


Risk assessment for		Spread of Covid-19 Coronavirus – Quotation and site survey	
Site address:		Area of work:	
		Emergency Procedures:	
		PPE Required:	
		As instructed by Risk Assessment and site personnel	
Persons at risk	Hazard	Controls in place	Additional controls required
Surveyor	Spread of Covid-19 Coronavirus	<b>Symptoms of Covid-19</b> Temperature testing	All survey personnel prior to entering the premises will have been temperature tested to ensure temperature is not above 37.8 degrees Celsius  Managers will offer support to staff who are affected by Coronavirus or has a family member affected.
Customer		If anyone becomes unwell with a new continuous cough or a high temperature in the workplace during survey, they must leave the site, they will be sent home and advised to follow the stay at home guidance. Managers will maintain regular contact with staff members during this time.	
Visitors		<b>Travelling to site</b> Share travelling with the same individuals and with the minimum number of people at any one time  Wherever possible maintain a distance of two metres and avoid touching your face  Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey  Prior to entry to the vehicle and upon exit, hand sanitisation should be carried out	If social distancing of a minimum of 2.0 metres is not possible within the vehicle, Survey personnel travelling to site in the same vehicle should wear face masks and gloves whilst in the vehicle  Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.
Contractors		<b>Measuring / surveying</b> Access to the survey area wherever possible should be direct via an external door to prevent the need for survey personnel to walk through occupied areas.  Upon arrival at site, face masks and gloves should be worn until survey personnel are isolated in the survey area.  Reduce the number of people in attendance in the survey area	
Personnel visiting the premises		If multiple areas are to be surveyed, surveyor should touch as little as possible when	If direct access to the survey area from outside is not possible, the route through occupied areas must be as short as possible and ensure social distancing is maintained. Gloves should be worn at all times by survey personnel during the survey process.  Only survey personnel should be in the immediate survey area. All other personnel including customers must vacate the survey area whilst survey is in progress.  Customer should ensure all doors between areas are open if

		moving between areas	possible
		<p><b>Showing samples / fabrics</b> Social distancing should be maintained by placing samples/fabrics on a table and then stepping back a minimum of 2 metres.</p> <p>Gloves and mask should be worn by survey personnel whilst demonstrating samples/fabrics</p> <p>Samples/fabrics should be wiped with anti-bacterial wipes when finished with</p> <p>Surveyor and customer should sanitise hands after handling samples/fabrics</p>	<p>Customer should be 2 metres from table when samples/fabrics are placed on table and when surveyor retrieves samples/fabrics</p> <p>Customer should be asked to wear gloves Customer should be asked to wear a mask if 2 metre social distancing is not possible</p> <p>Where possible, non-returnable fabric samples should be left</p>
		<p><b>Hand Washing</b> Hand washing facilities with soap and hot water in place.</p> <p>Gel sanitisers in any area where washing facilities not readily available</p> <p>Stringent hand washing taking place.</p>	<p>Site washing facilities should only be used provided social distancing can be observed and paper towels are provided</p> <p>Survey personnel to be reminded on a regular basis to wash their hands for 20 seconds with soap and water or hand sanitiser</p>
		<p><b>Toilet facilities</b> Survey personnel should not use site toilet facilities wherever possible.</p> <p>If site facilities are to be used, wash or sanitise hands before and after using the facilities</p>	<p>Facilities should be cleaned after use, paying particular attention to areas that have been touched. (Flush handle, toilet seat, etc)</p>
		<p><b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, etc using appropriate cleaning products and methods</p>	<p>Upon completion of the survey, the complete area of work should be cleaned with anti-bacterial disinfectant with particular attention to immediate areas of work such as windows, window sills, etc and all tools and equipment should be cleaned.</p>
		<p><b>Disposal of PPE</b> Upon completion of survey, PPE should be removed and should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and removed from site.</p>	<p>PPE waste should be stored for 72 hours before disposing of in communal waste.</p>
		<p><b>Refreshments</b> Survey personnel should not accept refreshments from customers or site personnel.</p>	<p>Any refreshments brought on to site by survey personnel should be disposed of in the same manner as PPE</p>

Any deviation of this Risk Assessment or the associated Method Statement shall be identified and communicated to operatives by means of a toolbox talk from the supervisor or site representative

<b>Assessment carried out by:</b>	Danny Froud	<b>Assessor signature:</b> 	<b>Date:</b> 29/05/2020
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