

**James Heal**  
Extraordinary Testing Solutions

# Risk Assessment Form


**Risk Assessment Title:** Engineers Working Tours

**Brief Description of Action/Event/Area:** To ensure that Engineers when travelling abroad are taking all necessary, preventative actions to minimise exposure to Covid- 19.

**Risk Assessment:** RAF 124

**Revision:** 1

**Date of Original Assessment:** 02.06.2020

	Name	Role	Signature	Date of Review		
Lead Assessor	Amar Manzoor	Service Engineer	<i>Amar Manzoor</i>	02/06/2020		
Independent Assessor	Ian Darton	Service Engineer	<i>Ian Darton</i>	02-06-2020		
Independent Assessor	Steve Gray	Service Engineer	<i>Steve Gray</i>	02-06-2020		
Independent Assessor	Andrew Hemingway	Commercial Director		05-06-2020		
Independent Assessor	Jason Whomack	Maintenance Engineer	<i>Jason Whomack</i>	04/06/2020		
Independent Assessor	Karen Baldwin	Head of HR	<i>Karen Baldwin</i>	04/06/2020		

This Risk Assessment must be used in conjunction with all other Risk Assessments, Safe Systems of Work, Toolbox Talks, Standard Operating Procedures and Processes used throughout James H Heal Ltd.

Hierarchy of measures considered for **High / Medium** Risk? **Yes / No**  
Control Measures Adequate for Out of Hours Working? **Yes / No**

3				
2				
1	04.06.20	Updated in Line with RAF 122 – Company Risk Assessment	Jason Whomack	<i>Jason Whomack</i>
0	02.06.2020	Original assessment compiled	Amar Manzoor	<i>Amar Manzoor</i>
<b>Rev</b>	<b>Date</b>	<b>Details of Change</b>	<b>Assessor</b>	<b>Signature</b>



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Revision History
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### Risk Ranking

Likelihood of Occurrence: 1 = Low / Remote (Improbable), 2 = Medium (Occasional), 3 = High (Common, Regular or Frequent)

Severity Score: 1 = Low (No Injury / Minor Injury), 2 = Harmful (Serious Injury or Illness), 3 = Extremely (Harmful / Death)

HPN - Hazard Priority Number

1 & 2 Low

3 & 4 Medium Risk

6 & 9 High Risk

Serial No.s	What is the Hazard?	What is the Risk and to Whom?	Current Measures in Place to Reduce Risk of Harm	Likelihood	Severity	HRN	Is the Risk Adequately Controlled? Yes / No	Yes = Activity to Proceed No = List Additional Actions to be Implemented to Reduce the Risk	Likelihood	Severity	RPN	Is the Risk Adequately Controlled? Yes / No
1	Spread of Covid-19 Coronavirus	Illness, fever, headaches, confusion, nausea, diarrhoea, respiratory issues, including shortness of breath hospitalisation death  Engineers, Engineers Families All Employees at James Heal	<b>Hand Washing</b> Employees to be reminded on a regular basis to wash their hands for 20 seconds with hot water and soap and the importance of proper drying.  Where possible dry hands with disposable paper towels.  Engineers reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.  Encourage staff to report any problems and carry out skin checks  Staff encouraged to use 70% alcohol gel sanitisers – personal sanitiser bottles given to each employee and refills available	2	3	6	Yes					



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2	As Above	As Above	<p><b>Social Distancing</b> Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Where tasks require two people – masks are available</p>	2	3	6	Yes					



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3	As Above	As Above	<p><b>Wearing of Gloves</b> Gloves to be worn as per specific Risk Assessment and to be changed when damaged</p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff must remove gloves carefully to reduce contamination and to dispose of them safely. Followed by washing of hands</p> <p>Staff also reminded that wearing of gloves is not a substitute for good hand washing.</p> <p><b>Wearing of Face Masks</b> Face masks worn where risk assessment identifies requirement</p> <p>If a work task requires two people, face masks should be worn.</p>	2	3	6	Yes					



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4	As Above	As Above	<p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be brought home and advised to follow the stay at home guidance. HR will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 symptoms and were recently in contact with the engineer James Heal will take advice on any actions or precautions that should be taken.</p> <p>HR will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	2	3	6	Yes					



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5	As Above	As Above	<p><b><u>Mental Health</u></b> Mental Health first aiders (2) are available on site.</p> <p>Additional outside support is available via HR</p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Furloughed employees and those working from home will be contacted on a regular basis by line managers and be kept up to date on the Business activities</p>	1	3	3	Yes					



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6	As Above	As Above	<p><b>Travel</b></p> <p>Engineers must follow social distancing rules, ensuring 2M distancing is kept at all times possible even if you are in a country where the distancing is relaxed.</p> <p>Engineers will be provided with COVID 19 kits to carry in their cars including, but not limited to: Symptoms sheet. Hand wipes -antiviral/antibacterial. High Alcohol (70%) content gel sanitizers. Disposable Gloves. Masks.</p> <p>Where possible wash hands on a regular basis for 20 seconds with hot water and soap, especially before and after using the toilet and eating food</p> <p>Vigilance required knowing what has been touched by you and by others! Once a task is finished, engineer to use 70% alcohol gel hand sanitisers (wipes or hand sanitiser)</p> <p>Drying of hands with disposable paper towels.</p> <p>Where possible, purchase hot food, ensuring food is served with hand protection. If buying from cafes shops, ensure food is prepared using good Health &amp; Safety practices, ASK if necessary.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p>	2	3	6	Yes					




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7	As Above	As above	<p><b>Hotels</b> Engineers instructed to only book hotels where COVID19 prevention rules are followed and the hotel has a published COVID 19 policy</p> <p>(These are safer option as they would be adhering to similar COVID19 prevention rules to ourselves).</p> <p>Vigilance required knowing what has been touched by you and by others! Once a task is finished, engineer to use 70% alcohol gel hand sanitisers (wipes or hand sanitiser)</p> <p>Follow local rules of wearing Masks if required to do so, some hotel groups and countries make it a must to wear masks and/or gloves in public.</p> <p>When using restaurants to eat in, ensure social distancing is in operation, if not it may be better to order room service.</p> <p>Use contactless payments using Company Credit Card where possible; keep cash handling to a minimum.</p> <p>All hygiene practices, as stated in travelling must be adhered to</p>	2	3	6	Yes					





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8	As above	As Above	<p><b>Customer Sites</b> Follow local measures put in place by customers.</p> <p>Engineers must follow social distancing rules, ensuring 2M distancing is kept at all times possible even if you are in a country where the distancing is relaxed.</p> <p>Use masks where necessary, hand sanitiser, gloves etc to minimise any risk of COVID19.</p> <p>Engineers should only use their own laptop and stationary etc. and not to use any other. Wipe down all keyboard, laptop surfaces before and after each site visit with wipes provided.</p> <p>When carrying out calibration, always wear new pair of gloves prior to touching instruments.</p> <p>Where possible wash hands on a regular basis for 20 seconds with hot water and soap, especially before and after using the toilet and eating food</p>	2	3	3	Yes					



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**Additional Comments**

**Personnel MUST always carry out a dynamic risk assessment prior to carrying out any activity.**

**Work MUST not proceed if any concerns are identified and must be rectified before work commences.**

**Please report any unsafe practices to Team Leaders/Managers immediately , ensuring that Near Miss documentation is completed**

**Unsafe practices or working environments on external sites MUST be reported to the Service & Support Business Unit Manager**