



## SAFETY MEMO

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To: All interested Third Parties (Clients and Smiths Fire Operatives)  
Date of Issue: 18.05.2020  
Subject: Working during Covid19 Outbreak  
Distribution: Clients and Smiths Fire Operatives

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**This document is to be read in conjunction with your main site-specific risk assessment and method statement (including supporting documents contained within your Site Safety Manual).**

Please abide by the rules below in relation to the Covid19 Outbreak:

- Ensure you carry and use antibacterial wash regularly.
- Facemasks to be worn dependent on risk of task.
- Stay two/three metres away from all persons and do not make physical contact with surrounding objects or persons where possible.
- Maintain good personal hygiene.
- Do not let persons physically enter your work vehicles/ working area.
- Please note that sites cannot refuse use of welfare facilities for handwashing etc. when you are working on site/ visiting customers sites.
- Wear protective gloves when working and responsibly dispose of after use.
- Ensure that you disinfect all tools before and after use.
- Do not use other persons tools and equipment where possible.
- Ensure that all PPE is suitably cleaned and disinfected where possible.
- Travel to work on your own.

Government guidance is being issued and updated on a regular basis. We will inform you of changes as soon as is reasonably practicable.

### **Site Specific Information from Clients**

Any site-specific rules communicated to you by the Client must be adhered to at all times.

### **Vulnerable People**

Any person who falls under the category of 'clinically extremely vulnerable' will not be allowed on site – these are detailed in Appendix 1.

### **Symptoms**

If anyone has a high temperature, or a new persistent cough, please follow the government self-isolation guidelines and contact your local GP – further details are contained in Appendix 1.

## PPE/RPE

FFP2/3 masks to be used when the two- metre rule has to be compromised, in situations such as loading out materials etc.



### Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ 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 afterwards
- ✓ stay 2 metres (3 steps) away from other people, if you need to go outside

### Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean



Brief Description of Planned Activity	Working during the Covid19 Outbreak – Risk Assessment Supplement
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RISK RATING		Acceptable = 1 - 6			Tolerable = 8-10			Unacceptable = 12 - 25		
HAZARD / HAZARDOUS ACTIVITY	POTENTIAL HAZARDOUS OCCURRENCE / CONCEQUENCES	PERSONS AT RISK	INITIAL RISK RATING			CONTROL MEASURE  Precautions to be put in place to reduce or limit potential of hazard occurring	RISK AFTER CONTROL			
			L	S	R		L	S	R	
<b>Working during Covid19 Outbreak</b>	Spreading Covid19	Operatives	4	5	20	<ul style="list-style-type: none"> <li>• Ensure adequate welfare facilities provided by Client and wash hands for 20 seconds as regularly as possible – Client may have rules on accessing welfare facilities to ensure social distancing.</li> <li>• Ensure you carry and use antibacterial wash regularly.</li> <li>• Facemasks (FFP2 or FFP3) to be worn dependent on risk of task</li> <li>• Stay two/three metres away from all persons and do not make physical contact with surrounding objects or persons where possible.</li> <li>• Maintain good personal hygiene.</li> <li>• Do not let persons physically enter your work vehicles/ working area.</li> <li>• Wear protective gloves when working and responsibly dispose of after use.</li> <li>• Do not enter persons homes that are self-isolating.</li> <li>• Use anti-bacterial spray on surfaces and objects that you have come into contact with whilst working.</li> <li>• Ensure the work area is left disinfected, clean and tidy after all works are completed.</li> <li>• Operatives to follow rules on self-isolation as detailed in Appendix 1.</li> <li>• Flush used tissues in toilet, if possible, rather than leaving in open bins.</li> <li>• Follow additional Client/ Safety rules imposed as required.</li> <li>• Ensure that you disinfect all tools before and after use.</li> <li>• Do not use other persons tools and equipment where possible.</li> <li>• Ensure that all PPE is suitably cleaned and disinfected where possible.</li> <li>• Travel to work separately – do not car share.</li> <li>• Follow self-isolation guidance in Appendix 1.</li> <li>• Vulnerable persons not allowed on site.</li> </ul>	1	5	5	
	Catching Covid19	Members of the public including high risk persons								
	<b>Potential Severity:</b> Moderate to Fatal									



**Risk Analysis / Priority of Action Matrix**

**Classification of Risk :- SEVERITY X LIKELIHOOD**

SEVERITY	LIKELIHOOD				
	1 Very Unlikely <i>(No known history)</i>	2 Unlikely <i>(Unlikely sequence of events)</i>	3 Possible <i>(Foreseeable. Chance of event occurring)</i>	4 Likely <i>(Easily foreseeable - odd incident may have occurred)</i>	5 Very Likely <i>(Common occurrence - aware of incidents)</i>
<b>1 Negligible</b> <i>(No visible injury – no pain)</i>	Low 1	Low 2	Low 3	Low 4	Low 5
<b>2 Slight</b> <i>(Minor cuts, bruises – no long term effects)</i>	Low 2	Low 4	Low 6	Medium 8	Medium 10
<b>3 Moderate</b> <i>(Heavy bruising, deep flesh wound. Lost time accident / Property damage)</i>	Low 3	Low 6	Medium 9	High 12	High 15
<b>4 Severe/Major</b> <i>(Major injury / Health issue)</i>	Low 4	Medium 8	High 12	High 16	High 20
<b>5 Very Severe</b> <i>(Long term disability or death)</i>	Low 5	Medium 10	High 15	High 20	High 25
<b>Risk Score</b>	<b>Priority Assessment Chart</b>				
<b>High 12-25</b>	<b>Intolerable - Additional control measures MUST be in place before the activity can proceed.</b>				
<b>Medium 8 -10</b>	<b>Tolerable with sustainable controls</b>				
<b>Low 1 -6</b>	<b>Acceptable – no further action required</b>				



## APPENDIX 1

### Latest from the Government following lockdown

- Only go outside for food, health reasons or work (where this absolutely cannot be done from home).
- Stay 2 metres (6ft) away from other people.
- Wash your hands as soon as you get home.

**Below is a general Reminder on things to do during this time – please note this situation may change further, dependent on what the Government decides to impose.**

### What to do if you have coronavirus symptoms

Continue to stay at home if you have either:

- 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)

To protect others, do not go to places like a GP surgery, pharmacy or hospital. Stay at home.

Use the 111 online coronavirus service to find out what to do.

### Stay at home to stop coronavirus spreading

Everyone must stay at home to help stop the spread of coronavirus.

This includes people of all ages – even if you do not have any symptoms or other health conditions.

You can only leave your home:

- to shop for basic essentials – only when you really need to
- to do one form of exercise a day – such as a run, walk or cycle, alone or with other people you live with
- for any medical need – for example, to visit a pharmacy or deliver essential supplies to a vulnerable person
- to travel to and from work – but only where this is absolutely necessary

### What to do if you need medical help for another reason

If you need medical help not related to coronavirus, do not go to places like a GP surgery, pharmacy or hospital.



- For health information and advice, use the NHS website or check your GP surgery website.
- For urgent medical help, use the NHS 111 online service. Only call 111 if you are unable to get help online.
- For life-threatening emergencies, call 999 for an ambulance.

### **Advice for people at high risk**

If you are at high risk of getting seriously ill from coronavirus, there are extra things you should do to avoid catching it.

These include:

- not leaving your home – you should not go out to do shopping, visit friends or family, or attend any gatherings
- avoiding close contact with other people in your home as much as possible

### **Who is at high risk?**

You may be at high risk from coronavirus if you:

- have had an organ transplant
- are having certain types of cancer treatment
- have blood or bone marrow cancer, such as leukaemia
- have a severe lung condition, such as cystic fibrosis or severe asthma
- have a condition that makes you much more likely to get infections
- are taking medicine that weakens your immune system
- are pregnant and have a serious heart condition