


Date: 16th September 2020

Assessors Name: Martin Rose-King **Reference Number:** MRKCV19160920 **Review Date:** Ongoing – as per government guidance updates

Signature:  **Position:** Partner

Description of assessment: Combined Risk and Method Statement | Coronavirus (COVID-19)

Location Details: All Sites

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Catching / Spreading	Employees, client, public	5	3	15	H	<ul style="list-style-type: none"> Welfare facilities will contain suitable levels of soap and antibacterial gel. Employees will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds. Tissues will be provided for all employees. Employees should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. Contact with personnel suspected of having caught COVID-19 will be avoided. 	<ul style="list-style-type: none"> The provision of hand moisturiser or barrier cream employees will be expected to wash their hands regularly. 	BOUNTY PEST CONTROL / STAFF	16 th September and ongoing	5	1	5	M

Covid-19 Risk Assessment

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Catching / Spreading (continued)	Employees, public	5	3	15	H	<ul style="list-style-type: none"> • Employees are reminded to not touch their eyes, nose or mouth if their hands are not clean. • A cleaning schedule will be implemented throughout the site, ensuring that worksurfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance. • Should employees find they have a new, persistent cough and/or a high temperature and live alone then they are to self-isolate for 14 days and book a Covid-19 test via the NHS website. If confirmed negative employees may return to work. • Should employees disclose that personnel living with them are showing the above symptoms, they should be encouraged to stay at home for 14 days from the day the first person got symptoms. Personnel should book a Covid-19 test via the NHS website. If confirmed negative employees may return to work. 	Wearing full PPE, wipe down of all surfaces, handles etc one entering office and van and again on leaving	All Staff	16 th September and ongoing	5	1	5	M
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Catching / Spreading (continued)					H	PPE (Protective visors, Draeger Masks, Nitrile Gloves)			16 th September and ongoing	5	1	5	M
Catching / Spreading (Use of WC)		5	3	15	H	<ul style="list-style-type: none"> Handwash facilities carried in vehicles Visits planned so that welfare facilities are available from suppliers when needed, agreements in place. 	<ul style="list-style-type: none"> Workplace facilities now have additional contactless sanitiser machines to be used before and after using WC and on entering and leaving the building. 	All Staff	16 th September and ongoing	5	1	5	M
Social Distancing		5	3	15	H	<ul style="list-style-type: none"> Standard pest management practice should still apply when undertaking treatments using pesticides 	<ul style="list-style-type: none"> Wear 2m distancing required Hi-Vis. Speak with clients when making screening calls to reiterate social distancing requirements Sign all electronic reports yourself recording customer name and noting 'CV-19' in the signature box Take photographs of pest management measures undertaken and add to electronic report for customer reference 	All Staff	16 th September and ongoing	5	1	5	M

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Self Isolation and Illness while at work	Employees	5	3	15			<ul style="list-style-type: none"> Any technician who has returned from travel outside of the UK must self-isolate for 14 days unless government guidelines state otherwise. If you or a member of your household experiences cough/fever/shortness of breath/loss of taste or smell, even if symptoms are mild, STAY INDOORS & FOLLOW GOVERNMENT GUIDELINES. UNDER NO CIRCUMSTANCES SHOULD YOU ATTEND WORK. If you have been contacted by NHS Track and Trace STAY INDOORS & FOLLOW GOVERNMENT GUIDELINES. UNDER NO CIRCUMSTANCES SHOULD YOU ATTEND WORK. If someone becomes unwell in the workplace, the unwell person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a 	All Staff	16 th September and ongoing	5	1	5	M					

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Catching / Spreading (continued)	Employees, public	5	3	15	H	<ul style="list-style-type: none"> All technicians will attend the office on a rota basis so that no Bounty Staff physically meet. All queries must be made via Zoom, Phone or email. If staff do arrive at the same time one member of staff only is permitted into the building at a time wearing full PPE and must use the contactless sanitisers on site and carry out an anti-bacterial wipe down of surfaces when leaving. 		All Staff	16 th September and ongoing	5	1	5	M
Employee travel plans	Employees, public	5	3	15	H	<ul style="list-style-type: none"> Employees must not leave the UK until adequate cover in place for isolation on return. We will provide relevant government guidance in line with the area / country that they are visiting. Self-isolation will be enforced in line with the area / country guidance. Ask employees to not access public transport unless absolutely necessary. Non-essential travel will be avoided. 		All Staff	16 th September and ongoing	5	1	5	M
Travelling to Work	Employees	5	3	15	H	<ul style="list-style-type: none"> Do not vehicle share. One person only to be in works vehicles. 	<ul style="list-style-type: none"> All staff to attend on a rota basis and planned No staff to be in our workplace together Before entering the building wear a new pair of Nitrile Gloves. Wear a new disposable mask. 		16 th September and ongoing	5	1	5	M

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		Catching / Spreading Vehicle Use at Work and Electronic Devices	Employees, public	5	3					15	H		<ul style="list-style-type: none"> • Surfaces (e.g. Gear sticks, Steering wheels, door handles) and objects • (Electronic Tablets, Electronic pens, Bait Station Keys, Phones) are to be wiped and disinfected regularly, throughout the day. • Do not hand your Electronic Tablet to customers for signing. Wearing a fresh pair of Nitrile Gloves ask the customer their full name and write their name in the signature box with 'CV-19' stated clearly next to the name. • If customer is not present note the time of visit and take a photograph evidencing, you have attended.

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Lack of awareness / Behaviour	Employees	5	3	15	H	<ul style="list-style-type: none"> The latest government campaign posters will be displayed in the welfare areas and in suitable places around site. Regular bulletins will be issued and where possible and safe to do so at an acceptable distance, toolbox talks and safety briefings will be carried out, warning employees of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms and making them aware of new Government advice as and when updated. We will continually adopt and review new government / WHO guidance as and when it is available. 	Martin Rose- King	16 th September and ongoing	5	1	5	M	

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<p>Travel to Site</p> <p>Using Ladders</p> <p>Lone Working</p>	Employees	5	3	15	H	<ul style="list-style-type: none"> Staff work in pairs when undertaking ladder works Staff working in pairs for large scale jobs 	<ul style="list-style-type: none"> No ladder work to be undertaken. Sites will be asked to provide scaffold or boom access so that lone working is possible. Staff to attend site in separate vehicles. Staff to observe social distancing and wear full PPE Staff to use own equipment only 	All Staff	<p>16th September and ongoing</p> <p>16th September and ongoing</p>	5	1	5	M
Eating at work	Employees	5	3	15	H	<ul style="list-style-type: none"> Continue with current guidance for working with pesticides 	<ul style="list-style-type: none"> Bring pre-prepared meals and drinks to work 		16 th September and ongoing				

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<p>Work Planning</p> <p>Call Screening / work planning</p>	Employees	5	3	15	H	<ul style="list-style-type: none"> As a small business operating in the service sector it is vital that our operations are safeguarded. Risks to our customers, public, staff and operations must always be mitigated. Visit screening via phone and email will continue for the foreseeable future. Prior to any visit where customers are present phone calls must be made by technicians: Prior to attending jobs technicians will be calling existing customers ask a series of questions: 	<ul style="list-style-type: none"> Have they recently travelled from any of the countries highlighted as 'at risk' by the government? Have they knowingly been in contact with anyone with Covid-19? Have they been advised to, or are they self-isolating? If they are a commercial client, do they have safeguarding requirements for staff and visitors? If the customer does not answer or you leave an answerphone message detail the date and time of call. If the customer does not require a site visit detail the name of the customer, date and time of call. 	All Staff	16 th September and ongoing	5	1	5	M
<p>Site Meetings</p>	Employees	5	3	15	H	<ul style="list-style-type: none"> Can be undertaken virtually 	<ul style="list-style-type: none"> If site visit is required social distancing must be complied with at 2 meters and no physical contact. 		16 th September and ongoing				M

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PPE	Employees, public	5	3	15	H		<ul style="list-style-type: none"> • If you are visiting a site outdoors only, PPE to be worn is: Disposable mask , Disposable Nitrile gloves and visor (visor can be removed once you are certain that you are working alone if you chose to do so). • If you are visiting a site indoors, PPE and RPE to be worn is: Draeger Mask, Disposable Nitrile gloves and visor at all times. • Disposable masks to be replaced after each job These masks should be placed in your PPE waste bag along with the Nitrile gloves. • Bag your waste PPE in the bags provided • Waste bags should be placed in our Biffa waste receptacle on returning to the office daily. 	All Staff	16 th September and ongoing	5	1	5	M

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"at-risk" employees	Employees	5	4	20	VH	<ul style="list-style-type: none"> • Medical questionnaires are issued upon employment. • Employees known to be in the "at-risk" category to follow government guidance and as a minimum take "particular care to minimise their social contact". These personnel may have received letters to state that they must self-isolate for 12 weeks. The category includes: <ul style="list-style-type: none"> ○ Pregnant women ○ People over 70 ○ People who have had an organ transplant and are taking immunosuppressant medicine ○ People who are having chemotherapy or radiotherapy ○ People who have blood or bone marrow cancer ○ People who have a severe chest condition, such as cystic fibrosis or severe asthma ○ People who have other serious health conditions 	<ul style="list-style-type: none"> • Review medical questionnaires to all employees and review. 	Martin Rose-King	16 th September and ongoing	5	1	5	M
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<p>Engie Jobs – ‘Emergency Attendance for Public Health Pests with Resident in insolation’</p>	<p>Employees</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>VH</p>	<ul style="list-style-type: none"> EMERGENCY ATTENDANCE ONLY: Emergencies defined as – Imminent risk of Fire due to potential of gnawed electrical cables / Imminent risk of Flooding due to potential of gnawed water pipes / Imminent risk of Disease (Leptospirosis / Salmonella / E-Coli) from Public Health Pests (Black Rats / Norway Rats / House Mice / Cockroaches etc) Under guidance from Engie, attend with Ebrit and follow Ebrit Plan of Work, Ebrit Clinical Clean RA, Ebrit Works Procedure. 	<ul style="list-style-type: none"> For Pest, issues undertake work externally where possible. Consider all IPM (Integrated Pest Management) Measures before undertaking work. 	<p>Martin Rose-King under guidance from Engie / Ebrit</p>	<p>16th September and ongoing</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>M</p>
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Guidance Notes

SEVERITY	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
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
<p>Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.</p>	<p>Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.</p>

Additional comments:

1. This risk assessment needs to be discussed with employees to ensure that they are fully aware of all control measures
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an ongoing basis as per government guidance
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

