

		Likelihood Of Occurance					
		5	4	3	2	1	
		Certain	Very Likely	Likely	Maybe	Unlikely	
Severity	5	Death	25	20	15	10	5
	4	Major Injury	20	16	12	8	4
	3	Over 3 Day Injury	15	12	9	6	3
	2	Minor Injury (Treatment Off Site)	10	8	6	4	2
	1	Minor Injury (Treatment On Site)	5	4	3	2	1

Risk Rating

Risk Rating = Likelihood (L) x Severity (S) Example: L=5 x S=3 = 15 = HIGH RISK

Score	Priority	Action
1-4	LOW	Represents Low Risk, Although Control Measures Must Be Maintained
5-10	MEDIUM	Represents Medium Risk, Although Control Measures Must Be Maintained
12-25	HIGH	Represents High Risk, Action Required Urgently To Control, Existing Control Measures Must Be Maintained

Risk Assessment



Site / Lift ID:	
Title:	COVID-19
Assessment Date:	
Assessor:	Natalie Hilton – Systems & Compliance Coordinator
Signature:	N. Hilton

Impact / Hazard	Who / Effected / Harmed / How?	Existing Control	Risk Rating (Likelihood x Severity)			Residual Risk	Additional Control Measures
			L	S	RR	H/M/L	

Contamination / spread of COVID-19 whilst at work	ANSA Employee / Lift Users / General Public Close Contact / Lack of Social Distancing Contraction of COVID-19	All ANSA Employees are provided with PPE (Gloves, Face Masks/Shield & Hand Sanitiser) Face coverings to be worn at all times when in an enclosed space, around others & where you can not Social Distance. Regular hand washing / sanitising to take place on entering and leaving all buildings. UK Gov/PHE 2 Meter Social Distancing guidance to be followed where possible Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. All employees to travel alone or be partnered with the same individuals.	Risk Rating				Attendance to be postponed / Rescheduled on instruction from customer Low usage lifts left out of service with the consent of the customer
			2	3	6	M	
			Revised Rating				
			1	2	2	L	
Increased Engineer Response Times	ANSA Employee / Lift Users / General Public Increased Lift Down Time / entrapment	ANSA Staffing levels are being managed to ensure optimum service delivery. ANSA Stock levels of critical spares are being managed to ensure optimum service delivery Site access / restriction instructions are provided to all engineers prior to attendance	Risk Rating				Attendance to be postponed / Rescheduled on instruction from customer Low usage lifts left out of service with consent of customer
			1	2	2	L	
			Revised Rating				
			1	1	1	L	Customer to inform ANSA if there are any restrictions on entering the building.

PPE Required
 Hi-Vis Clothing
 Face Shield / Mask

Safety Footwear
 Hand Protection

Eye Protection
 Overalls/Long Sleeves

Risk Assessment



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			L	S	RR	H/M/L	

Longer Lead times on Parts & Materials.	Lift Users / General Public Increased Lift Down Time	ANSA Stock levels of critical spares are being managed to ensure optimum service delivery Stock of common parts at head office stores facility. ANSA Head office still operational for deliveries Designated Drop Off & Collection points for deliveries and collections to minimise face to face contact	Risk Rating				Attendance to be postponed / Rescheduled on instruction from customer Low usage lifts left out of service with consent of customer.
			2	2	4	L	
			Revised Rating				
			1	1	1	L	
Properties with Suspected / Confirmed COVID-19 Cases	ANSA Employee / Residents / Building Occupants Cross Contamination / Spread of Virus	Notification of properties with members of the public in Isolation noted on ANSA internal systems and non-urgent repairs postponed Customer to confirm safe access is available along with accessible welfare facilities Social Distancing guidance to be followed at all times. Where social distancing cannot be maintained due to a reactive / emergency attendance engineers to wear Gloves, Face covering / Shield / Mask / Glasses, Long sleeve garments / Overalls. Regular hand washing to take place prior to works and on job completion.	Risk Rating				Attendance to be postponed / Rescheduled on instruction from customer Low usage lifts left out of service with consent of customer.
			3	2	6	M	
			Revised Rating				
			2	2	4	L	

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			L	S	RR	H/M/L	

Close Working / Two Man Tasks	ANSA Employee Skin to Skin Contact Close Contact / Unable to follow Social Distancing / Contraction / spread of COVID-19	All employees to wear the correct PPE (Gloves, Face Covering / Shield / Mask & Eye Protection) Keep this to 15 minutes or less where possible Employees should work side by side, or facing away from each other, rather than face to face where possible Once the close working task is complete you should then revert to social distancing procedures.	Risk Rating				Project tasks that involve close working postponed with consent from customer.
			2	3	6	M	
			Revised Rating				
			1	2	2	L	
Entering & Working in Occupied Buildings	ANSA Employee / General Public Close Contact / Contamination of surfaces	All engineers are instructed to follow the government's social distancing guidelines and remain at least 2 meters apart from others. On arrival to all buildings all engineers will be wearing latex gloves & a face covering whilst maintain social distancing where possible. Site/Building rules to be followed at all times Customer to inform ANSA if there are any restrictions on entering the building. Barrier to be used to enforce social distancing measures.	Risk Rating				Attendance to be postponed / Rescheduled on instruction from customer
			2	1	2	L	
			Revised Rating				
			1	1	1	L	

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Risk Assessment



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			L	S	RR	H/M/L	

Goods receiving on site (deliveries)	ANSA Employee / Lift Users / General Public Close Contact / Lack of Social Distancing Contraction of COVID-19	<p>All employees receive Covid-19 updates so that they are aware of the actions that they can personally take to reduce risk.</p> <p>Employees must maintain 2-metre separation when goods are received on site.</p> <p>PPE, namely gloves, should be worn when receiving goods with the option of a face mask / covering if social distancing can not be maintained</p> <p>Any writing implement (e.g. pens) used to sign for receipt should not be shared.</p>	Risk Rating				Signing for packages is not permitted.
			2	2	4	L	
			Revised Rating				
			1	1	1	L	
Site meetings and contact with third parties	ANSA Employee / Lift Users / General Public Close Contact / Lack of Social Distancing Contraction of COVID-19	<p>All employees receive Covid-19 updates so they are aware of the actions that they can personally take to reduce risk.</p> <p>Non-essential visits to the site are prohibited. Non-essential meetings should be conducted using online meeting options.</p> <p>Employees must maintain 2-metre separation and wear a face covering. A well-ventilated space should be utilised.</p> <p>Hand sanitiser / Hand washing to be undertaken before and after each meeting. Pens and other objects must never be shared during meetings.</p>	Risk Rating				All meetings to be postponed or conducted through online technology options, where practicable
			2	2	4	L	
			Revised Rating				
			1	1	1	L	

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Sharing of Tools & Equipment	ANSA Employees Contraction of COVID-19	PPE, namely gloves, should be worn when using tools & equipment that is also being used by others. Regular hand washing / Hand Sanitising to take place prior to works and on job completion. All tools to be wiped down with an anti bacterial solution when booked back into our stores building.	Risk Rating				Project tasks that involve multiple use of tools and equipment postponed with consent from customer.
			2	1	2	L	
			Revised Rating				
			1	1	1	L	

ANSA Elevators Method Statement



Method Statement Title:	COVID-19 Conditions Protocol
Site / Lift ID:	
Date:	
PPE Required:	Hand protection - Gloves (at all times) Face Covering/Shield/Mask (where applicable) Long-sleeved clothing (as required) Protective Glasses (as required) Overalls (as required) PPE required for the specific Associated Lift Works RAMS

Method Statement	
1.	On arrival to site ensure you are wearing the correct PPE as required. Face coverings are required whilst moving around an enclosed space, where social distancing is not possible & where you can come into contact with others.
2.	Regular hand washing to take place prior to works and on job completion.
3.	Address the building for any display signs & instructions relating to COVID-19 before entering.
4.	Inform reception / Building FM or Security of your arrival (where applicable), keep your distance (2 metres where possible); refrain from the electronic signing of visitor/contractor registration tablets / PDA devices where possible.
5.	If you are made aware that the areas within the vicinity of your working operations could be contaminated, stop work immediately and contact your line Manager for further guidance.
6.	Site Specific Instructions / Permits to work should be adhered to at all times.
7.	Carryout work tasks as required whilst keeping at least 2 meters distance from others (where close working is avoidable) and avoiding direct contact with other colleagues/persons at all times.
8.	Where close working is required, you must ensure all PPE is worn (Face Covering/Shield/Mask and gloves as a minimum), along with overalls or long-sleeved clothing to prevent skin to skin contact in the lower arm area

ANSA Elevators Method Statement



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Site / Lift ID:	
Date:	
PPE Required:	Hand protection - Gloves (at all times) Face Covering/Shield/Mask (where applicable) Long-sleeved clothing (as required) Protective Glasses (as required) Overalls (as required) PPE required for the specific Associated Lift Works RAMS

9. Once the close working task is complete you should then revert to standard COVID-19 social distancing procedures.

10. Complete your work tasks in accordance with the specific RAMS and leave the equipment in a safe manner.

11. Clean and disinfect frequently touched objects and surfaces including tools and materials when and where possible.

12. Where gloves become damaged, avoid touching your eyes, nose, and mouth with your hands and wash or sanitise immediately.

13. Continuous awareness and monitoring of the site, adherence to any new control measures should be adopted where possible. Any further concerns or confirmed cases of COVID-19 should be reported to site/line management and recorded immediately.

14. If it is believed you have been exposed to contaminated persons or materials, you must inform your line manager immediately and follow guidelines on Isolation.

15. Upon leaving site ensure that all work equipment has been reinstated for use or isolated safely (if returning to continue works at a later date); secure tools and specific lift components and equipment and inform site management you have finished for the day.