+ recommendations shall be used where risk mitigation PPE is to be used in line with the government guidelines. Employees have the right to refuse work if government guidelines can not be conformed to. Employees only to use their own tools and equipment (no sharing of tools) as much as possible. Wherever possible employees to use their own pen to sign in/out of sites and to sign on/off permits. Ensure site has sufficient facilities to allow employees to wash hands regularly, employees shall wash hands regularly for at least 20 seconds – as per appendix A. Employees should not touch their nose, mouth or eyes with un-washed hands. Employees have been issued with wipes to be used to clean surfaces prior to works as required. Employees will clean tools using anti-bacterial wipes (issued by Adept Power Solutions) following completion of works or as soon as possible. Employee will change and wash closes as soon as practical following completion of works. Ensure additional consideration to employees in the official high risk category or in the increased risk category. Ensure the situation is monitored daily and comply with the government daily guidelines. Ensure all employees are issued with recommended PPE (i.e. face masks, gloves, glasses, wipes and hand sanitizer) and are familiar with its correct use. Specific floor markings have be introduced within Adept House to identify distancing and individual work areas. Distancing to be maintained in guidance with these markings. Separate entrance and exits doors have been assigned. Office staff are to use the main front door to enter and exit Adept House. Engineering, Workshop and Warehouse staff are to use the rear warehouse door to enter and exit the building. Only one person at a time is to use the break out areas. Employees are only to make refreshments for themselves. Hand sanitisers and wipes are to be used on a regular basis and have been located around Adept House. Ensure ventilation wherever possible. 	3	1	3 Medium



Risk Assessment – Coronavirus (COVID-19)

Hazards	Risk / Harm Potential	Controls & Precautions	Residual Risk		
			SV	LH	RR
<ul style="list-style-type: none"> Spread of Coronavirus (COVID-19) self-isolation. 	<ul style="list-style-type: none"> Employees unaware of the need to self-isolate or how to self-isolate correctly. 	<ul style="list-style-type: none"> Follow official government guidelines. https://www.gov.uk/coronavirus. Advice on when and how to self-isolate is available online refer to: https://111.nhs.uk/covid-19. All employees have been advised when to self-isolate. <p>You should self-isolate at home while you get a PCR test and wait for the results. You must self-isolate if you test positive. You must self-isolate from the day your symptoms started, or from the day your test was taken if you do not have symptoms.</p> <p>You can end your self-isolation on the sixth day of self-isolation following 2 negative rapid lateral flow tests taken on consecutive days. The first rapid lateral flow test should not be taken before the fifth day.</p> <p>The self-isolation period remains 10 full days for those without negative results from two rapid lateral flow tests taken a day apart. This is the law, regardless of whether you have been vaccinated. Self-isolating is important because you could pass the infection on to others, even if you do not have symptoms. You must isolate for the full amount of time you are told to, because this is the period when the virus is most likely to be passed on to others.</p> <p>If you have received a positive rapid lateral flow test result but do not have any of the main symptoms of COVID-19, you should report your result and self-isolate. You do not need to take a follow-up PCR test unless:</p> <ul style="list-style-type: none"> you wish to claim the Test and Trace Support Payment you have a health condition that means you may be suitable for new COVID-19 treatments you are taking rapid lateral flow tests as part of research or surveillance programmes, and the programme asks you to do so you are an international arrival and have a positive day 2 rapid lateral flow test <ul style="list-style-type: none"> Employees who are aged 18 years 6 months or over and are not fully vaccinated*, and live in the same household as someone with COVID-19, are legally required to stay at home and self-isolate Employees that are fully vaccinated or aged under 18 years and 6 months and live in the same household as someone with COVID-19, are not legally required to self-isolate. However, they are strongly advised to take an LFD test every day for 7 days, and to self-isolate if any of these test results is positive. <p>*You are fully vaccinated 14 days after having received 2 doses of an approved vaccine (such as Pfizer/BioNTech, AstraZeneca or Moderna/Spikevax) or one dose of the single-dose Janssen vaccine.</p>	2	1	2 Low



Risk Assessment Sign Off

Site personnel must read this Safety Risk Assessment, together with any associated access/work permits and any additional instructions or guidance provided by Adept Power Solutions or the Client. They must then sign to the effect that they have read and understood them.

Name:

Position/Title:

Signature:

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This section is to be completed by all personnel who are assigned to the activity.

Assessment Compiled By

Colin Eaton-Barnett, Technical Manager



Assessment Reviewed & Authorized By

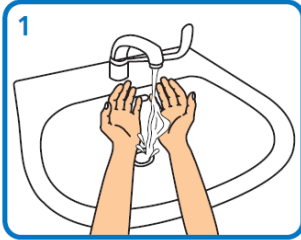
Iain Mackay, Managing Director



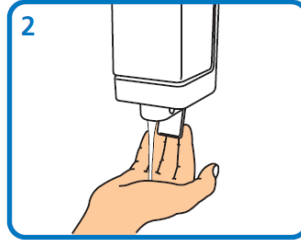


APPENDIX A

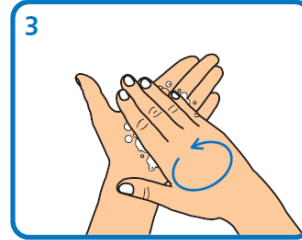
- HAND WASHING -



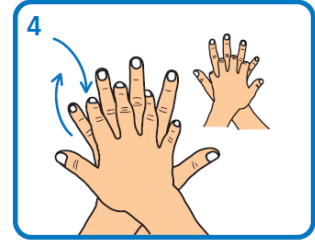
Wet hands with water



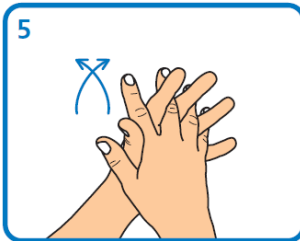
Apply enough soap to cover all hand surfaces



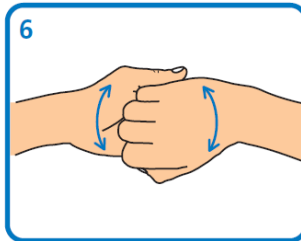
Rub hands palm to palm



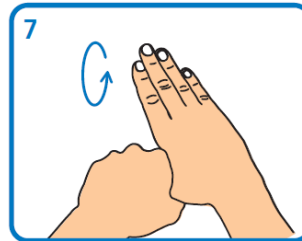
Rub back of each hand with palm of other hand with fingers interlaced



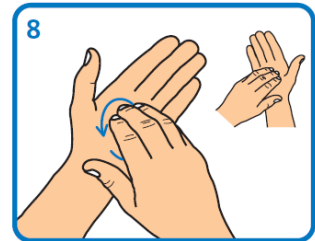
Rub palm to palm with fingers interlaced



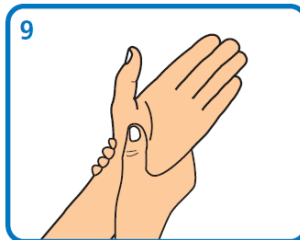
Rub with back of fingers to opposing palms with fingers interlocked



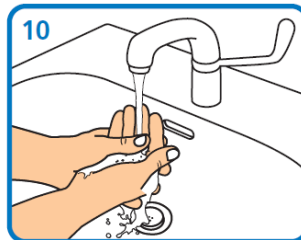
Rub each thumb clasped in opposite hand using a rotational movement



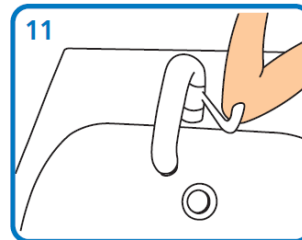
Rub tips of fingers in opposite palm in a circular motion



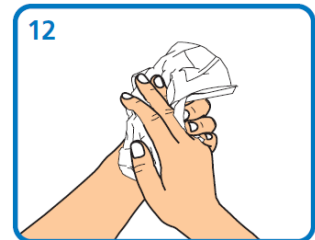
Rub each wrist with opposite hand



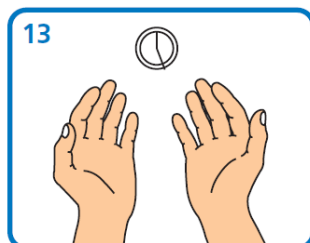
Rinse hands with water



Use elbow to turn off tap



Dry thoroughly with a single-use towel



Hand washing should take 15–30 seconds



APPENDIX B

- FACE COVERING -

FACE MASK

When putting on a facemask

Clean your hands and put on your facemask so it fully covers your mouth and nose.



DO secure the elastic bands around your ears.



DO secure the ties at the middle of your head and the base of your head.

When wearing a facemask, don't do the following:



DON'T wear your facemask under your nose or mouth.



DON'T allow a strap to hang down. DON'T cross the straps.



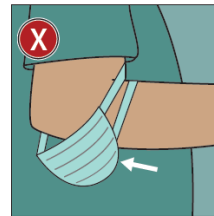
DON'T touch or adjust your facemask without cleaning your hands before and after.



DON'T wear your facemask on your head.



DON'T wear your facemask around your neck.



DON'T wear your facemask around your arm.

When removing a facemask

Clean your hands and remove your facemask touching only the straps or ties.



DO leave the patient care area, then clean your hands with alcohol-based hand sanitizer or soap and water.



DO remove your facemask touching ONLY the straps or ties, throw it away*, and clean your hands again.

*If implementing limited-reuse: Facemasks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. Folded facemasks can be stored between uses in a clean, sealable paper bag or breathable container.



RESPIRATOR

When you put on a disposable respirator

Position your respirator correctly and check the seal to protect yourself from COVID-19.



Cup the respirator in your hand. Hold the respirator under your chin with the nose piece up. The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears.



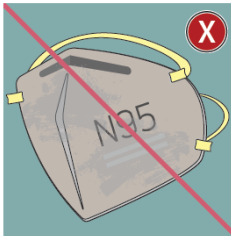
Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.



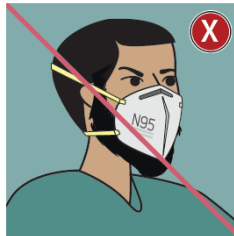
Place both hands over the respirator, take a quick breath in to check the seal. Breathe out. If you feel a leak when breathing in or breathing out, there is not a proper seal.



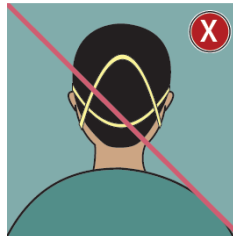
Select other PPE items that do not interfere with the fit or performance of your respirator.



Do not use a respirator that appears damaged or deformed, no longer forms an effective seal to the face, becomes wet or visibly dirty, or if breathing becomes difficult.



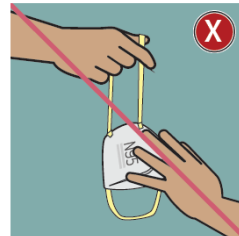
Do not allow facial hair, jewelry, glasses, clothing, or anything else to prevent proper placement or to come between your face and the respirator.



Do not crisscross the straps.



Do not wear a respirator that does not have a proper seal. If air leaks in or out, ask for help or try a different size or model.

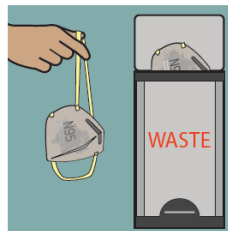


Do not touch the front of the respirator during or after use! It may be contaminated.

When you take off a disposable respirator



Remove by pulling the bottom strap over back of head, followed by the top strap, without touching the respirator.



Discard in a waste container.



Clean your hands with alcohol-based hand sanitizer or soap and water.