

Risk Assessment COVID - 19 - IS Technicians Tasks

Reference	008
Situation	Routine
Labels	
Departments	IS
Assessment Date	02/06/2020
Assessed By	Jemma Gojka
Description	To assess the risks presented by the COVID-19 pandemic within the environment
Review Date	Date not set

Title	Hazard Type	Description	Persons Affected	Legislation	Existing Controls	Sev.	Lik.	Risk	Additional Controls	Person Responsible	Deadline	Status	Res. Sev.	Res. Lik.	Res. Risk	Last Updated
Jobs in the NDC that require the use of the cherry	Biological hazards e.g. COVID-19	Inability to maintain social distancing and carry out role specific tasks in the NDC	Lyreco IS Technicians		Any tasks to be carried out where social distancing cannot be maintained, the requirement to wear PPE is mandatory. Hand sanitiser products are provided and are available from a number of sanitiser stations around the NDC.	5	3	15	Provision of suitable PPE (face mask/ goggles and/ or full face visor)	John Mason	12/06/2020	Pending	5	2	10	03/06/2020 16:23
									SSOW to be created to document all control measures to be followed by the IS Technicians, identified within this risk assessment.	Jemma Gojka	04/06/2020	Pending				
Office moves/re-wiring jobs/refurbs	Biological hazards e.g. COVID-19	Inability to maintain social distancing and contact with common surfaces.	Lyreco IS Technicians		Employees are aware of current government guidelines and requirement to maintain distance within the workplace wherever possible. Sanitiser wipes available to wipe down surface prior to having direct contact with them.	5	3	15	Provision of suitable PPE kit (face mask, goggles and / or full face visor).			Pending	5	2	10	03/06/2020 16:09
Carrying out jobs in the NDC that require 2 IS Tec	Biological hazards e.g. COVID-19	Inability to maintain social distancing to carry out role specific jobs (e.g. SAL printhead change).	Lyreco IS Technicians		Reviewing the urgency for jobs to be completed and only carrying out jobs that are a high priority	5	3	15	Provision of suitable PPE (face mask, goggles/ and or full face visor), to be worn by IS Technicians	John Mason		Pending	5	2	10	03/06/2020 16:47

				(if postponed will have a detrimental effect on operations).				on jobs where social distancing can not be maintained.										
Working on OBT in Rack - touch screen device	Biological hazards e.g. COVID-19	Direct contact with touch screen that may be contaminated.	Lyreco IS Technicians	Provision of sanitiser wipes, IS Technicians advised to wipe down touch screens prior to having direct contact. NDC operators advised to wipe down touch screens prior to use after equipment is handed back over by technicians.	5	2	10											03/06/2020 16:24
Resolving issues with headsets/ phones	Biological hazards e.g. COVID-19	Direct contact with potentially contaminated equipment due to respiration and physical contact from the equipment owner.	Lyreco IS Technicians	IS to attempt remote troubleshooting prior to attending the site where the equipment is located. Provision of sanitiser wipes, IS Technicians advised to wipe down equipment prior to handling. Equipment owners advised to wipe down equipment prior to use after the IS Technician has resolved the issue.	5	2	10											03/06/2020 16:37
Handover of equipment to new starters / collection	Biological hazards e.g. COVID-19	Direct handling of potentially contaminated surfaces on equipment.	Lyreco IS Technicians, Lyreco employee in receipt of new equipment	Provision of sanitiser wipes, IS Technicians required to sanitise all returned equipment prior to having direct contact with the touch surfaces. Lyreco employees receiving equipment from IS, advised to sanitise prior to use.	5	2	10											
Employees visiting the IS office	Biological hazards e.g. COVID-19	Not maintaining social distancing within the IS office.	Lyreco IS Technicians, Visiting employees	Employees requiring IS assistance should raise a zendesk ticket where the IS technician will advise them if they are required to bring their equipment	5	2	10											03/06/2020 17:15

					to the IS office or if the issue can be resolved remotely, eliminating the need for as many people to be entering the IS office throughout the day. Employees are aware of current government guidelines and requirement to maintain distance within the workplace.													
Resolving technical issues with kit in use in meet	Biological hazards e.g. COVID-19	Exceeding the maximum number of meeting attendees allowed within the meeting room, to ensure social distancing can be maintained. Contact with potentially contaminated surfaces on the equipment in use, in the meeting room.	Visiting employees, Meeting Attendees		Meeting facilitator to ensure the number of persons in the meeting room does not exceed the number identified for that room (attendees may be asked to step out of the room whilst the IS Technicians resolves the issue, so the maximum number of persons allowed in the room is not exceeded). Provision of sanitiser wipes, IS Technician to wipe down equipment prior to having direct contact, then to be wiped down again by the meeting facilitator once the issue has been resolved and IS have finished handling the equipment. Good ventilation should be maintained in the meeting room at all times whilst in use (open windows, where practical to do so).	5	2	10										
Vulnerable employees	Biological hazards	Employees who are more	Employees who		Extremely Vulnerable/ Vulnerable	5	1	5	Dynamic Risk Assessment	Manel Roura		Pending	5	1	5	04/06/2020 09:30		

working within IS	e.g. COVID-19	vulnerable/extremely vulnerable as determined by the UK Government can potentially develop more severe and life threatening symptoms if they contract the virus.	are more vulnerable / extremely vuln		staff have been removed from site through the furlough scheme				to be developed for use on the return of employees in this category								
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