

COVID 19

From: Darren Fletcher, Group Health, Safety & Facility Manager
To: DWV Vehicle technicians
Date: 15th May 2020

The World Health Organisation has identified that COVID-19 is not an airborne virus.

Respiratory infections can be transmitted through droplets of different sizes. When the droplet particles are above a certain size they are referred to as respiratory droplets, and when they are below a certain size, they are referred to as droplet nuclei.

According to current evidence, COVID-19 virus is primarily transmitted between people through respiratory droplets and contact routes including touch points. What this means in practice is, the droplets are of a weight that they will fall to the ground at around 1 metre, thus the 2 metre social distancing rule.

They can remain on surfaces for some time depending on type of material. Therefore the two main methods of preventing the spread of infection being hygiene measures and social distancing.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer Dent Wizard Ventures Date 15th May 2020

Who to contact: Darren Fletcher
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

What are the hazards	Who might be at risk and how	What are we already doing	What additional actions can we take to control the risks	Action required by who	Action required by when	Completed
Employers Liability Insurance provides insufficient cover	Employees & business reputation	Suitable Employers Liability Insurance is in place	Informed insurer of our return to work by following all government guidelines.	No further action required	n/a	15 th May 2020
Contraction of Covid-19 via persons or by contact with objects	Employees, customers and potentially anyone they meet	Provided clear guidance to each technician prior to them attending customer repairs	Following government guidelines for the safety of our employees and customers Issued a 'safe repair process' & list of technician responsibilities to each technician Issued a 'return to work guide' to each technician Issued a risk assessment to each technician for them to review	No further action required	n/a	15 th May 2020
PPE: There are no gloves available for the technician to be able to protect himself and others	Employees, customers and potentially anyone they meet	Technicians already use protective gloves due to hazardous materials used during repair process. Additional supplies of gloves are available on request.	Regional Managers are to monitor stock levels weekly with regular communication with each technician	No further action required	n/a	15 th May 2020
PPE: There are no masks available for the technician to be able to protect himself and others	Employees, customers and potentially anyone they meet	Technicians already use protective masks due to hazardous materials used during repair process. Additional supplies of gloves are available on request.	Regional Managers are to monitor stock levels weekly with regular communication with each technician	No further action required	n/a	15 th May 2020
PPE: There is no alcohol hand gel or bacterial surface spray available for the vehicle technician to use when working	Employees, customers and potentially anyone they meet	Supply of alcohol hand gel and anti-bacterial surface spray has been delivered to each technicians home address	Regional Managers are to monitor stock levels weekly with regular communication with each technician	No further action required	n/a	15 th May 2020
Insufficient cleaning of areas on works vehicle, increasing risk of contamination	Employees, customers and potentially anyone they meet	Provided all technicians with antibacterial surface spray and guidance prior to them attending customer repairs	Technicians are responsible for their vehicle cleaning and hygiene at all times. work materials and work goods within the vehicle should also be cleaned frequently by following the technical guidelines provided.	Discussions and update at next management meeting		

Technician attends work without first having completed the health questionnaire	Employees	Issued health questionnaires to technicians to answer and submit prior to attending work.	Regional Managers to monitor returned feedback from each technician Senior managers and Health & Safety representative to ensure compliance	Regional Managers Senior managers H&S specialist	18th May 2020	
Technician attends work without first having completed the affirmation of responsibilities statement	Employees	Issued statement of responsibilities to technicians to agree and submit prior to attending work	Regional Managers to monitor returned feedback from each technician. Senior managers and Health & Safety representative to ensure compliance.	Regional Managers Senior managers H&S specialist	18th May 2020	
Technician not following COVID 19 safe repair guidance procedures and technician responsibilities	Employees, customers and potentially anyone they meet	Issue the safe repair guidance process and technician responsibilities to each technician prior to them attending customer repairs	Safe repair guidance process and technician responsibilities emailed to each technician. Hard laminated copy posted to each technician with instructions to be kept in the work vehicle for reference at all times. Customer service team to report any issues raised by customers. Regional Manager to monitor with each technician on a regular basis.	Regional Managers Senior managers Customer service	Ongoing	