

# RISK ASSESSMENT

<b>Operation / Task: WORKS DURING COVID-19 OUTBREAK</b>				<b>Risk Assessment Number: 38</b>					
<b>Contract: ALL</b>				<b>Location/Area:</b>					
<b>Employees at risk: ALL</b>				<b>Other Persons at Risk:</b>					
<b>Key responsible persons: MANAGERS/SUPERVISORS</b>				<b>PPE.Requirements: FACE MASK, DISPOSABLE GLOVES AND EYE PROTECTION (AS REQUIRED)</b>					
Ref	Hazard	Risk	Pre-Control Risk rating			Control Measures	Post-Control Risk Rating		
			1*	2*	1x2		1*	2*	1x2
1	Sharing Transport with co-workers	Employees may breach social distancing guidelines whilst being transported to work in shared vehicles. Causing unintentional infections through breath, touch or contaminated surfaces	4	4	16	<ol style="list-style-type: none"> <li>1. Clean down all surfaces with suitable cleansing product , minimum soapy water</li> <li>2. <b>No more than 2 persons in a vehicle</b>, and always in line with social distancing guidance (2m) dependant on cab size. Anytime this is not possible full PPE is to be used (Face mask, gloves and eye protection)</li> <li>3. Where Possible open windows to allow fresh air into cab</li> <li>4. Employees must follow government guidance on Self Isolation, when required, before presenting for work</li> <li>5. Employees must adhere to Social Distancing (2m) and Hygiene (Handwashing) prior to presenting for work and during working day</li> <li>6. Regularly wash clothes used</li> <li>7. Supervisors, Managers and site teams to challenge people that fail to follow the guidance Travel to depot/site.</li> </ol> <p><b>Workers who travel to the depot or site need to consider:</b></p> <ol style="list-style-type: none"> <li>1. Parking arrangements for additional cars and bicycles</li> <li>2. Other means of transport to avoid public transport e.g. cycling and walking</li> <li>3. Providing hand cleaning facilities at entrances / exits to work depots/sites or within works vehicles. This should be soap and hot water wherever possible or hand sanitiser if water is not available</li> </ol>	4	2	8

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					<p>4. Keep the numbers of people in working/travelling teams as low as possible (it won't always be possible to have solo vehicle use)</p> <p>5. Keep teams constant (don't split them up – where possible)</p> <p>6. Keep same teams with same vehicles where possible</p> <p>Own vehicles should not be used for business use without the appropriate business insurance cover.</p> <p>Note: commuting to and from work will be covered by personal insurance as this is not classed as business use</p> <p>7. Avoid all non-essential travel both by private or works vehicle</p> <p>8. Keep the time spent in the vehicle to a minimum – do not stop off or take the “long route” to the depot or the site</p> <p>9. All vehicle keys should be sanitized at the start and end of shift</p> <p>10. At the start of shift, clean the external handles and locks / catches on the vehicle with soap and water. If this is not practicable, then open external door handles using either a gloved hand, disinfectant wipes or disposable paper towel</p> <p>11. Remember to sanitize items of work equipment that may be used in the cabin of the vehicle such as mobile phones, tablets and cameras. Avoid passing these between occupants or using these inside the vehicle unless essential</p> <p>12. Inside works vehicles, wear a “clean” pair of nitrile gloves. Ensure they have adequate grip and dexterity to allow safe driving. DO NOT wear your work gloves.</p> <p>13. Sit as far apart within the vehicle cabin as possible. If 2 people are sharing a vehicle with front and rear seats (e.g. a car, welfare van or double crew cab) then one person should sit in the rear seat diagonally opposite the driver</p> <p>14. Keep the windows at least partially open whilst travelling and the climate control system switched to blow external air to ensure continuous air change within the cabin area</p> <p>During the day, sanitize your hands regularly either by handwashing with soap and water (for at least 20 seconds) or using hand sanitizer if available, every time you get into or out of the vehicle, every time you blow your nose, sneeze or cough, eat or handle food</p>			
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					<p>15. Where possible, avoid touching your eyes, nose, and mouth with unwashed hands and avoid touching the vehicle after sneezing or coughing until you have sanitized your hands</p> <p>16. If available, use disinfectant wipes to sanitize any areas of the vehicle that hands may typically touch including the steering wheel, gear stick, handbrake, indicator and wiper control arms, beacon switches, door handles, seat belts and buckles, window buttons, mirrors, stereo and climate control buttons</p> <p>17. If wipes are not available, soap and water may be used but ensure it does not get into the vehicle's electrical systems and thoroughly dry items like the steering wheel before driving. Chlorine based cleaning products should only be used in accordance with the relevant COSHH assessment</p> <p>18. Always sanitize your hands after cleaning your vehicle - if your hands are dirty, you are putting germs right back onto that clean surface</p> <p>19. Aim to sanitise the vehicle at least 3 times a day – start of shift, before lunch and end of shift</p> <p>20. Do not eat or drink in the vehicle. Do not store food or drink directly on any surface in the cab unless you know that part of the cab and the food packaging has been cleaned beforehand</p> <p>21. Ensure you have a supply of clean tissue / paper towel and a waste bin/bag in your vehicle. Catch your cough or sneeze in a tissue, then throw the tissue in the bin and sanitize your hands. Remove the bin bag at the end of your shift and dispose of it</p> <p>22. After exiting the vehicle, remove your clean gloves and leave them on a cleaned surface in the cabin</p> <p>Put on your work gloves and close the door using the outside of the door only – do not touch the inside of the vehicle. At the end of shift, take your clean gloves out of the vehicle with you and sanitize the external surface of the gloves by washing with soap and water.</p>			
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2	Police and / or other enforcement bodies challenging the movement of people to site	Employees may be denied entry to certain roads or transport routes due to government restrictions	2	2	4	1. Critical Worker Letter to be issued to workforce , that can be presented to the enforcement authority when challenged 2. Means of identification should be carried by employee to back up the letter.	1	2	2
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			1*	2*	1x2		1*	2*	1x2
3	Hotels and other accommodation not allowing guests to check in	Employees may be denied entry to hotels. Employees may find getting food whilst working away due to restaurant closures	2	2	4	1. Critical Worker Letter to be issued to workforce , that can be presented to hotel staff 2. Use of take away services and / or accommodation with cooking facilities should be considered(Air B&B Etc) 3. Means of identification should be carried by employee to back up the letter	2	2	4
4	Start of shift Briefings , Toolbox Talks	Maintaining Social distancing whilst trying to hear a briefing with external noise may lead to employees breaching guidelines causing unintentional infections through breath	3	3	9	1.Induction/Briefing audience sizes to be reduced, if required, to allow for employees to hear the vital information but maintain social distance guidance (2m) 2. Suitable outside location where external noise is reduced as far as reasonably practicable should be chosen for the briefings 3. Supervisor and site teams to challenge people that fail to follow the guidance	2	2	4
5	Operations compromised by reduced workforce & / or supervision due to self-isolation and possible infection rates within workforce	Key safety roles may be reduced leading to additional uncontrolled hazards and / or breaches of safety policy. Additional strain on workforce completing	3	3	9	1. Supervisor/managers to assess job requirements and resources available at start of shift, concerns be addressed and if required to be escalated to contracts manager.	2	3	6

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		tasks with reduced manpower							
6	General operations.	Employees may breach social distancing guidelines whilst completed scheduled tasks. Causing unintentional infections through breath or contaminated surfaces	3	3	9	<ol style="list-style-type: none"> <li>1. Clean down machine controls with suitable cleansing product , minimum soapy water</li> <li>2. No more than 1 person in any piece of mobile plant, Full PPE to be worn if this is not possible.</li> <li>3. Employees must follow government guidance on Social Distancing (2m) and Hygiene (Handwashing/cleaning)</li> <li>4. PPE standards, including gloves, to be maintained - used PPE to be stored separately</li> <li>5. Supervisor and site teams to challenge people that fail to follow the guidance</li> <li>6. Start of Shift Briefing to remind workforce of government guidance</li> <li>7. Where it is possible to remain 2 metres apart, use floor markings to mark the distance, particularly in the most crowded areas (for example, where queues form)</li> <li>8. Where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible</li> <li>9. Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible</li> <li>10. As much as possible, keep teams of workers together and keep teams as small as possible</li> </ol>	3	2	6

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7	Plant Breakdown, Inspections and Repairs	Employees may breach social distancing guidelines whilst completing scheduled tasks. Causing unintentional infections through breath or contaminated surfaces	4	3	12	<ol style="list-style-type: none"> <li>1. Clean down all controls and surfaces where possible before commencement of work</li> <li>2. Wear disposable gloves at all times NO EXCEPTION</li> <li>3. After all operations ensure hands are washed and sanitised</li> <li>4. No more than one person on any piece of plant, Full PPE to be worn if this is not possible.</li> <li>5. Employees must follow government guidance on social distancing ( Min 2 Mtrs ) and Hygiene ( Handwashing/Sanitising )</li> <li>6. PPE must always be worn , dirty overalls to be kept separate from clean and disposable PPE to be disposed of correctly</li> <li>7. All to challenge individuals that fail to follow guidance and report to supervisors if measures are not being met</li> <li>8. Daily briefing to inc any further advise or updates.</li> </ol>	3	2	6
8	Use of shared Welfare Facilities (including eating)	Employees may breach welfare guidelines whilst using the shared facilities. Causing unintentional infections through contaminated surfaces	3	4	12	<ol style="list-style-type: none"> <li>1. Regular clean down all surfaces, door handles and equipment with suitable cleansing product , minimum soapy water</li> <li>2. No more than 2 persons in a vehicle , and always in line with social distancing guidance (2m) dependant on cab size.</li> <li>3. If required stagger breaks and use multiple locations , such as eating alone in a van</li> <li>4. Employees should bring food that requires little or no preparation and can be eaten without the use of utensils where possible</li> <li>4. Employees must follow government guidance on Social Distancing (2m)</li> <li>5. Employees must wash hands (20 sec rule) with soap and water prior to and after : Eating, Smoking and using the water cubical.</li> <li>6. Eating utensils and associated items such as mugs must not be shared</li> <li>7. Supervisor and site teams to challenge people that fail to follow the guidance</li> </ol>	2	3	6

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9	Interaction with Members of the public	Employees and other stakeholders may be at additional risk of harm from members of the public , given the current restrictions on normal life	3	3	9	<p>Employees to avoid confrontation with members of the public where possible and always act professionally</p> <p>Clients may have communicated to residents and put signage in place indicating the critical nature of the work</p>	2	2	4
10	Maintaining Mental and Physical Wellbeing	Due to the restrictions in normal life and the financial problems (real, potential or perceived) caused by the Covid-19 outbreak , employees may be suffering from physical or mental conditions that impact their productivity and or concentration at work	3	3	9	<p>1. Regular two-way communication with workforce will be maintained through: WhatsApp Groups , Emails , TBTs , Management Meetings or ones2ones , etc.</p> <p>2. Reminder on support from EAP program.</p> <p>3. Employees should inform their supervisor of any issues which may affect their work.</p>	3	2	6
11	Audits / Inspections and Other Site Visits (Boots on Ground)	Additional non-operational persons on site , increasing likelihood of transfer of infection	2	3	6	<p>1. Conduct remote auditing / inspections where possible</p> <p>2. visits to be reduced to critical only , and social distancing (2m) and Hygiene guidance to be followed at all times.</p>	2	2	4
12	First Aid	Additional Risk to First Aiders that will be required to breach social distancing guidelines, causing unintentional infections through breath and contaminated clothing	2	4	12	<p>1. People presenting only with the symptoms should not be treated but arrangements made to remove from site as appropriate</p> <p>2. If it's a minor complaint ascertain if the employee can self-administer first aid</p> <p>3. More serious cases should be treated adhering to normal first hygiene guidance</p> <p>4. Before referring to hospital consider the current situations and potential delays.</p>	2	3	6
13	Management of Subcontractors and Agency Employees	Additional Risk of using Sub Contractors and Agency Employees , who may not be getting same	2	3	6	<p>1. Agencies and Contracting Supply chain contacted and aware of our requirements prior to attending site</p> <p>2. Where possible site teams will be consistent and any changes managed</p>	2	2	4

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		guidance and whose status is unknown				<p>3. Supply Chain Risk Assessments will be reviewed prior to them attending site</p> <p>4. Start of Shift Briefing to remind workforce of government guidance</p> <p>5. Supervisor and site teams to challenge people that fail to follow the guidance.</p>			
14	Vulnerable Employees. Extremely Vulnerable People - Advised to 'Shield' at Home, and Close Relatives of Extremely Vulnerable People	Very Severe Infection by COVID 19, with potentially fatal implications	5	5	25	<p><b>Construction Leadership Council - Site Operating Procedures – Protecting Your Workforce (23rd March 2020)</b></p> <p>Self-Isolation</p> <p>Anyone who meets one of the following criteria should not come to site:</p> <ul style="list-style-type: none"> <li>• Has a high temperature or a new persistent cough - follow the guidance on self-isolation</li> <li>• Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)?</li> <li>• Is living with someone in self-isolation or a vulnerable person. Follow Advise issued by NHS, and Employee to 'Shield' at home, until instructed otherwise</li> </ul>	4	1	4