

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

Scope of assessment:

This risk assessment documents guidance and control measures to implement Stage 4 of the Government's Road Map to lifting restriction in the UK (inc. omicron variant). There is still a significant risk that employees will be exposed to the Covid-19 virus while travelling and working and that not all employees have yet received Covid-19 vaccinations and subsequent boosters. Therefore, the company will continue to comply with the Government guidance but due to the ongoing nature of the virus this risk assessment may be subject to change at short notice.

Site address:

Date of assessment: 07 January 2022

Carried out by: S Ives

Revision: 9



Risk Assessment:									
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'	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"> ▪ 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 immediately beforehand. ▪ Use hand sanitiser gel (minimum 70% alcohol content) if soap and water are not available. ▪ Cover mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. ▪ Employees should still maintain sensible social distancing where possible. ▪ Employees are encouraged to ensure that they receive both their Covid-19 vaccinations and any further booster vaccinations when eligible. ▪ If an employee shows symptoms related to the Coronavirus, then they must immediately self-isolate, book a PCR test in accordance with government guidelines 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 employees are to be consulted and extra considerations taken to ensure their personal health and wellbeing when returning to work. ▪ CEV employees should have had both vaccinations and should get any further booster vaccinations as required. ▪ If required working patterns may need to be modified to ensure Covid-19 secure compliance in consultation with the employee. ▪ All employees returning to work are to be consulted over their role, concerns they may have and the control measures that are required to reduce transmission of the virus. 	3	3	Medium

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Activity/ Hazard	Risk	Likelihood (L)	Severity (S)	Risk Value	Persons Affected	Control Measures	L	S'	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 should choose to wear them. ▪ Utilise contactless refuelling and use gloves & hand sanitiser after handling the fuel nozzle & keypad. ▪ The vehicle should be regularly cleaned and carry supplies of hand wipes &/or hand sanitiser. 	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 should only use public transport when all other means of transport have been assessed as not practicable. ▪ Before using public transport, employees should assess the occupancy level before boarding. ▪ Face coverings are to be worn in accordance with current government requirements or as required by the transport operator. 	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 displayed on office's front door to remind employees and visitors of the control measures adopted by Target Lifts Ltd in relation to Covid-19 control measures. ▪ Hand sanitiser positioned in the reception area to allow hand cleaning on entering the office environment. ▪ All employees are required to and take their own temperature with a digital thermometer provided in reception and to sign in with a record of 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

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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 always sit 'side to side' or 'back-to-back' and not 'face to face'. ▪ Hand sanitiser provided in reception is to be used each time anyone enters the office environment. ▪ Where possible, internal doors are 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 inadequate. ▪ Do not use or share other employees' phones (landline or mobile). ▪ Maintain basic levels of hand hygiene by regularly washing hands before eating and drinking. ▪ Regularly clean 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"> ▪ Ensure that an enhanced cleaning regime is in place to clean the office premises daily. The cleaning regime should include adequate cleaning of surfaces where Covid-19 could be present for longer periods and must 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 door ▪ All waste must 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. ▪ Where possible, allow employees to continue to work from home to reduce access to the office environment ▪ Workstations should ideally not be shared. If they are, then they should be cleaned between users. ▪ Windows/doors should be opened to increase ventilation. ▪ Meetings can be held in the office environment providing sensible social distancing is maintained. ▪ Records will be maintained of who is in the office daily via a desk diary in reception. 	2	2	Low

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Activity/ Hazard	Risk	Likelihood (L)	Severity (S)	Risk Value	Persons Affected	Control Measures	L	S'	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	<ul style="list-style-type: none"> ▪ Employees to comply with any customer's local requirements to prevent the spread of infection. ▪ Covid vaccination status will be required to access care home environments. Employees are encouraged to register with the NHS app. ▪ Employees are encouraged to apply hygiene controls and use hand sanitiser, face coverings, etc. provided. ▪ Face coverings are to be worn in accordance with government guidelines or if required by customers. ▪ Employees should ensure sensible social distancing where possible. ▪ Employees must only access areas where the lift maintenance is required e.g., machine room access, 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). ▪ Employees are encouraged to wear face coverings when working in areas where other contractors are working. ▪ Employees should maintain sensible social distancing where possible ▪ Employees to apply hygiene controls and are encouraged to use any hand sanitiser, face coverings, etc. provided. ▪ 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). ▪ Where established, employees to comply with any customer local requirements to prevent the spread of infection on the premises. ▪ Employees are encouraged to wear face coverings when working in areas where other contractors are working. ▪ Employees should ensure sensible social distancing where possible. 	2	3	Low

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Activity/ Hazard	Risk	Likelihood (L)	Severity (S)	Risk Value	Persons Affected	Control Measures	L	S'	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 to apply hygiene controls and are encouraged to use any hand sanitiser, face coverings, etc. provided. ▪ Employees must not share PPE of any kind ▪ Employees must only access areas where the modernisation is required e.g., machine room access, machine room, car top and lift pit. ▪ If access to non-lift modernisation areas is required, then the employees must obtain permission from the person in control of the premises and observe sensible social distancing and any local measures in place. ▪ Shouting shall always be discouraged. 	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"> ▪ First aid provisions are to be maintained by an Appointed Person. ▪ Minor injuries should be treated by the injured party under the instruction of the first aider where possible. ▪ Injuries that do require first aid assistance will require the avoidance or minimisation of time spent in the shared breathing zone using a face covering/mask by both the casualty and first aider. ▪ If the injury is serious call 999 immediately. ▪ 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. ▪ Ensure that the “grab bag” is located by the first aid kits to enable speedy application of the PPE. ▪ Before starting CPR, loosely place a cloth or towel over the casualty’s face to minimise transmission risk ▪ Only deliver CPR by chest compressions do not do rescue breaths. ▪ A defibrillator is available at the Marketing Suite on the Estate and should be used to assist in treating the casualty until the Emergency Services arrive. ▪ On completion of the treatment or the arrival of the Emergency Service then all used PPE must be disposed of responsibly and hygiene requirements applied. ▪ Details of the incident and injuries are to be recorded. 	2	3	Low

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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 to talk to. ▪ Ensure that communication channels remain open to all employees and that regular face-to-face (virtual 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 appropriate advice and support. ▪ The company will actively promote mental health and wellbeing on social media platforms it subscribes to. 	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 anyone becomes unwell with a new, continuous cough, high temperature or loss of taste/smell in the business or workplace they should be sent home immediately and advised to follow HM Government - NHS guidance in relation: <ul style="list-style-type: none"> ▪ Self-Isolation requirements currently imposed by government. ▪ The requirements for when a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) testing should be carried out. ▪ Employees are required to comply with current government regulations/guidance and self-isolate in the following circumstances: <ul style="list-style-type: none"> ▪ Displaying symptoms of Covid-19 until proved negative by LFD test. If positive arrange for a PCR test ▪ If tested positive self-isolate in accordance with current government timescales and testing requirements. ▪ Self-isolate in accordance with current government regulations/guidance if returning from a country that is not on the government's approved travel list. ▪ If an employee is contacted by the NHS Test & Trace and is within the current time limit for vaccination effectiveness since final dose, they are to self-isolate in accordance with current government regulations/guidance. ▪ SPOC² identified. ▪ Target Lifts Ltd will continue to monitor PHE, NHS, GOV.UK, LEIA and CLC etc. response pages for the latest information and advice. 	3	4	Medium
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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 nominated as SPOC (Single Point of Contact) regards contacting PHE and assisting PHE 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 new local restrictions.

PHE (Public Health England)

NHS (National Health Service)

LEIA (Lift and Escalator Industry Association)

CLC (Construction Leadership Council)

Approved by:

Name:

Tony Howell-Smith

Director
Target Lifts Ltd

Signature:



Date:

07 January 2022

Name:

Stephen Ives

Elevate Safety Services Ltd

Signature:



Date:

07 January 2022