

Target Lifts Ltd: Pandemic - Coronavirus (Covid-19) Risk Assessment

Scope of assessment:

This risk assessment documents guidance and control measures in accordance with the Government's 'Living with COVID-19' response plan and its greater emphasis on personal responsibility. There is still a risk that employees will be exposed to the Covid-19 virus while travelling and working. It is also recognised that not all employees have received Covid-19 vaccinations and/or boosters.

Target Lifts Ltd continues to seek out and adhere to current Government guidance.

Note: due to the rapidly changing nature of the virus and the status of related published guidance, this document may not reflect the exact control measures implemented at any given time.

Site address:

Date of assessment: 01 March 2022

Carried out by: S Ives/R. Jack

Revision: 10



Risk Assessment:

Hazard and Risk:		Risk Value with NO control measures				Control Measures	Resultant Risk Values with effective control measures		
Activity/ Hazard	Risk	Likelihood (L)	Severity (S)	Risk Value	Persons Affected		L	S'	Resultant Risk
Contracting through inadequate hygiene control and exposure to contaminated surfaces Exposure to airborne virus due to being near an infected person	Displaying virus symptoms e.g. <ul style="list-style-type: none"> ▪ New persistent cough ▪ High temperature ▪ Shortness of breath/general breathing difficulty ▪ Loss of normal taste/smell 	4	4	High	All employees	<ul style="list-style-type: none"> ▪ Employees to practice elevated levels of hygiene. ▪ Wash hands before drinking, eating, and smoking for at least 20 seconds minimum. ▪ Employees should not touch their eyes, nose, or mouth without having washed their hands beforehand. ▪ Use hand sanitiser gel (minimum 70% alcohol content) if soap and water are not available. ▪ Cover mouth/nose with a tissue/your sleeve (not your hands) if you cough/sneeze. 'Catch it, Bin it, Kill it'. ▪ Employees should still maintain sensible social distancing wherever possible. ▪ Employees are encouraged to ensure that they receive their Covid-19 vaccinations and all booster vaccinations as and when eligible. ▪ If an employee shows any COVID-19 symptoms then they are strongly recommended to self-isolate in accordance with current government guidance and contact their line manager. 	3	4	Medium
Protecting people who are at higher risk.	Increased risk to health if virus transmitted in older males, person with high body mass index, existing health conditions and persons from Black, Asian or minority ethnicity (BAME)	4	4	High	Vulnerable employees	<ul style="list-style-type: none"> ▪ Clinically Extremely Vulnerable (CEV) employees are to be consulted and extra considerations taken to ensure their personal health and wellbeing ▪ CEV employees should have had the required vaccinations and should get all further vaccinations inc. boosters as required. ▪ All employees returning to work are to be consulted regards their role, any concerns they may have and the control measures that are required to reduce further transmission of the virus. 	3	3	Medium

Hazard and Risk:		Risk Value with NO control measures				Resultant Risk Values with effective control measures			
Activity/ Hazard	Risk	Likelihood (L)	Severity (S)	Risk Value	Persons Affected	Control Measures	L	S ¹	Resultant Risk
Travelling to work using own or company vehicle	Potential interaction with other employees and failure to maintain social distancing	3	4	Medium	All employees	<ul style="list-style-type: none"> ▪ Where practicable, employees should use their own or company vehicle to travel to work and work sites. ▪ The vehicle should ideally be single occupancy only. ▪ If shared occupancy: <ul style="list-style-type: none"> ▪ Open vehicle windows to increase ventilation. ▪ Face coverings can be worn if the employees choose to wear them ▪ We recommend utilising contactless refuelling and using hand sanitiser after handling the fuel nozzle & payment keypad. ▪ The vehicle should be regularly cleaned in accordance with the Target Lifts driver & company vehicle policy (TP1013). 	3	3	Medium
Travelling to work using public transport, e.g., trains, buses, and underground	Potential for interaction with groups of people travelling on public transport infrastructure. Failure to maintain correct social distancing	4	4	High	Employees travelling on public transport	<ul style="list-style-type: none"> ▪ Employees are recommended to only use public transport when all other means of transport have been assessed as not practicable. ▪ Before using public transport, employees may wish to assess the occupancy level before boarding. ▪ Face coverings can be worn by employees if preferred (especially at busy travelling times). They should also continue to be worn in accordance with current government requirements or as required by the transport operator as a condition of travel. 	3	4	Medium
Transmission of Covid-19 virus from the outside environment into the office environment	Potential transmission of Covid-19 virus while accessing Target Lifts Ltd office	3	4	Medium	Office staff, engineers, and visitors	<ul style="list-style-type: none"> ▪ Warning signs are displayed on the office front door to remind employees and visitors of the control measures adopted by Target Lifts Ltd in relation to Covid-19. ▪ Hand sanitiser is positioned in the reception area to allow hand cleaning on entering the office environment. ▪ All employees are required to take their own temperature with a digital thermometer provided in reception and to record their temperature reading. ▪ All visitors are to sign in/out of the office at reception and will have their temperature recorded by a member of staff. 	2	3	Low

Hazard and Risk:		Risk Value with NO control measures				Resultant Risk Values with effective control measures			
Activity/ Hazard	Risk	Likelihood (L)	Severity (S)	Risk Value	Persons Affected	Control Measures	L	S ¹	Resultant Risk
Potential exposure to Covid-19 virus in the office environment	Potential exposure from person-to-person, inhalation of the virus and direct contact with contaminated surfaces	3	4	Medium	Office staff, engineers, and visitors	<ul style="list-style-type: none"> ▪ The positioning of desks will be reviewed to ensure spacing is adequate and employees sit 'side to side' or 'back-to-back' and not 'face to face'. ▪ Hand sanitisers are provided in reception and throughout the office environment. ▪ Where possible, internal doors are to be kept open to reduce contact with door handles and allow natural ventilation. ▪ CO2 monitoring is to be carried out and results recorded where natural ventilation is considered to be potentially inadequate. ▪ Employees' phones (landline or mobile) should not be shared. ▪ Maintaining basic levels of hand hygiene by regularly washing hands before eating and drinking. ▪ Regularly cleaning desk phone handsets, computer keyboards and mouse. 	1	3	Low
Inadequate control of hygiene maintenance and cleaning regimes	Increased risk of virus remaining on various types of surfaces and then being transmitted by direct contact with contaminated surfaces	3	4	Medium	Office staff, engineers, and visitors	<ul style="list-style-type: none"> ▪ The cleaning regime should continue to include regular cleaning of surfaces where Covid-19 could be present for longer periods and should include: <ul style="list-style-type: none"> ▪ Kitchens and toilets surfaces ▪ Taps and toilet flush handles ▪ Door handles (internal & external) ▪ Staircase handrails ▪ Photocopier keypads ▪ Main entrance and stores inner access door ▪ All waste should be securely bagged and disposed of at the end of each working day. 	2	3	Low
Working regimes and exposure to Covid-19 whilst working in office environments	Increased number of employees in the Target Lifts Ltd office environment at any one time resulting in social distancing being compromised	3	4	Medium	Office staff	<ul style="list-style-type: none"> ▪ Utilise current IT communication techniques by promoting the use of: <ul style="list-style-type: none"> ▪ Remote Access Desktops. ▪ Microsoft Teams, Zoom, Skype, WhatsApp, etc. ▪ Wherever operationally practicable the business has adopted hybrid working &/or is allowing employees to work from home where able. ▪ Any shared Workstations should be cleaned between users. ▪ Windows and internal doors should be opened to increase ventilation. ▪ Meetings can be held in the office environment providing sensible social distancing is maintained. 	2	2	Low

Hazard and Risk:		Risk Value with NO control measures					Resultant Risk Values with effective control measures		
Activity/ Hazard	Risk	Likelihood (L)	Severity (S)	Risk Value	Persons Affected	Control Measures	L	S ¹	Resultant Risk
Working regimes whilst carrying out Service and Maintenance of customer equipment	Potential exposure from person – to – person, inhalation of the virus and direct contact with contaminated surfaces.	4	5	High	Engineers Sensible to retain	<ul style="list-style-type: none"> ▪ Employees are to comply with any client/customer local requirement e.g. face coverings. ▪ Covid vaccination status will be required to access care home and other identified/customer specific environments. Employees are encouraged to register with the NHS app to enable them to provide accepted proof of vaccination status. ▪ Employees are encouraged to apply hygiene controls and use hand sanitiser, face coverings, etc. ▪ Employees should ensure sensible social distancing wherever possible. ▪ Employees must only access areas where lift maintenance is required e.g., machine room access route, machine room, car top and lift pit. 	2	3	Low
Working regimes whilst working on a construction sites under the control of a Principal Contractor	Potential exposure from person – to – person, inhalation of the virus and direct contact with contaminated surfaces	4	4	High	Engineers	<ul style="list-style-type: none"> ▪ Employee are required to work in accordance with the Principal Contractor's management/local controls. ▪ Follow Target Lifts' current version of its Site Operating Procedures (OHAS319) document. ▪ Employees are encouraged to wear face coverings when working in areas where other contractors are working, especially in crowded or indoor areas. ▪ Employees should maintain sensible social distancing wherever possible. ▪ Employees are to continue to apply appropriate hygiene controls. ▪ Employees must not share PPE of any kind. 	3	4	Medium
Working regimes whilst working on Modernisations with Target Lifts acting as the Principal Contractor	Potential exposure from person – to – person, inhalation of the virus and direct contact with contaminated surfaces	3	3	Medium	Engineers	<ul style="list-style-type: none"> ▪ Follow the company's current Site Operating Procedures (OHAS319) document. ▪ Where established, employees are to comply with any customer specific requirements ▪ Employees are encouraged to wear face coverings when working in areas where other contractors are working, especially in crowded or indoor areas ▪ Employees should ensure sensible social distancing wherever possible. 	2	3	Low

Hazard and Risk:		Risk Value with NO control measures					Resultant Risk Values with effective control measures		
Activity/ Hazard	Risk	Likelihood (L)	Severity (S)	Risk Value	Persons Affected	Control Measures	L	S ¹	Resultant Risk
Working regimes whilst working on Modernisations with Target Lifts acting as the Principal Contractor (continued)	Potential exposure from person – to – person, inhalation of the virus and direct contact with contaminated surfaces (continued)	3	3	Medium	Engineers	<ul style="list-style-type: none"> ▪ Employees are to comply with any customer's local requirements e.g. face coverings. ▪ Employees must not share PPE of any kind ▪ Employees must only access areas where the modernisation is required e.g., machine room access route, machine room, car top and lift pit. ▪ If access to any non-lift modernisation area is required, then the employee must obtain permission from the person in control of the premises and observe sensible social distancing and any local measures in place. 	2	3	Low
First aid provision in office environment	Close contact with injured casualty breaching social distancing and potential exposure to bodily fluids	3	4	Medium	Casualty and first aider	<ul style="list-style-type: none"> ▪ If the injury is serious, call 999 immediately. ▪ First aid provisions are to be maintained by an Appointed Person. ▪ Injuries that do require first aid assistance will require the avoidance or minimisation of time spent in the shared breathing zone. ▪ If CPR is required then (if available) a "grab bag" containing a fluid-repellent surgical mask, disposable gloves, eye protection and an apron is to be provided and used as chosen by the first aider. The "grab bag" is to be located by the first aid kits to enable speedy application of the PPE. ▪ Only deliver CPR by chest compressions. Do not do rescue breaths. ▪ If required, a defibrillator is available at the Marketing Suite of the Acorn Industrial Park. This should be used to assist in treating the casualty until Emergency Services arrive. Follow all instructions on the device ▪ On completion of the treatment or the arrival of the Emergency Service then all used PPE must be disposed of responsibly and appropriate hygiene requirements applied. ▪ Details of the incident and injuries are to be recorded and investigated in accordance with company policy. 	2	3	Low

Hazard and Risk:		Risk Value with NO control measures					Resultant Risk Values with effective control measures		
Activity/ Hazard	Risk	Likelihood (L)	Severity (S)	Risk Value	Persons Affected	Control Measures	L	S ¹	Resultant Risk
Mental health and work-related stress	Increased risk of mental health issues due to the restrictions in place due to the coronavirus pandemic	3	3	Medium	Vulnerable employees	<ul style="list-style-type: none"> ▪ Employees who are required to work from home or in isolation in the office environment are encouraged to discuss any concerns with their manager or other member of senior staff they feel confident talking to. ▪ Ensure that communication channels remain open to all employees and that regular face-to-face (virtual, audio or workplace) are conducted. ▪ Signs and symptoms of potential mental health conditions are to be communicated to all employees to assist in spotting vulnerable employees. ▪ If an employee does disclose a mental health issue, then the company will, in confidence show compassion and assist the employee in obtaining the appropriate advice and support. ▪ The company will actively promote mental health and wellbeing across its social media platforms. 	2	3	Low
Employee becomes unwell at work and believes that they have Covid-19 symptoms	Potential for the employee at work to possibly spread the virus to other employees/3rd parties	4	4	High	All employees and 3rd parties in contact with the employee	<ul style="list-style-type: none"> ▪ If an employee shows any COVID-19 symptoms, then they are strongly recommended to self-isolate in accordance with current government/NHS guidance and contact their line manager e.g. <ul style="list-style-type: none"> ▪ Self-Isolation guidance imposed by the Government. ▪ The requirements for when a Lateral Flow Device (LFD) test should be carried out. ▪ Follow current Government guidance regards vaccination and subsequent boosters ▪ SPOC² identified. ▪ Target Lifts Ltd will continue to monitor UKHSA, NHS, GOV.UK, LEIA and CLC etc. response pages for the latest information and advice. 	3	4	Medium

Risk Rating:

		Severity				
		1	2	3	4	5
Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

Levels of Severity:

5	Significant potential occupational exposure (critical care HDU/ITU/ICU Hospital & Care Home environments)
4	Major potential occupational exposure (densely populated environments where social distancing compromised)
3	Minor potential occupational exposure (sparsely populated environments maintaining social distancing)
2	Negligible occupational exposure (maintaining social distancing and adequate hygiene arrangements)
1	No occupational exposure to Covid-19 virus (home/lone working and adequate hygiene arrangements)

Likelihood of Occurrence:

5	Almost certain
4	Likely to occur
3	Possibility of occurrence
2	Unlikely to occur
1	Occurrence unlikely (rare)

Risk assessment briefing by:

Name	Signature	Date

Risk Values:

High: (15-25)	A high resultant health risk value must be reviewed until further control measures that mitigate the risk are introduced
Med: (8-12)	Health risk control measures are to be strictly implemented and maintained by the employee. If this cannot be achieved, then the employee's manager must be advised
Low: (1-6)	Health risk requires the identified minimal control measures to be implemented and maintained by employees

Risk assessment briefing: The above risk assessment has been briefed and fully understood		
Name of person	Signature	Date

Notes:

Risk Rating Severity and Risk Values have been revised to reflect potential occupational exposure to Covid-19 and the actions/control measure requirements.

¹A reduced Severity Value is based on the anticipated reduction in the virus being present on surfaces (or being airborne) provided that the recorded Control Measures are implemented and maintained.

² Robin Jack, the company's Compliance Manager is nominated as SPOC (Single Point of Contact) regards contacting the UKHSA and assisting health protection teams in the event of an outbreak being declared within the company.

Face masks or face coverings can be worn if employees choose to wear one. However, hands should be washed before and after putting/taking the covering on/off or if the covering is touched. The face covering must be changed if it becomes damp and safely discarded.

Target Lifts Ltd will follow all instructions from authorities in the event of local restrictions.

UKHSA is the UK Health Security Agency

NHS is the National Health Service

LEIA is the (Lift and Escalator Industry Association

CLC is the Construction Leadership Council

Approved by:

Name:

Tony Howell-Smith

Director
Target Lifts Ltd

Signature:



Date:

01 March 2022

Name:

Stephen Ives

Elevate Safety Services Ltd

Signature:



Date:

01 March 2022