

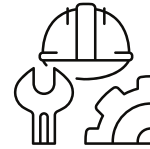
# COVID-19 RISK ASSESSMENT : FITTING TEAMS/SERVICE ENGINEERS



**PURPOSE:** COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.



**HAZARD:**  
Spread of COVID-19 Coronavirus



**Assessment carried out by:** Alan Richardson  
**Date carried out:** 15.05.2020  
**Date reviewed:** 05.01.2021  
**Frequency of review:** As required

WHO MIGHT BE HARMED	CONTROLS REQUIRED	ADDITIONAL CONTROLS	ACTION BY	ACTION DATE	DONE
<p>Members of Hart Door Systems staff/workforce on site.</p> <p>Employees of companies we are visiting.</p>	<ol style="list-style-type: none"> <li>1. Follow HM Government Guidelines – working safely during COVID-19 in factories, plants and warehouses.</li> <li>2. Social distancing always from site company employees.</li> <li>3. Frequent hand washing in accordance with government guidelines.</li> <li>4. Follow visiting company guidelines if over and above government guidelines.</li> <li>5. Standard PPE to be worn at all times – additional PPE for COVID-19 will be at requirement of visiting company guidelines.</li> </ol>	<ol style="list-style-type: none"> <li>1. Working area to be cordoned off with tape / barriers.</li> <li>2. All vans to be equipped with hand sanitizer, antibacterial soap and antibacterial wipes.</li> <li>3. Vans to be cleaned daily and at every driver change time. (Wipe down with antibacterial wipers driving cab and passenger cab area.)</li> <li>4. Tools to be cleaned at the completion of each job with antibacterial wipes.</li> <li>5. Any meetings on site to be carried out outside preferable or at 2-meter distance.</li> <li>6. Vans fitted with polycarbonate separation screen in driver cab area.</li> <li>7. Lodgings for fitting teams and engineers to be</li> <li>8. logged and recorded. Lodgings to be checked for correct Covid-19 procedure in</li> <li>9. place.</li> </ol>	<p>Management and Engineers</p>	<p>5th Jan 2021</p>	