

1. Area/location:		Hugh Crane premises and vehicles. Customer's Sites / Premises.		2. Date of assessment/review:		16/4/2020 Update 4 14/9/20	
3. Assessment carried out by (names):		ML, PC, RC, TC.					
4. Task/activity:		The hazards associated with Coronavirus/Covid 19 encompassing all company activities in all locations including customer's premises, Hugh Crane Cleaning Equipment premises; while travelling/driving.					
5. Any particular relevant standards:		HM Government / HSE guidance and information as applicable at the time (latest of 11 Sept 2020)					
6. Number of persons exposed & who? (and are there any special risk groups?)		HCCE staff. Non HCCE staff (including customers and suppliers) with whom HCCE staff may come into contact. Persons, or their family members, potentially more vulnerable to the effects of Coronavirus.					
7. Hazards	8. Initial Risk Evaluation			9. Controls – existing & further required, including addressing any special risk groups	10. Residual Risk Evaluation		
	Likelihood	Severity	Risk		Likelihood	Severity	Risk
Coronavirus (Covid 19)	L	EH	Int	<p>Coronavirus Covid 19 is recognised as a worldwide pandemic which has spread widely in the UK and is having an unprecedented effect on the country's health as well as economic, leisure and social activities.</p> <p>It can prove fatal in a small proportion of cases, especially in vulnerable persons. Those who are older, have a high BMI, have a health condition such as diabetes, or are from BAME backgrounds are recognised as being of higher risk.</p> <p>As Hugh Crane Cleaning Equipment (HCCE) is a supplier of essential products and services to many other essential industries and sectors such as food and health, HCCE will continue to meet its obligations to its customers and society by operating as normally, safely and effectively as possible within the current situation and UK Government "Covid Secure" requirements, guidance and advice.</p> <p>In practice this means the following:</p> <p>In respect of individuals, vulnerabilities and working spaces/premises.</p> <ul style="list-style-type: none"> • Being aware of the recognised vulnerabilities in staff members and their families and customers, and following Government guidelines. • Where necessary, arranging for individuals to work from home. • Requiring individuals showing any of the identified symptoms, or who have come into contact with anyone having the virus not to attend work; immediately self-isolate and quarantine for 14 days; contact 111; and inform the company. • Asking staff not to visit known risk areas (in other countries) without specific approval/ further assessment. • Keeping everyone updated on the evolving position, the actions required of them, and the actions the company is taking. 	EU	EH	Acc

<p>Coronavirus (Covid 19) (continued)</p>				<ul style="list-style-type: none"> • Internal departmental segregation and working in small work groups where practicable, with social distancing measures of ideally 2 metres where possible (which is assisted on HC premises by having large well ventilated buildings and working spaces with a low density of people working within). • Where a 2 metre distance is not always achievable, for example within vehicles or unavoidable close working, the distance can be reduced to 1 metre by taking other risk mitigation measures such as maximising the distance as far as practicable; avoiding working face to face (side by side or back to back is better); wearing face coverings, more frequent hand sanitisation, etc. • Maintaining these distances when arriving at and leaving work, in rest rooms and during meal breaks. • Limiting access to kitchen areas to one person at a time. • A new amenity facility with more space constructed on Building 3. • Maximising ventilation with doors and windows open as much as possible • Minimising face to face meetings and if essential, ensuring that social distancing and other guidelines are in place.(I.e. 2 metres distance or 1 metre with risk mitigation) • During meetings, maintaining separation, maximising ventilation, not sharing items such as pens, having hand sanitiser available. • Customers and site visitors should be 2 metres distant from HCCE staff (were this not possible, face visors would be required) • Where used, face coverings should be worn, changed, and replaced/ laundered according to Government guidelines. • Other items of PPE are available to meet any specific customer request or particular situation including disposable overalls, respiratory protection, and face/eye protection. All must be donned, worn, removed and disposed of in accordance with the supplier’s guidance so as to minimise any potential virus transfer. • Minimising movement between work areas as far as possible. • Where social distancing is not fully possible, avoid standing or sitting face to face and staying in smaller work groups. • Avoiding touching the face. • Hands and clothes should be washed after attending to anyone in an emergency situation (e.g. giving First Aid) • Any persons who may be experiencing mental health issues as a result of the virus situation can (confidentially) inform the company who may be able to arrange assistance; contact their GP; refer to published Government help and guidance available on the internet. 			
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<p>Coronavirus (Covid 19) (continued)</p>				<p>For equipment we are asked to collect for repair, service, or hire returns,</p> <ul style="list-style-type: none"> • The service office will ask the customer to empty and clean out the item as far as possible. Also to wipe down external surfaces with sanitiser/disinfectant. • On collection/handover we will minimise customer contact and maintain social distancing. • Disposable gloves will be used for handling the item, and hands washed/sanitised on completion as normal. • On return to the workshop we will further wipe down external surfaces with sanitiser/disinfectant, again using disposable gloves and washing hands, as normal. • If there is any reason for particular concern and it is possible, the item can be left overnight/for 24 hours before working on it. • Similar sanitisation should be applied to equipment attended to on customer's premises.. <p>Vehicles, travelling and deliveries</p> <ul style="list-style-type: none"> • Where travelling is unavoidable, minimise sharing of vehicles where sensible to do so. (Public transport is not normally used). • Vehicles are generally personal to individuals. In the case where a vehicle is driven by another person, control surfaces should be sanitised before and after use. (NB this is generally limited to a very few vehicles. A reminder notice is placed in relevant vehicles) • As far as possible travel with one person to a vehicle but if necessary leave free seats between people (e.g. only two people in the cab of a standard service van). • The same persons are allocated to the same delivery routes and roles as far as practicable. • Remaining aware of any outbreaks or coronavirus hot spots in any particular area or customer and considering any additional precautions necessary. • Reminding all to wash hands frequently and thoroughly with soap and water, or where washing is not possible, using hand sanitiser – which is available within all Hugh Crane vehicles and premises. To be carried out on arrival and departure from site; entering and on leaving customer's premises; before and after eating, food handling and visiting the toilet; after sneezing, coughing or nose blowing. • Minimising customer contact and maintaining social distancing, for example by dropping off deliveries to an agreed location. • Re-usable packing is not generally employed. 			
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				<ul style="list-style-type: none"> Where hotel stays and eating are necessary, only using hotels where there is confidence in their coronavirus precautions. Staff can supplement this by taking and using their own sanitiser/disinfectant as they wish. <p>Hugh Crane Cleaning Equipment is also aware that customers may have their own specific requirements and precautions depending on their activity and sector. We ask that these are communicated to us which we will follow.</p> <p>We also ask customers that if they have any known cases during either the 14 days before or 14 days after our site visit, they notify us immediately. Hugh Crane Cleaning Equipment will do the same.</p>			
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11. Are the combined remaining risks As Low As Reasonably Practicable (ALARP) so that work can proceed?		Yes
12. Is a Safety Method Statement required? – if so, add below.	No – all precautions and details are covered within the risk assessment above.	
13. Is further RA required under any specific legislation (e.g. COSHH, Manual Handling)?	In this case, hand sanitiser of minimum 60% alcohol is used, specifically intended for use on human skin. However excessive and continuing use of this can lead to skin dryness and cracking. Thus washing with soap and water is preferable, is also considered to be most effective in virus control, and should be carried out in preference to the use of alcohol sanitiser where possible. Moisturiser is available to counter dryness and cracking which should be used after washing/sanitisation.	
14. PPE required (including for normal HC manual working situations):	Basic: Overalls, safety footwear (crush and slip resistant), disposable gloves, face covering if needed. Additional: disposable overalls, respiratory protection up to FFP3, face coverings/masks and other face/eye protection are available and should be worn according to current Government requirements and should any customer or specific situation require them.	
15. Any further comments	Overall it is considered that the precautions identified reduce risks to as low as is reasonably practicable in the circumstances, in line with Government requirements and guidelines. If any doubt or concern about anything related to coronavirus, refer back to HCCE Directors/Senior Management	

HAZARD PROMPTS			
1	Access/Egress – restricted and/or difficult	24	Instability – load or equipment
2	Adjacent Work	25	Lifting – using cranes, lifting equipment
3	Asbestos	26	Lighting - inadequate
4	Biological Pathogens	27	Lone Working
5	Chemicals/Hazardous Substances (in liquid, vapour or particulate form)	28	Machinery - unguarded – entrapment, ejection, crushing
6	Confined Spaces	29	Manual Handling
7	Contractors / other work groups carrying out other activities nearby	30	Noise Levels – 80dB and above
8	Cuts/Grazes – from sharps, abrasive surfaces, etc	31	Pedestrian Routes passing through/near the work area.
9	Drowning or engulfment by liquid or free flowing solid	32	Plant Identification - Ineffective or incorrect
10	Dusts – general nuisance	33	Poor Housekeeping & Untidiness
11	Electricity – shock, fire, explosion	34	Portable Powered Tools use (Electric, pneumatic)
12	Environmental	35	Pressure contained in pipes and vessels
13	Excavations	36	Reach above head height
14	Eye Injuries – from the activity or surroundings	37	Restricted Space making activity difficult
15	Falling Objects from above	38	Slips, Trips & Falls from slippery surfaces, trailing leads, etc
16	Falls from height	39	Training & competence – lack of
17	Fire or Explosion – especially in Zoned Areas	40	Vehicles & traffic – FLTs, lorries, loading shovels, cars
18	Flammable Materials	41	Ventilation - inadequate
19	Fragile Roofs or other surface which persons could fall through	42	Vibration – from hand held tools or machinery
20	Gases – toxic, irritant, asphyxiant, oxygen enrichment	43	Weather Conditions
21	Hand Tool use – cuts or other hand injury	44	Welding, Cutting, Burning
22	Hot Substances	45	Any other hazard?
23	Hot Surfaces	46	Any other hazard?

Likelihood Definitions:	Severity Definitions:	Risk Definitions:
Extremely Unlikely (EU) Very remote chance of occurrence, say once every few years or every few thousand events	Slightly Harmful (SH) “First dressing” type injury e.g. minor cut	Low (Low) No additional controls required.
Unlikely (U) Chance of occurrence in the order of up to once per 6 months to once per year, or every 500-1000 events	Harmful (H) Something that could lead to lost time, e.g. sprains, twisted ankle.	Acceptable (Acc) Subject to following the defined precautions and controls.
Likely (L) Chance of occurrence more frequent than once every 6 months or every 1 to 500 events.	Extremely Harmful (EH) Loss of limb, major break type injury or death. For example that caused by a fall from height or electric shock.	Intolerable (Int) Work should not be started until risk is reduced to Acceptable or Low

Likelihood:	Severity:		
	Slightly Harmful (SH)	Harmful (H)	Extremely Harmful (EH)
Extremely Unlikely (EU)	Low	Acceptable (Acc)	Acceptable (Acc)
Unlikely (U)	Acceptable (Acc)	Acceptable (Acc)	Intolerable (Int)
Likely (L)	Acceptable (Acc)	Intolerable (Int)	Intolerable (Int)