



MORRIS
LINE ENGINEERING

COVID-19 Risk Assessment Fire Alarms



Hazards Risk-Assessed



1
 Employees with Pre-Existing Health Conditions



Who is at risk?	Controls Required	Additional Comments
Employees	Affected employees identified and controls implemented such as working from home and shielding.	N/A
	Providing regular contact with them to ensure their wellbeing.	



2

Employees
Self-Isolating
or
Symptomatic



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Who is at risk?	Controls Required	Additional Comments
Employees	Those self-isolating – currently able to work from home	Support and equipment is arranged through the company
	Self isolating guidance for individuals and their families has been issued through HR, regular advisor bulletins continue to be issued through HR	COVID-19 Business Resilience Team continues to receive data on number self - isolating at its weekly meeting.
	Individual circumstances are considered including protected needs	



3

Arriving/ Leaving Work & Social Distancing on Site



Who is at risk?	Controls Required	Additional Comments
Employees Contractors Site Employees	For our small teams staggered arrival and departure times where possible to avoid crowds building	Inform contractors under our control of measures that impact on them and their operations through sharing of this assessment
	Vehicles – single person crewing implemented. All but essential travel between sites/locations.	
	In public areas social distancing may be challenging – consider routes which may be less congested, consider your surrounding and all times and remove yourself if you feel your safety is being compromised.	
	All reasonably practicable measures to be undertaken to achieve 2 mtr distancing between employees. Situation to be kept under constant review for changes.	
	Handwashing facilities provided. Plus hand gel, also provided in vehicles.	
	Provide alternatives to touch based security devices.	
	Additional car parking facilities	
	Non-essential travel is discouraged by Management	



4
Moving
Around
Buildings



Who is at risk?	Controls Required	Additional Comments
Employees Contractors Site Employees	Reducing or discouraging non-essential trips within buildings.	MC management to maintain regular contact with trust / estate management to ensure we capture changes to local rules.
Site Employees	Client sites – MC personnel shall follow local rules at all times such as one-way systems	All to be aware of local PPE requirements
	Reducing job and equipment rotation MC personnel have individual equipment assigned to them	N/A
	Single crewing of vehicles implemented	
	MC staff to be aware of and follow signage and ground marking to allow 2m rules to be followed	



5

Meetings &
Work-Related
Travel



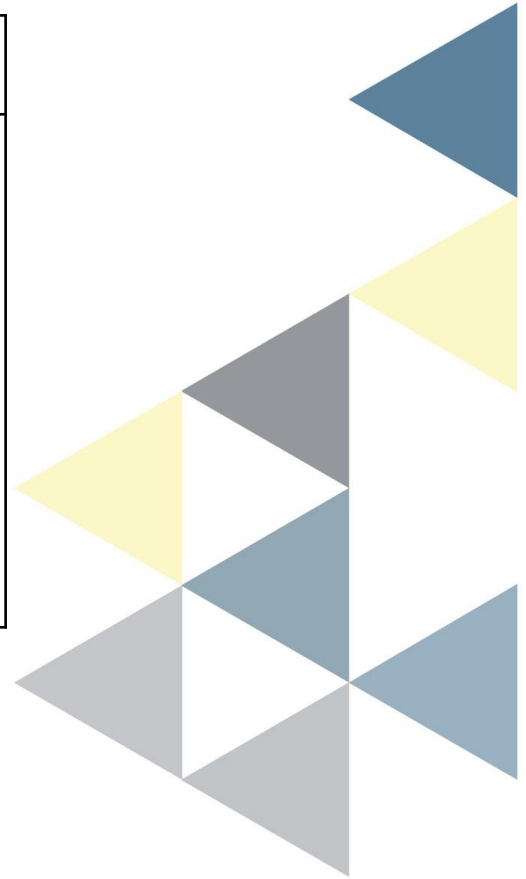
Who is at risk?	Controls Required	Additional Comments
Employees	Using remoting working whenever possible to minimise travel	N/A
	Single crewing of vehicles	
	Meetings are only to be undertaken if absolutely necessary	
	If meeting are undertaken avoid transmission risk by not sharing pens or other objects	
	Where possible undertake meetings outdoors where possible	
	Cleaning vehicles between use	



6
Use of
Common
Areas



Who is at risk?	Controls Required	Additional Comments
Employees	Using safe outdoor areas during break Follow local rules and signage at all times when on site.	N/A
	Reconfiguring seating/tables to maintain spacing – reduce face to face contact	



7
Unnecessary
Site Visits



Who is at risk?	Controls Required	Additional Comments
Employees	Only essential visits undertaken	N/A
Contractors	Reduced occupancy in vehicles	
Clients	Planning site access requirements – identify site requirements and control around COVID 19 prior to attending site	
	Encourage visits via remote connection/working, where this is possible.	



8
Spread of
COVID-19



Who is at risk?	Controls Required	Additional Comments
Employees	Regular hand washing, confirm hygiene arrangement prior to staff arriving on site.	Local rules will be communicated between Trusts and Head Office and with then be communicated to employees via job briefing / risk assessment pack etc and site inductions Always consider additional local / site specific rules that have to be followed.
	All employees have been briefed on self-isolation / reporting requirements via HR bulletins	
	Provision of hand wipes / gel on all vehicles.	
	Regular changes of work clothes.	
	Employees to follow local rules at all times.	
	Reduced travel	
	Single crewing of vehicles	
	Regular bulletins are issued via HR that include COVID 19 information	



9
Workplace
Sanitation



Who is at risk?	Controls Required	Additional Comments
Employees	Employee to report concerns to clients	N/A
	Frequent cleaning of hand tools and surfaces that are touched regularly	
	At the end of job clear workspaces and remove waste and belongings	
	Sanitisation of all hand tool etc. after use	



10
Hygiene & Sanitation



Who is at risk?	Controls Required	Additional Comments
Employees	Handwashing facilities are plentiful at Trust sites	N/A
	Maintenance of welfare facilities would be conducted by clients however employees should report concerns that may arise around condition of any welfare facility	
	Make note and follow guidance and poster that are displayed across sites	
	Follow all local reminder that are issued by the Trusts	
	Employee to ensure they correctly use any waste disposal facilities provided by the Trusts	



11
 Handling
 Equipment &
 Materials



Who is at risk?	Controls Required	Additional Comments
Employees	Cleaning procedures for the parts of shared equipment	Situation reviewed regularly
	Encouraging increased handwashing at all times	
	Regular cleaning of vehicles	



12
Training
within Large
Groups



Who is at risk?	Controls Required	Additional Comments
Employees	At present all training requiring classroom / workshop environment are on hold.	N/A



13
Group
Working



Who is at risk?	Controls Required	Additional Comments
Employees	Establishing teams so that where contact is unavoidable this happens between the same persons	N/A
	Through risk assessment process identifying where people have to directly pass items such as shared tools	
	Being aware of worker bottlenecks in your area to maintain social distancing	Taking appropriate short term actions to avoid where possible



14
Comms



Who is at risk?	Controls Required	Additional Comments
Employees	Ongoing engagement with employees to inform of changes or developments related to COVID 19.	N/A
	Awareness of impact of mental health issues at this time	
	Regular briefing notes issued by HR	Employees are encouraged to approach their managers with concerns to enable the employer to action assistance
	Sharing and communicating best practice	Openness of communication with supplier and clients to share best practice



15

Control of
Inbound/
Outbound
Goods



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Who is at risk?	Controls Required	Additional Comments
Employees	Where necessary revise pick up & collection points to avoid person contact	N/A
	Minimising contact at security gatehouse – use of non-contact deliveries	
	Reduce frequency of pick-ups and deliveries.	
	Single person to load / unload vehicles	
	Where more than 1 person is required use of same pair of people.	
	Driver being able to use welfare facilities.	

