

COVID-19 MANAGEMENT

This has been prepared in response to the Covid-19 outbreak declared a pandemic by the World Health Organisation on 11 March 2020. The purpose is to document the assessment of the risk resulting from continued IES Operations. The company's objective is to follow Government guidance in maintaining ongoing business operations with the necessary precautions and restrictions in place to protect its personnel.

In assessing the risk from Covid-19 & determining control measures, due consideration will be given to other aspects of health and safety too, to ensure that the overall risk level is not increased through Covid-19 measures.

GENERAL RISK ASSESSMENT								
WHO MIGHT BE HARMED								
IES personnel working at IES premises & on Customer sites. Certain persons who may be particularly at risk, for example due to a pre-existing medical condition. Vulnerable persons within the immediate home living arrangements of IES personnel, who could be put at risk by IES personnel working at IES premises or on Customer sites who would be returning to the household potentially having been exposed. Limited visitors and contractors, such as contract cleaners & delivery drivers may also be at risk at IES premises.								
HAZARDS & CONTROLS								
ACTIVITY	HAZARDS	INITIAL			CONTROL MEASURES	REVISED		
		LIKELIHOOD	SEVERITY	RESULTANT RISK		LIKELIHOOD	SEVERITY	RESULTANT RISK
Management & updates	Lack of responsibility assigned Out of date information	2	4	8	Daily Covid-19 meetings are held by the Covid-19 Committee Brief notes are to be taken during meetings to record discussions & decisions made The Covid-19 Committee is to comprise the Managing Director, Sales Director, Operations Manager, Financial Controller & Operations Supervisor Government briefings & updates to guidance shall inform decisions	1	4	4
Work on Customer sites	Exposure to other personnel Work in environments not under IES control Variable access to hygiene & welfare facilities <i>See also Travel</i>	4	4	16	All site work is to be subject to specific risk assessment considerations, see separate form Company risk assessment questions & answers should be shared with the IES Team to help inform their agreement or otherwise to do a Customer job Customer requirements are to be obtained by the Ops Team in advance & communicated to all team members for adherence All site teams are to be provided with hand sanitiser for use when working on site, along with other necessary PPE such as nitrile gloves & masks As part of the task Risk Assessment & Method Statement, social distancing abilities must be considered through each step of the method, with modifications made as necessary to facilitate 2m distancing where possible The IES Team will be provided with written confirmation of job details to carry whilst travelling	2	4	8

					<i>See also Travel</i>			
Travel – national & international	Exposure to significant quantities of other persons Work in environments not under IES control Variable access to hygiene & welfare facilities Lack of travel insurance Inability to socially distance during travel	4	4	16	<p>All international travel will be conducted strictly in accordance with Foreign & Commonwealth Office guidance, which will be consulted regularly in the planning process of international work including immediately prior to & during travel</p> <p>Essential international travel should be conducted by driving overseas wherever possible to avoid air travel where social distancing with others cannot be maintained</p> <p>If air travel is essential, IES must establish airline controls regarding social distancing & consider any requirement to wear face masks</p> <p>The IES Team will be provided with written confirmation of job details to carry whilst travelling</p> <p>Upon any personnel return to the UK after international travel, stand-down would be utilised in order to provide a few days before contact with the remainder of the IES Team</p> <p>Travel must be covered by IES insurance policy, no travel against insurance arrangements, with provider consulted as necessary</p> <p>Air travel will be avoided wherever possible, in any event no connecting flights until further notice</p> <p>Driving in IES vehicles is to be used where possible if travel is essential</p> <p>Consideration must be given when consulting international advice as to connecting country restrictions to ensure entire route is in accordance with local restrictions</p> <p>Per Diem continues to be paid to the team but alternative methods to cash for actual payments to be assessed as required;</p> <p>Teams of workers will be kept together wherever possible, avoiding interchanging</p> <p>Certain personnel will be prioritised as IES premises workers, others will be site workers</p> <p>Those persons who have to use public transport to get to/from work will be provided with a pickup/drop off by a colleague, or private single-occupancy taxis instead if it is essential for them to travel</p> <p>Travelling in IES vehicles will be limited to two persons per vehicle, to remain the same pairs on all legs of the journey</p> <p>Where IES kit/vans are not required, team members should travel directly to site in own vehicles</p> <p>Driving alone is to be avoided due to other health and safety</p>	2	4	8
Persons at risk	Employees living with others likely to be at higher risk of contracting the virus (e.g. spouse is frontline NHS worker) Shielded persons being exposed Symptomatic persons exposing others	3	4	16	<p>Those persons nominated as remote workers will not be permitted onto the premises & there will be no substitution of persons</p> <p>Personnel not permitted to come in if anyone else in household is self-isolating</p> <p>Existing vulnerable person Risk Assessments are to be reviewed</p> <p>Persons with frontline workers at home will be designated remote workers wherever possible, or strictly socially distanced if essential to come in to work</p> <p>Any person exhibiting symptoms must self-isolate for 7 days at home</p> <p>Any person required to take extended self-isolation/shielding will not work</p> <p>Employees with vulnerable persons at home will not be required to work as far as reasonably practicable</p> <p>Such persons will be furloughed & will not be considered for a return to work until circumstances are deemed by all parties suitable safe to do so</p>	2	4	8
Employee wellbeing	Effect on mental health	2	4	8	<p>Altered working arrangements, such as a temporary change to working hours to facilitate childcare arrangements will be supported wherever practicable</p> <p>Employee concerns & preferences will be listened to</p>	1	4	4

	Additional stresses & home challenges				Regular communications will be had with furlough & self-isolating employees For any persons without others at home, the frequency of contact is to be increased Fortnightly staff newsletters will be issued			
Working remotely	Use of display screen equipment in non IES workstation	2	4	8	If it is possible for an employee to work from home, they must do so – only those who cannot work from home will be permitted to work from IES premises Workload will be reviewed daily & employee levels minimised through the stand-down protocol, maintaining only a skeleton staff Employees will be provided with guidance to assist in setting up a safe remote workspace at home If any additional equipment is required to set up safely, this will be arranged by the company (e.g. adjustable chair) Regular contact is to be maintained by Line Managers with personnel working remotely	1	4	4
Working at IES premises	Inability to maintain social distancing Access by visitors & contractors	3	4	12	Day-to-day working arrangements will ensure there is first aid cover in the building at all times The majority of site-going employees are EFAAW trained and in addition at least two FAAW trained employees will be in the building daily At least one trained Fire Marshal will be in the building daily Trained supervision and access to management for escalation are in place Multiple places to rest will be provided to enable social distancing during breaks Staggered working hours are implemented for some manual personnel, with consideration to roll out further if workload is such that staffing levels need to increase Permitted working areas within the building are dictated as part of Work Order Authorisation process with consideration to social distancing Necessity for business continuity if cannot maintain 2m working distance / working side-by-side not face to face Deliveries & collections are to be made without non-IES personnel entering the building wherever possible (e.g. all Electrical collections must wait outside) Doors will be wedged or held open during the working day where safe to do so with consideration to fire safety to minimise hand contact Social distancing is to be dynamically assessed during the normal working day & where this cannot be maintained, face coverings are to be worn and amendments to regular work activities will be reviewed and applied to mitigate transmission risk Standard list of approved personnel in IES premises has been issued – any other Work order authorisations are to be issued	2	4	8
Company communications		2	4	8	Verbal & video communications will be prioritised wherever possible, promoting remote human contact over written word Regular company wide communications will be issued to maintain compliance Covid-19 posters and instructions will be positioned around the building to maintain awareness Travel requirements are constantly reviewed and assessed			

Cleaning, hygiene & other facilities	Cross-contamination of welfare facilities	3	4	12	<p>Liquid hand soap will be provided at all sinks along with paper towels</p> <p>Hand sanitiser gel will be provided in all company vehicles, to all site teams, on all desks of persons working and in rest areas</p> <p>An enhanced daily cleaning service will be maintained, to include enhanced cleaning on high-risk areas such as door handles, rest areas, hand rails</p> <p>Hand sanitiser will be provided at building entrances with the instruction for all persons to use it on entry</p> <p>Visitors, contractors & occasional employees are to use designated WC only to keep facilities separate</p> <p>Drinks bottles are allocated to individuals personally</p> <p>Contract cleaners to provide same personnel to site daily</p> <p>Where tools are shared, a wipe down procedure is in place to mitigate transmission</p> <p>All sharing food will be removed with immediate effect, substituting snacks for individually wrapped items</p> <p>Single-serve replacements will be procured where possible, such as sugar & coffee</p>	2	4	8
Personal protective equipment		2	4	8	<p>Face coverings to be worn when social distancing cannot be maintained and designated areas of the building warrant as per assessment</p> <p>Nitrile gloves may be required on site where the risk of cross contamination or transmission through touch as required by job related assessment</p>			
Statutory & other H&S requirements	Expiry of training certificates	2	3	6	<p>So far as is reasonably practicable, statutory & other H&S requirements are to be maintained</p> <p>MOTs your MOT certificate will be extended by 6 months if it was due to expire on or after 30 March 2020</p> <p>LOLER</p> <p>PUWER</p> <p>Servicing & inspection</p> <p>Vehicle maintenance</p> <p>Training will be refreshed where possible via video conferencing</p> <p>Where authorities have advised an extension in training expiry dates, these will be utilised as a last resort</p> <p>For higher-risk activities, if a training certificate has expired & it is not feasible to refresh, they should be suspended from that activity</p>			
Visitors & contractors		3	4	12	<p>All non-essential visitors to IES premises are not permitted</p> <p>Contractors to IES premises for anything except critical or legally required works are ceased until further notice with immediate effect</p> <p>All visitors & contractors must hold a Work Order Authorisation & complete/return a Visitor Health Statement, to be approved & signed-off by the Covid-19 Committee prior to entering the building</p> <p>Employees not on the authorised persons list may be subject to disciplinary proceedings if they do not comply</p>	2	4	8

					IES personnel Sales visits are ceased until further notice with immediate effect			
					Contractors to IES premises for anything except critical or legally required works are ceased until further notice with immediate effect			