



RISK ASSESSMENT - STAYING COVID-19 SECURE (WORKING SAFELY)

Risk - Spread of Covid-19 Coronavirus

Who might be harmed by Covid-19 risk: Staff, visitors to premises, delivery drivers, customer employees and anyone else who comes into physical contact in relation to the daily business.

Risk - Spread of Covid-19 Coronavirus (Work from home where possible)

Working from home full time or part time is not possible for DPA test engineers performing on site Health and Safety testing at customer premises

DPA Administration staff home based on a permanent basis (pre Covid 19 pandemic)

Employees working from home should follow all hygiene advice with regards to frequent hand washing and cleaning of any office equipment

Home working staff DSE assessed annually or when new computer equipment is installed

Data Protection Policy unchanged – no confidential or sensitive information taken home

Employees informed to be aware of new computer scams relating to Covid 19 – do not follow links or open attachments from a suspicious source

Regular telephone contact with staff to check well being and mental health. Advice to be given where necessary

CONTROLS REQUIRED

Hand Washing and Cleaning

Hand washing facilities in place in DPA premises with soap and hand drying with disposable paper towels

Stringent hand washing taking place

Staff encouraged to protect skin with regular use of emollient cream

Sanitiser gel placed at entrance for immediate use on entry to building

Frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly door handles, light switches, computer equipment and telephones



All areas to be cleaned with appropriate cleaning products and methods regularly

Staff who lunch at DPA premises to bring own cutlery, cup and plate daily

Clean with antiseptic wipes any kitchen appliance when used

Toilet to be disinfected and cleaned after every use

Engineers to be issued with Antiseptic Wipes for personal use and to clean tools and equipment when testing on site in accordance with Test Engineers On Site Testing Protocol – June 2020 (attached)

Engineers to be issued with sanitiser gel for personal use when travelling and visiting customers premises

Social Distancing

Install floor markings to mark 2 metre distancing

Only two persons allowed in any work area to comply with the 2 metre gap

Engineers to observe 2 metre distancing on site, tools to be collected and tested in accordance with Test Engineers On Site Testing Protocol, June 2020

Engineers trained on new test protocol and 2 metre distancing

Staff to be reminded on a daily basis of the importance of social distancing both inside and outside the workplace and customer premises

One person to be allowed in DPA premises kitchen at any time

Management checks to ensure compliance

Where possible, redesign processes to ensure social distancing is in place

Telephone or video meetings with customers where possible rather than face to face

Deliveries to office premises should be left at entrance by courier

Package and contents should be wiped with antiseptic wipe, employee should wash hands thoroughly after touching package and contents

Only one person allowed in company vehicles due to inability to observe social distancing

DPA Technologies Ltd's On Site Testing Protocol, June 2020 to be issued to all customers before any visits



Where 2 metre distancing cannot be maintained

If the 2 metre social distancing cannot be observed we will do everything practical to manage the transmission by the following:

Consider whether any activity needs to continue for the business to operate

We will endeavour to keep the activity time to an absolute minimum

The use of screens to separate people from each other

Using back to back or side to side working

PPE

Face Masks - H&S testing takes place indoors therefore engineers will be provided with disposable face masks for protection of themselves and customer employees. Face masks to be used once only

Hand Sanitiser – Will be used before entry to customer buildings
Engineers will sanitise hands whenever touching door handles or equipment at customer sites

Antiseptic wipes - to be used to clean all customer employee tools before and after testing

Gloves - Test engineers to be issued with a supply of disposable gloves to be used where the engineer identifies wearing of gloves is a requirement.
Training to be given on the correct removal and disposal of gloves
Staff to be reminded that wearing of gloves is not a substitute for good hand washing

Test Engineers trained on PPE and issued with On Site Testing Protocol
– June 2020



Risk - Employee developing Covid-19 Symptoms

If an employee becomes unwell overnight with a new continuous cough, high temperature or loss of sense of taste they must stay at home and follow government guidance - isolate for 14 days

Employees should take their temperature each morning before leaving for work

If an employee develops Covid-19 symptoms whilst working they must inform management and go home immediately. DPA Technologies Ltd will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions that should be taken.

Risk Assessment to be reviewed and updated in line with any new Government advice

Covis-19 Risk Assessment Version 1 - 8th June 2020



Protocol

Methodology for On Site H&S Testing Covid-19 Safety Protocol June 2020

Hand Arm Vibration Testing Safety Protocol - Low Risk

- 2 metre distancing rule to be complied with at all times
 - Face mask to be worn by DPA test engineer
 - Set up area away from all employees
 - Tools to placed 2 metre distance from test area. DPA test engineer will collect
 - Hand sanitising before and after testing
 - Tools to be cleansed with antiseptic wipe before and after testing. Employee can collect tools after final cleansing.
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Smart Repair Testing Safety Protocol (including BAQ, LEV & HAV testing - Low Risk

- 2 metre distancing rule to be complied with at all times
 - Face mask to be worn by DPA test engineer
 - Hand sanitising before and after testing
 - Tools to be cleansed with antiseptic wipe before and after testing.
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Face Fit Testing - High Risk



- We would recommend this is placed on hold for 3 months or until such time as rules are relaxed.
 - Engineer will check masks to ensure they are in good working order and offer employee advice and recommendations for use.
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Please note: The above protocol will be reviewed on a regular basis and we will inform you of any modifications or changes arising from government advice.



Staying COVID-19 Secure in 2020

We confirm we have complied with the Government's guidance on managing the risk of COVID-19

- We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- We have cleaning, handwashing and hygiene procedures in line with guidance
- We have taken all reasonable steps to help people work from home
- We have taken all reasonable steps to maintain a 2m distance in the workplace
- Where people cannot be 2m apart, we have done everything practical to manage transmission risk

DPA Technologies Ltd 

Date.....11/06/2020

