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Company	Document Type	Document Suite
EAL	Risk Assessment	SHEQ

EAL COVID-19 RISK ASSESSMENT, METHOD STATEMENT & GENERAL GUIDANCE

Revision 03

09/02/2021

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FOREWORD

This document was approved by Glen Dale on 14/12/2020 for use by managers, staff and employees throughout Energy Assets Group and such of its contractors as are obliged by the terms and conditions of their contracts to comply with this document.

Energy Assets Group documents are revised, when necessary, and users should ensure that they are in possession of the latest edition by referring to the Document Management System.

ALL INFORMATION CONTAINED WITHIN THIS DOCUMENT SUPERCEEDS ALL PREVIOUS INFORMATION SUPPLIED, PLEASE ENSURE THE MOST UP TO DATE INFORMATION IS FOLLOWED AT ALL TIMES, IF IN DOUBT PLEASE CONTACT YOUR LINE MANAGER.

Should any technical problems be experienced on site which prevents compliance with this method statement, the employee should follow the current process and escalate via the Technical Support team, and an agreed course of action confirmed before proceeding with any works.

REVISION LIST

Revision	Date	Prepared by	Reviewed by	Approved by
01	05/10/2020	Ralph Reekie, Engineering Manager	Glen Dale, Head of Compliance	Glen Dale, Head of Compliance
Revision Comment: New Document				
02	14/12/2020	Bilal Leli, SHEQ Compliance Manager	Glen Dale, Head of Compliance	Glen Dale, Head of Compliance
Revision Comment: Updated to current guidelines. Changes in purple				
03	09/02/2021	Bilal Leli, SHEQ Compliance Manager	Glen Dale, Head of Compliance	Glen Dale, Head of Compliance
Revision Comment: Updated to current guidelines. Changes in purple				
04	2/11/21	Ralph Reekie, Engineering Manager	Glen Dale, Head of Compliance	Glen Dale, Head of Compliance
Revision Comment:				
Revision Comment:				

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REQUIREMENTS

In this document:

shall: indicates a mandatory requirement to be complied with in full without deviation.

should: indicates a requirement that is intended to be complied with and is the preferred option, unless a suitable and sufficient risk assessment is completed to show that the alternative method delivers the same, or better level of protection. Such a risk assessment should be documented.

COVID-19 RISK ASSESSMENT, METHOD STATEMENT & GENERAL GUIDANCE

INTRODUCTION

This Method Statement is for the protection of workers while undertaking work activities on behalf of Energy Assets Ltd (EAL). The following methods will be used when attending various work sites and work activities. Some sites may require additional site safety rules and these will be normally be detailed during site induction. This method statement is to be used in conjunction with EAL company policies and procedures and risk assessments and is to be used only as emergency measures during this current period to apply additional controls based upon level of risk encountered. Advice contained within has been sourced from best practice and government guidance.

Personal Protective Equipment (PPE), Flame resistant protective clothing, clean hi-vis, protective footwear and gloves are to be worn as a minimum; additional PPE to be used as dictated by workplace activity risk assessment and or site rules. Where necessary, Respiratory Protective Equipment (RPE), issued by EAL to all teams may form part of this additional PPE. Only EAL issued RPE is to be worn i.e. no 3rd party provided RPE is to be used.

1. COVID-19

1.1 EAL are committed to keeping all employees and workers safe under these difficult, challenging and ever-changing circumstances. The health and wellbeing of our employees is a top priority for our business. EAL will closely monitor and follow Government guidance, and where necessary updates will be issued. Work activities are to continue only where it is safe to do so, and if there is any doubt contact should be made with your line manager/tech desk for guidance.

1.2 You can recognise the main symptoms of coronavirus which are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

1.3 Commercial Sites (and in particular Construction sites) are normally controlled and restrict visitors and others from entering without completing safety inductions. Where the teams are working in twos, the recommended safe distance of 2 metres away from other workers is to be maintained. In particular, on Domestic and Commercial sites, liaison with the relevant site person is key to ensuring the safety of employees. Where there is confirmation or suspicion of COVID-19, EAL will adopt the control measures within this method statement. If these control measures cannot be achieved the work activity will be aborted.

2. WHAT PRECAUTIONS ARE EAL TAKING?

2.1 EAL will provide COVID-19 workplace control measures (as detailed within this document) and awareness training via LMS to all workers.

2.2 It is vital that the health and safety requirements on any work activity are not to be compromised. If an activity cannot be undertaken safely due to a lack of suitable qualified personnel and / or PPE not being available, or social distancing not being implemented and maintained, work should not take place until control measures are met.

2.3 From November 11th 2021 it is mandated that anyone working in a Care Home (including Trades People) shall be fully vaccinated, unless they are exempt under the Regulations (see [Coronavirus \(COVID-19\) vaccination of people working or deployed in care homes: operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/coronavirus-covid-19-vaccination-of-people-working-or-deployed-in-care-homes-operational-guidance)). Therefore, EAL shall establish a process to monitor where works are required in these premises and shall take steps to ensure that only engineers who have been positively confirmed to be fully vaccinated will be provided with an IWS to undertake these works.

As part of this activity, all staff who have confirmed full vaccination shall be required to carry proof of their vaccination, as they may be asked to demonstrate their status to the Care Home staff.

3. WHAT PRECAUTIONS CAN WE ALL TAKE?

3.1 The current Government recommended advice for reducing exposure and transmission of Coronavirus includes:

- Maintain social distancing. Company policy is to continue to maintain a minimum of 2 metres away from other people.
- Regular and thorough hand washing is crucial, with soap and water for at least 20 seconds and or using a sanitiser gel.
- Catch coughs and sneezes with disposable tissues.
- Safely dispose of all used tissues, then wash your hands.
- If you don't have a tissue use your sleeve (crook of your elbow).
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are, or might be, unwell.
- Wear a face covering in line with Government guidelines

3.2 If you or any of your family members start to show symptoms (temperature rise, shortness of breath or dry cough) you should self-isolate immediately and inform your line manager when safe to do so.

3.3 Where it's not possible for people to be at least 2 metres apart, you should do everything practical to manage the transmission risk by:

- Considering whether an activity needs to continue for the business to operate
- Keeping the activity time involved as short as possible
- Using screens or barriers to separate people from each other
- Using back-to-back or side-to-side working whenever possible
- Staggering arrival and departure times
- Reducing the number of people each person has contact with by using 'fixed teams or partnering'
- Wear a face covering

4. WHAT PRECAUTION SHOULD BE TAKEN IF SOMEONE FALLS ILL WHILE AT WORK

4.1 If you develop a high temperature or a persistent cough while at work, you should:

- Return home immediately and go into self-isolation.
- Inform your line manager and HR and self-isolate for 14 days
- Avoid touching anything.
- Cough or sneeze into a tissue and put it in a bin, or if you do not have tissues, cough and sneeze into the crook of your elbow.
- Persons with symptoms should seek testing whilst isolating as per EAL policy
- Follow the Government guidance on self-isolation and not return to work until your period of self-isolation has been completed.

4.2 If a member of staff has helped someone who was taken unwell with a new, continuous cough or high temperature, they do not need to go home unless they develop symptoms themselves. You should wash your hands thoroughly for at least 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection. (For details of the symptoms of the virus see 3.2).

5. WHAT PRECAUTION SHOULD BE TAKEN IF A FAMILY MEMBER YOU LIVE WITH FALLS ILL

5.1 If you live with others and you or they have symptoms that may be caused by coronavirus, then household members must stay at home and self-isolate for 14 days. If possible, you should not go out even to buy food or other essentials. If you decide to undertake exercise (which is allowed in the Government advice), you should maintain a safe distance from others.

5.2 The 14-day period starts from the day when the last person in your house became ill (where more than 1 person displays symptoms). If you live with someone who has symptoms, you'll need to self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear.

5.3 If you are self-isolating, you should:

- Not go out to buy food or collect medicine – order them by phone or online, or ask someone else to drop them off at your home.
- Not have visitors, such as friends and family, in your home.
- You can use your garden for exercise, if you have one.

6. TRAVELLING TO PLACE OF WORK

6.1 Avoid travelling together if possible, this approach will remove the risk altogether and should always be the default wherever possible.

6.2 Company insurers allow private vehicle cover, must be approved/authorised and they must be notified in advance.

6.3 If teams must travel together and ahead of any journey, the following steps are to be followed

6.4 Teams to be kept together and not allowed to cross/mix to allow an extended “bubble” to be instigated.

6.5 Allow a period of time where all doors are opened to allow maximum fresh air to circulate throughout the cab.

6.6 Try to minimise amount of time in cab.

6.7 Build in regular breaks if a longer journey is necessary, factor in 6.5 above during any breaks.

6.8 All parties sanitise hands before entering vehicle.

6.9 Face coverings shall be worn by all parties when inside the cab of the vehicle.

6.10 Drivers/passengers to sit in a side-by-side position.

6.11 All passengers to sit as far away from each other as is possible.

6.12 If 2 people in a 3-person cab, keep the middle seat clear.

6.13 Avoid unnecessarily touching hard surfaces.

6.14 Increase/improve ventilation.

- Put built in circulation system on but do not use recirculating option, fresh air only.
- Windows to be opened, even if slightly, to improve air circulation.

6.15 Fully open all doors upon completion of journey to allow fresh air to circulate freely throughout the vehicle.

6.16 Vehicle driver is to be responsible for ensuring the internal hygiene of the vehicle and is to ensure all hard surfaces/contact areas are cleaned thoroughly.

The above advice/guidance is current and is seen as best practice pulling together information from the UK government, HSE and other governing bodies.

7. METHOD STATEMENT GENERAL ARRANGEMENTS

7.1 Keeping a suitable distance, report to site contact or the site manager, sign into site (carry out induction where required).

7.2 Employees are advised not to make contact with hard surfaces without the use of gloves.

7.3 Where possible use own pen to sign in/out of site.

7.4 Carry out point of work dynamic risk assessment and undertake workplace toolbox talk with all team members and any others who may be affected by the work activity.

7.5 All tools and equipment are to undergo their normal pre use checks to ensure they are fit for purpose and within calibration.

7.6 Ensure safe access and egress to all work areas is available and maintained while working on site.

8. WORK ACTIVITIES

8.1 Social distancing as per Government guidelines must always be implemented. A 2 metre gap between all workers and other persons is always to be maintained wherever possible.

8.2 Work should be planned and organized to minimise contact with other workers or site occupiers.

8.3 Physical work that requires close contact with fellow worker should not normally be carried out. If the 2 metre rule cannot be followed, face masks are to be worn, durations of such activities are to be minimised, and work should be carried out side by side or back to back rather than face to face.

8.4 If there is someone already occupying an area where work is to be undertaken, the third party should be asked to vacate the area in advance of our operations taking place.

8.5 Where practicable, Energy Assets employees should work at a safe distance from all other workers maintaining at least the recommended 2 metre separation.

8.6 Avoid all unnecessary close communication with any other person(s) on site.

8.7 Where hand washing facilities are fitted within the vehicles, these shall be utilised and workers shall maintain good hygiene standards at all times.

8.8 Each team member has been issued with face masks, when working in close proximity to others these masks should be worn.

8.9 Each employee shall have access to disposable gloves and a wide range of other relevant PPE. When using PPE it is important to wash hands or sanitize before wearing and after removing PPE.

8.10 If possible/feasible consider the use of additional barriers to increase the working area to introduce a larger physical exclusion zone.

8.11 RPE (masks and face shields, as appropriate) should be carried at all times so any emerging risks can be controlled by the immediate wearing of the RPE. When using RPE it is particularly important to wash hands or sanitize before wearing and after removing PPE.

8.12 Power and hand tools should not be shared during the current situation and handles/contact areas should be wiped down at the beginning/end of each shift or after use where likely to be used by other EAL employees (2 man teams).

8.13 Should any of the above not be achievable the employee shall follow the current process and escalate via the Technical Support team, should no reasonable solution be achieved the employee will be advised to leave site.

8.14 If an extreme situation or risk is encountered on site, personal safety must always take priority before that of others i.e. do not implement breaths if forced to undertake CPR when rendering 1st aid and avoid contamination from cuts / bleeding.

8.15 For all manned stores engineers to give 24 hours' notice prior to visiting any stores and to ensure their order is sent to the stock team for pre picking to reduce the amount of time spent on site. Any Emergency stock requirement should be escalated to Line Manager who will make necessary arrangements with stores to arrange collection.

8.16 Government guidelines apply to any satellite stores that you may visit.

8.17 Engineers to give 24 hours' notice prior to visiting any stores/office for calibration of equipment.

8.18 Engineers to wear a face covering when visiting the stores, and warehouse operatives to wear a face covering while serving engineers collecting supplies

9. VEHICLES AND WELFARE FACILITIES

9.1 (Some of the following information/control measures are what should be encountered if we are attending an ongoing construction site)

- Vehicle facilities: Should be clean, ready to use at all times.
- Disinfectant wipes should be used to clean steering wheels, door handles, basins, taps and any other contact points within the vehicle etc.
- Welfare facilities: Site facilities (where applicable) should be clean with surfaces wiped down with disinfectant wipes.
- Where site facilities be not to this standard, workers should report to site liaison and use gloves if touching any fixtures, fittings or surfaces.
- Toilet Facilities: All workers should wash their hands before and after using toilet facilities.
- Enhanced daily cleaning regimes should be implemented for all touch points such as taps, washing facilities, toilet flush, toilet seats and door handles.
- If in doubt, use disposable gloves and dispose of after use.
- Hand Washing: It is important to ensure that there are adequate handwashing facilities such as water, soap, paper towels.
- Regular and thorough hand washing for at least 20 seconds is crucial.
- Hand sanitiser is an option, but soap and water hand washing for a least 20 seconds conforms to the best practice issued by the Government.
- Waste Facilities: (black bin bags) will be provided for collection of disposable PPE waste (bags), should be kept separate from normal waste, bags should be tied off and disposed of in line with our normal waste disposal procedures by returning the materials back to the stores.
- Do not let bins overflow or contaminate other waste and or other surfaces.
- Eating Arrangement: Workers should bring in prepared meals and refillable drinking bottles from home and not use local shops.
- Workers should sit at least 2 metres apart. Dependent on the size of the welfare unit if you are unable to maintain the 2 metre distance in a welfare unit, break times should be staggered and only one worker allowed to enter at a time.
- Used cutlery, crockery and food items should not be left lying around on tables or in sinks.
- Tables should be cleaned between use and all rubbish put straight in the bin and not left for someone else to clear up.

10. JOB COMPLETION

10.1 Once all work is completed, clear the work area, ensuring all equipment is removed and the work area is left tidy and safe for other users. All areas that have been touched should be wiped down with disinfectant wipes.

10.2 Return to the site office/contact and sign out from site (as required).

11. RETURNING HOME FROM WORK

11.1 Ensure you wash your hands thoroughly for at least 20 seconds as soon as you enter your home.

11.2 Remove all external clothing and arrange to have it washed as soon as possible.

11.3 Take a shower to cleanse your body thoroughly.

12. FOR FURTHER ADVICE

12.1 Please note the Government advice changes on a regular basis, below is a list of web links which offer advice.

- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- <https://www.gov.uk/coronavirus>
- [Get tested for coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](#)
- [\(COVID-19\) Coronavirus restrictions: what you can and cannot do - GOV.UK \(www.gov.uk\)](#)
- [Coronavirus \(COVID-19\) vaccine - NHS \(www.nhs.uk\)](#)
- <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- <https://www.acas.org.uk/coronavirus>
- <https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19>
- <https://gov.wales/coronavirus>
- <https://www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19>
- <https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/>
- [Coronavirus \(COVID-19\) vaccination of people working or deployed in care homes: operational guidance - GOV.UK \(www.gov.uk\)](#)

12.2 Face coverings are mandatory in shops and supermarkets from 10th July 2020 in Scotland and in a number of additional places in England from 8th August 2020. A list of these additional premises can be found here: <https://www.gov.uk/guidance/31-july-announcement#face-coverings>.

12.3 Where face coverings are not mandatory, EAL strongly encourage all employees to use face coverings.

12.4 Under the new rules, people who do not wear a face covering will face a fine of up to £200 (reduced to £100 if paid within 14 days), in line with the sanction on public transport, children under 11 and those with certain disabilities will be exempt.

12.5 The liability for wearing a face covering lies with the individual.

12.6 A local lockdown is a partial or full re-imposition of measures to control the spread of the coronavirus in a specific locality, or the deferring of planned easing of restrictions, in response to a localised spike in infections.

12.7 The aim of a local lockdown is to control the spread of the coronavirus pandemic by containing it within a particular area and so avoid re-imposing social distancing restrictions across the whole of the country

12.8 Any local lockdown will be announced by EAL when enforced by UK government

12.9 If a local lockdown has been enforced in a particular area of the UK where travel in or out of the area is restricted, the following steps shall be taken:

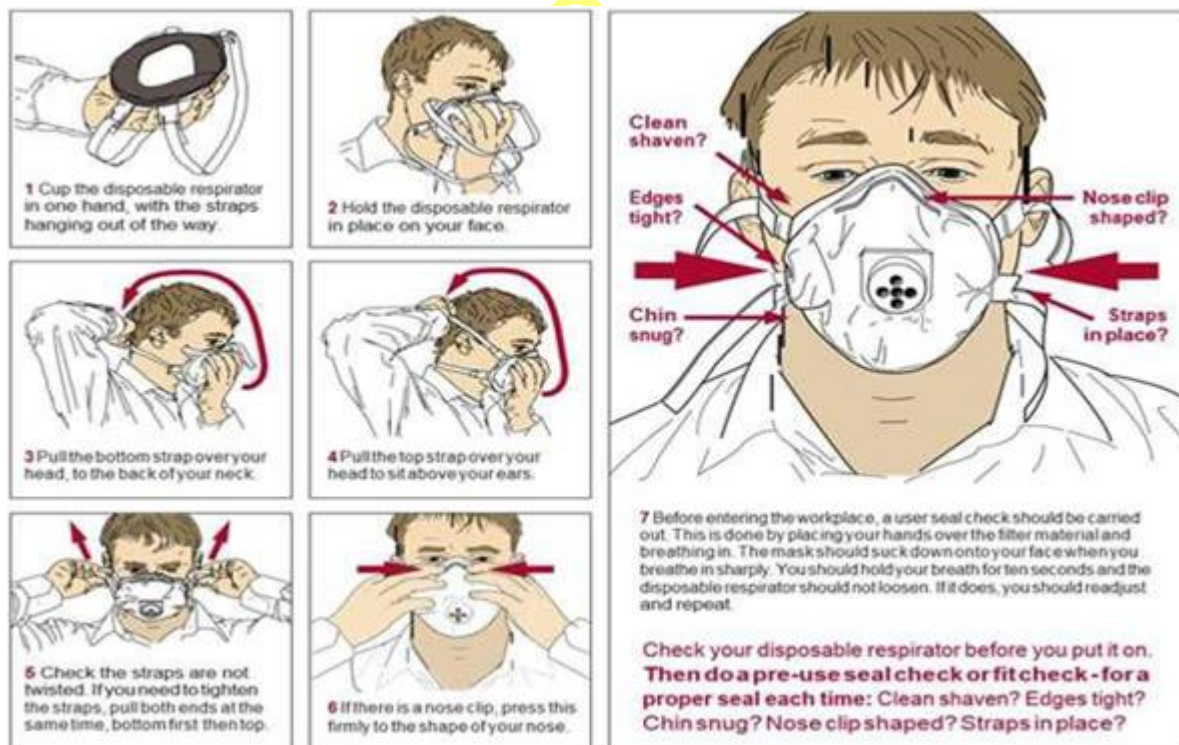
- All 'business as usual' works will be cancelled until the lockdown measures have been lifted
- Any critical or emergency works will only be undertaken if it is deemed essential by completing the Covid-19 pre-attendance assessment.

12.10 In addition to local lock downs it is also possible that a geographical area may be subject to enhanced measures. In this instance, it may be possible to continue with 'business as usual' activities with additional control measures in place. This shall be planned/managed on a case by case basis depending on the level of lockdown measure for the area.

13. ADVICE FOR BASIC FITTING OF FFP TYPE DISPOSABLE MASKS

13.1 There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

13.2 A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. The advice below is specific to the FFP type mask and illustrates the principle involved when using a mask.



13.3 Removing the Mask

- Wash your hands for at least 20 seconds before removing the mask.

- Do not touch the inside of the mask (the part over nose and mouth). It may be contaminated from your breathing, coughing or sneezing.
- Untie or remove the ear loops and remove the mask by the straps.
- Dispose of the mask with your waste, touching only the straps.
- Wash your hands for at least 20 seconds.

14. ADDITIONAL GUIDANCE DURING THE COVID-19 PANDEMIC

14.1 Based on the latest Government scientific information, the coronavirus (COVID-19) is a respiratory virus which spreads primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose. To protect yourself, clean your hands frequently with an alcohol-based hand rub or wash them with soap and water.

14.2 The best advice given (NHS) to prevent the spread of COVID-19 is:

- Wash your hands with soap and water often – do this for at least 20 seconds
- Always wash your hands when you get home or into work.
- Use hand sanitiser gel if soap and water are not available.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands for at least 20 seconds afterwards



14.3 Driving

14.3.1 Driving to workplaces is a major activity for all EA operatives. Making contact with vehicles and their interiors could help the spread of COVID-19. Therefore, it is critically important that we maintain high levels of cleanliness in our fleet of vehicles (see 18.1).

14.4 Personal protective equipment (PPE)

14.4.1 It is recommended that the PPE you have been issued with is used when cleaning. If someone with confirmed or suspected Coronavirus has been in your vehicle, you'll need to protect yourself before you start. When using PPE it is important to wash hands or sanitize before wearing and after removing PPE. As a minimum you should wear:

- Gloves (preferably disposable)
- Work overalls can be used but shall be laundered after use.
- Mask to protect your mouth and nose.
- If you are starting to run low on PPE, contact your Line Manager to obtain additional stocks.

14.5 Cleaning materials

14.5.1 Disinfectant wipes are the most effective way to clean vehicles. However, with high demand for these a general household bleach-free disinfectant can be used as an alternative.

14.5.2 Suggested cleaning materials:

- Disinfectant wipes (where possible)
- Bleach-free household disinfectant.
- Bin liners that are large enough to accommodate the waste and will be used for disposing of materials.

Note: bleach and peroxide products will damage the vehicle interior fabrics, vinyl and plastics.

14.6 Waste

14.6.1 After cleaning, disposable gloves should be double bagged in bin-liners and stored securely for 72 hours before being thrown away in the rubbish.

- If your protective clothing isn't disposable and you'd like to use it again, wash the items according to the manufacturer's instructions using the warmest water setting, then dry completely.
- Dirty laundry that has been in contact with an unwell person can be washed with other people's items.
- Wash your hands as recommended for at least 20 seconds after removing gloves and other protective clothing.
- Used disposable PPE if returned via reverse logistics should be bagged separately & securely before sending back.

15. HEIRACHY OF CONTROLS

15.1 Eliminate

- Unwell workers with symptoms should not travel to or attend the workplace.
- Where possible, tasks should be done by one person, or by maintaining social distancing measures (2m)
- Avoid skin to skin and face to face contact.
- Vehicles and Rooms should be well ventilated / windows opened to allow in fresh air.
- Consider holding briefings

15.2 Reduce

15.2.1 Where the social distancing measures as per Government guidelines (2 metres) cannot be applied:

- Minimise frequency and time workers are within 2 metres of each other
- Workers should work side by side, or facing away from each other, rather than face to face and utilise face masks.
- Regularly clean common touchpoints, doors, controls, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces.
- Workers should wash their hands before and after using any equipment.

15.3 Isolate

15.3.1 Keep groups of workers that have to work within 2 metres:

- Together in teams e.g. (do not change workers within teams)
- As small as possible.
- Away from other workers where possible.

15.4 Control

15.4.1 Where face to face working is essential to carry out a task when working within 2 metres:

- Keep this to 15 minutes or less where possible, while wearing face coverings.
- Consider introducing an enhanced authorisation process for these activities (this may be observed as other contractors are implementing this)
- Provide additional supervision to monitor and manage compliance (as above this may be encountered on site)
- Work should be carried out, side by side or back to back limiting face to face contact.

15.5 PPE

15.5.1 Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.

- Where it is not possible to maintain a 2 metres distance as per Government guidelines, each activity should be risk assessed, mindful that masks (RPE) are the last resort in the hierarchy.
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.
- Where possible reusable masks should be worn. Disposable masks should only be used where required. This is to help reduce waste.
 - Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (Covid-19) risk.

16. VEHICLE HEALTH

16.1 During the lockdown period, a lot of our vehicles wouldn't have moved very far and this can lead to the following problems

- Flat battery
- Brakes seizing on.
- Tyres going soft.

16.2 To ensure all vehicles are in a safe and road legal condition it is necessary to monitor the above and take the vehicle on a small journey if necessary.

16.3 Cleaning Vehicles

16.3.1 Once you have PPE and cleaning materials it is important to consider the touch points on the outside of vehicles where contact could have been made.

- Door driver and passenger handles.
- Boot/Door handle and back door contact points.
- Central pillar and frame around side windows.



16.3.2 Seating and Seatbelts are another most commonly touched part of our vehicles:

- Pull the length of the seatbelt out to ensure you clean the full surface.
- Don't forget the buckles and clips too.
- Move on to the seat adjust controls before targeting head rests and seat pockets.
- If you've recently had passengers in your vehicle, pay particular attention to their seats.

16.3.3 What inside areas to consider for cleaning?

- Steering Wheel
- Gearstick
- Door frame and door handles
- Elbow rests.
- Handbrake.
- Stalks on the steering columns (indicators, windscreen wipers, cruise control etc.).
- Air vents – passenger and central.
- Heating controls.



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- Pull the length of the seatbelt out to ensure you clean the full surface.
- Don't forget the buckles and clips too.
- Move on to the seat adjust controls before targeting head rests and seat pockets.
- If you've recently had passengers in your vehicle, pay particular attention to their seats.



16.3.5 When you are finished always remember to:

- Wash your hands with soap and water often – do this for at least 20 seconds
- Always wash your hands when you get home or into work
- Use hand sanitiser gel if soap and water are not available.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands for at least 20 seconds afterwards.

17. WHAT PRECAUTIONS CAN YOU TAKE?

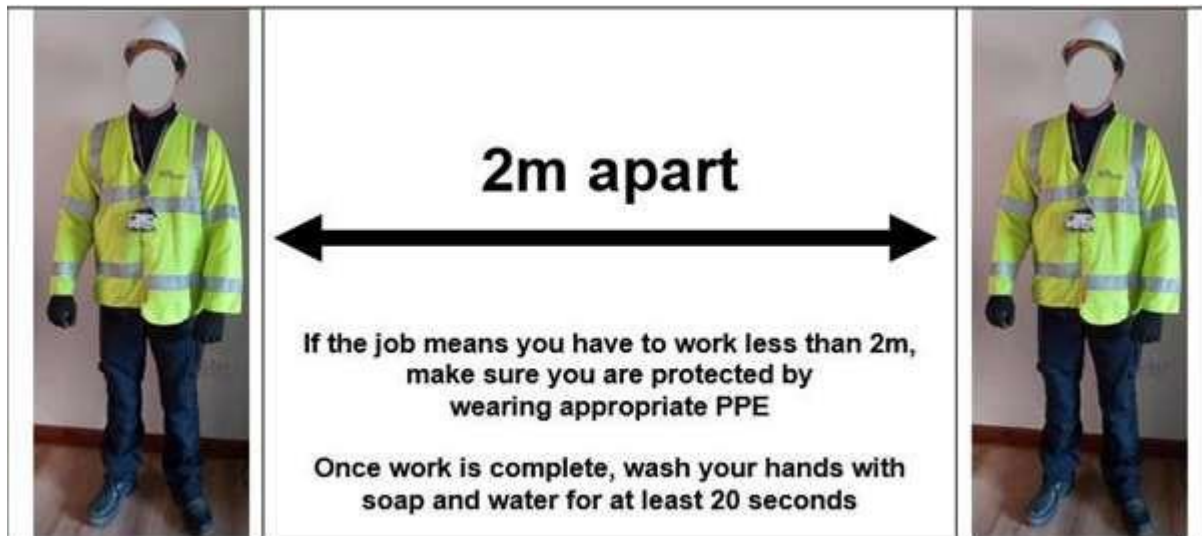
17.1 The Government recommended advice for reducing exposure and transmission of coronavirus includes:

- Maintain social distancing as per Government guidelines. Stay a minimum of 2 metres away from other people.
- Regular and thorough hand washing is crucial with soap and water for at least 20 seconds and or using a sanitiser gel.
- Catch coughs and sneezes with disposable tissues.
- Dispose of all used tissues, then wash hands.
- If you don't have a tissue use your sleeve (crook of your elbow).
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are unwell.
- If you or any of your family members start to show symptoms (temperature rise, shortness of breath or dry cough) you shall self-isolate immediately

17.2 Behaviours

17.2.1 The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.

17.3 Keeping your distance



17.4 Person Protective Equipment

- 17.4.1 PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.
- 17.4.2 Where you are already using PPE in your work activity to protect against non- COVID-19 risks, you should continue to do so.
- 17.4.3 Energy Assets will be providing all operatives with a kit containing additional items which will support your existing PPE supplies. PPE should be considered as a last line of defence and worn when all other precautions cannot be fully achieved.
- 17.4.4 When using PPE it is important to wash hands or sanitize before wearing and after removing PPE.

17.5 What's in the kit?

17.5.1 Disposable mask (clinical face mask):

- Where possible utilise reusable masks to reduce waste.
- Wearing a mask is advised when the social distancing requirement of keeping 2 metres distance is not achievable.
- Wear a mask if you are coughing or sneezing. This can help reducing the spread of the virus.
- Masks are effective only when used in combination with frequent hand-cleaning with soap and water or alcohol-based hand rub.
- If you wear a disposable mask, then you must know how to use it and dispose of it properly.

17.5.2 Disposable gloves:

- Evidence suggests that the virus is airborne, however, poor hygiene standards could cause various surfaces to be contaminated with the virus.
- Disposable gloves should be worn when entering different premises, where surfaces will be touched and when sharing tools and equipment.
- When work is completed, the disposable gloves should be carefully removed and placed in the black bin bag.

- Hands should then be washed with soap and water for a minimum of 20 seconds.

17.5.3 Anti - Bacterial wipes:

Items that are used more frequently could transfer the virus, use bacterial wipes to clean these items. Wiping down these items will assist in reducing the spread of the virus.

- Desks – keyboards – mouse – desk phone etc.
- Door handles – switches – controls
- Tools
- Car / van steering wheel – gear selectors – indicator/light controls – in-car entertainment systems.
- Shared places – canteens – kitchens – toilets
- Hand soap
- Wash your hands with soap and water often – do this for at least 20 seconds
- Always wash your hands when you get home or into work.
- Use hand sanitiser gel if soap and water are not available.

17.5.4 Hand sanitiser

- Washing with warm water and soap remains the gold standard for hand hygiene and preventing the spread of infectious diseases.
- Washing with warm water (not cold water) and soap removes oils from our hands that can harbour microbes.
- Hand sanitisers can also protect against disease-causing microbes, especially in situations when soap and water aren't available.
- It is also proven to be effective in reducing the number and type of microbes.
- Any alcohol based hand sanitiser shall be stored away from the vehicles cabin i.e. behind the bulkhead but not touching a wall subject to direct sunlight.

17.5.5 Black bin bags

- PPE waste bin bag should be segregated from other waste and put in a plastic rubbish bag and tied when full.
- PPE waste bin bag should be put in a suitable and secure place and marked.
- PPE waste bin bag should be stored for a minimum of 72 hours before disposal in general waste.



17.5.6 Disposable gloves

How to remove your gloves safely:

- Pinch and hold the outside of the glove near the wrist area.
- Peel downwards, away from the wrist, turning the glove inside out.

- Pull the glove away until it is removed from the hand and hold the inside-out glove with the gloved hand.
- With your un-gloved hand, slide your finger/s under the wrist of the remaining glove, taking care not to touch the outside of the glove.
- Again, peel downwards, away from the wrist, turning the glove inside out.
- Continue to pull the glove down and over the inside-out glove being held in your gloved hand
- This will ensure that both gloves are inside out, one glove enveloped inside of the other, with no contaminant on bare hands



- **DON'T** touch your face or adjust PPE with contaminated gloves.
- **DON'T** remove one glove, and then pull the other glove off by the fingertips.
- **DON'T** reuse disposable gloves once they have been removed.

18. WHISTLEBLOWING

- 18.1 While undertaking your duties on site, if you observe anyone failing to follow the 2 metre guidance on social distancing, this should be reported to the site contact and your line manager immediately.
- 18.2 There are now legal requirements in place and it is essential that we all follow the advice and stay within the law.

19. TESTING

19.1 You can get a swab test to check if you currently have COVID-19. This is part of the [5-pillar strategy for COVID-19 testing](#). Testing is most effective within 3 days of symptoms developing.

19.2 Anyone with [symptoms](#) can get a COVID-19 test, whatever their age. If you do not have symptoms, you can:

- ask your employer or place of study if they provide tests
- [find where to collect test kits or get a test at a test site](#)

-
- [order rapid lateral flow home test kits online](#)
Find out about [regular rapid tests if you do not have symptoms on NHS.UK](#) Find out about testing in [Scotland](#), [Wales](#) or [Northern Ireland](#).

Register a home test kit

This advice applies to home swab test kits that are sent to a lab for processing (PCR tests). Once you've taken your sample, you must register it via the link below so that we can send your results to you:

[Register a home test kit](#)

If you had a rapid lateral flow test, you should get your result in 30 minutes after taking the test

You must report a positive result to the NHS.

You can [report your result online](#) or by telephone:

- England, Wales and Northern Ireland: 119 (free from mobiles and landlines)
- Scotland: 0300 303 2713 (charged at your standard network rate)

We also ask that you report negative and invalid results: this helps the NHS to monitor the spread of the virus and support communities across the UK.


You do not need to report the results of tests that are processed at our labs (PCR tests).

20. PRE SITE VISIT QUESTIONS

The below is a standard example of the questions asked in advance of an Energy Assets engineer attending site. This information is passed onto the engineer to allow a concise dynamic risk assessment to be undertaken ahead of any works commencing.


Question	Yes/No	Comments	Passed RA?
Has anyone tested positively for COVID-19 within the site recently? If yes, how recently?			
Do you have COVID safe protocols for tradesmen visiting your site?			
Is there anything specific that we need to do prior to attendance?			
Are you offering your own tests for anyone attending your site? If not do you require			
1. Whereabouts is the location of the actual meter? (Both utilities)			
2. Do you now the location of the distribution board? (Power)			
3. Do you know the location of your Gas appliances? (Gas) Are these in high risk areas?			
Can you ensure there is adequate ventilation available during the visit, open			
Is the building currently occupied?			
Will our engineer be able to maintain 2m social distancing at all times whilst installing/exchanging the meter?			
Can access to the meter be left opened for the engineer to access himself if it is in a			
Can we have a contact number for the site contact so we can give an update once works or issue has been identified? (This only needs asked if there will be no one staying whilst engineer completes job)			
Has the site POC on day been in contact with anyone who has tested positively for COVID-19?			
Has the POC on day experiencing or had any of the following symptoms within the last three weeks?			
> A cough			
> A high temperature			
> Shortness of breath			
Inform Site what our engineer does/wears then ask below.			
Our engineer has PPE – Face mask – hand sanitiser and own washing facilities in his van.			
Are there any other specific site requirements to enable us to complete these works?			

21. COVID RISK ASSESSMENT


Document Title	EA COVID-19 Risk Assessment			Page 1 of 3		
Reference No	EA/RA/SH_EACOVRA064_2			Date Reviewed	3 rd December 2020	
Assessor Group	Compliance			Approved	3 rd December 2020	
Hazard	Risk & Severity Who Might Be Harmed and How E,P,C,V,Y.	Likelihood	Risk Rating Severity x Likelihood no controls	Controls		Risk rating with controls

<p>COVID-19</p> <p>Hazardous Viruses can become airborne and live on hard surfaces</p> <p>When vapours / aerosol (respirable) are inhaled and or contact with surfaces which may contain the virus which can be then transferable</p> <ul style="list-style-type: none"> • Inhalation • Absorption 	<p>Workers may be exposed to airborne or contaminated hard surfaces containing virus such COVID-19.</p> <p>Workers may suffer ill-health effect as a result of inhalation or absorption, typical routes of entry:</p> <ul style="list-style-type: none"> • Absorption • Inhalation <p>Injuries could be flu like symptoms with risk of respiratory problems or fatality</p> <p style="text-align: center;">E,P,C,V,Y</p>	5	<p>5x4=20</p> <p>Unacceptable</p>	<p>Workers to ensure:</p> <ul style="list-style-type: none"> • Where possible workers to call to confirm with Site representative, prior to/upon arrival, if there is any potential risk of COVID-19 present, otherwise maintaining 2 metre social distancing • Workers to liaise with site representative enquiring if any potential risk of COVID-19 is present. • Suitable dynamic risk assessment is undertaken of the surrounding area and work activity before any work commences. • They have suitable hand-wash facilities, washing hands before and after work activities – each hand wash should be with soap and water and take a minimum of 20 seconds. Where practicable hand sanitiser is also available. • Avoid touching any parts of the face during work until hands have been suitably washed • That social distancing (minimum 2m) can be maintained from other workers or others • When using welfare facilities, avoid where possible contact with surfaces unless wearing gloves. • When using canteen facilities, social distancing is maintained, where practicable bring own food and drink • Wear a face mask in all public buildings including EA offices and stores <p>Wearing of suitable PPE when confirmed presence of COVID-19</p> <ul style="list-style-type: none"> • Disposable PVC gloves (company issue) • Eye protection (company issue) • Respiratory Protective Equipment (RPE) • EA issued disposable respirator or • P3 particulate filter fitted to a half or full-face mask • RPE should fit the employee correctly. • RPE worn in accordance to EA guidelines. 	<p>3x4 = 12</p> <p>Tolerable</p>
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(E) Employee (P) Public (C) Contract (V) Visitor (Y) Young Person

Document Title		EA COVID-19 Risk Assessment		Page 2 of 3		
Reference No		E/RA/SH_EACOVRA064_2		Date Reviewed	3 rd December 2020	
Assessor Group		Compliance		Approved	3 rd December 2020	
Hazard	Risk & Severity Who Might Be Harmed and How E,P,C,V,Y.	Likelihood	Risk Rating Severity x Likelihood no controls	Controls		Risk rating with controls
				<ul style="list-style-type: none"> Suitable glasses, eye protection is recommended Pre meter exchange questionnaire in place to gather information prior to visit and assist with go/no go decision (EAL only). <p>Managers, Supervisor or Team leader to ensure:</p> <ul style="list-style-type: none"> Liaison with site representative has been established and suitable assurances have been reached in the prevention of spread of COVID-19 i.e. that social distancing and welfare facilities will be available for hand washing. All work activities are considered for the presence of COVID-19, and that suitable precautions, specific PPE and or equipment is provided to undertake the task That workers are briefed and aware of the risks of COVID-19 Ensure workers are considered competent to undertake work activity Workers follow, as applicable method statements for the work activity Adequate and suitable PPE is provided for work on these sites Adequate and suitable RPE is provided for the work activity and the wearer can achieve the recommended measures contained within fitting guidance advice. Hand washing where practicable hand sanitiser are available. Workplace monitoring & audits of work activity & workers is carried out to confirm that all the all procedural requirements are met. 		

(E) Employee (P) Public (C) Contract (V) Visitor (Y) Young Person

Document Title	EA COVID-19 Risk Assessment			Page 3 of 3		
Reference No	EA/RA/SH_EACOVRA064_2			Date Reviewed	3 rd December 2020	
Assessor Group	Compliance			Approved	3 rd December 2020	
Hazard	Risk & Severity Who Might Be Harmed and How E,P,C,V,Y.	Likelihood	Risk Rating Severity x Likelihood no controls	Controls		Risk rating with controls

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

No	Likelihood	Severity
1	Very Unlikely	Minor Injury- no lost time or delays
2	Unlikely	First Aid injury, less than 3 days absence
3	Likely	Minor injury, more than 3 days absence
4	Very Likely	Major injury, long term absence
5	Certain	Fatality, total loss

Range	Category	Action
17-25	Unacceptable	Stop activity and make immediate improvements
10-16	Tolerable	Look to improve within specified timescale
5-9	Adequate	Look to improve at next review
1-4	Acceptable	No further action required, but ensure controls are maintained

Once a risk has been identified the process for implementing control measures should be in this priority of order

1. Eliminate the risk if possible
2. Reducing the possibility of the risk by changing work practice, equipment choice etc.
3. Isolate the risk by eliminating possible contact wherever possible
4. Control the risk by safe systems of work
5. Use of personal protective equipment

At all times the aim should be to reduce both Likelihood or a risk and the potential consequence of that risk

Reviewed By	Date	Comments
Compliance	24/06/20	
Compliance	23/09/20	Updates in purple
Compliance	03/12/20	Updates in purple

(E) Employee (P) Public (C) Contract (V) Visitor (Y) Young Person



ENDNOTE

Comments

Comments and queries regarding the technical content of this Policy should be directed to:

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