




Risk assessment name	Covid Secure Risk Assessment - Working in Homes & Construction Sites	Assessment type	 General
Assessor name	Ian Gager	Affected site(s)	Aran Client Site
Assessment date	28/09/2021	Review period	Custom
Approved by	Ian Gager	Review date	31/01/2022
Approved date	28/09/2021	Reference	RA 87 v4

Description



Due to the changing nature of the virus and changes to Government Guidance, it is vital that the most up to date guidance is referred to.













This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is Covid-Secure.

Ongoing and up to date guidance can be found: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>







Changes in this version 4:



General review, no changes made.

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>01. Cleaning To Reduce Transmission Of Covid-19</p> <p>- Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>All staff</p> <p>Cleaners</p> <p>How?</p> <p>Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<div data-bbox="837 197 909 272"> </div> <p>Appropriate Disinfectant Products Used In Line With COSHH Assessment.</p> <p>Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> <div data-bbox="837 384 909 459"> </div> <p>Cleaning Of Sites/ Premises Before Work Commences</p> <p>Assessment of cleaning requirements will be carried out prior to premises and sites opening and appropriate cleaning will take place.</p> <div data-bbox="837 528 909 603"> </div> <p>Correct Guidance On Cleaning Will Be Followed For Cleaning Areas Of Higher Risk</p> <p>This may include- areas where bodily fluids are present, suspected Covid-19 and portaloos.</p> <p>Based on current Government Guidance for Non-clinical Decontamination-in-non-healthcare-settings</p> <p>This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double-bagged and labelled - stored securely for 72 hours before disposal.</p> <div data-bbox="837 708 909 783"> </div> <p>Increased Cleaning Frequency Of Cleaning Throughout Site</p> <p>Increased cleaning regime in place throughout site.</p> <p>Particular focus on commonly touched areas, equipment, surfaces and common shared areas.</p> <div data-bbox="1357 708 1429 783"> </div> <p>Site Will Be Cleared Of Waste Frequently</p> <p>Personal items removed at end of shift and increased waste collection in place across the site.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>










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 <p>02. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<div>  <div> <p>Employees Advised To Wash Clothing After Work</p> <p>Unless assessment of other risks deems necessary- employees will change clothing at home not at work in changing rooms and will be advised to launder clothes as soon as possible in the event of any contamination of clothing.</p> </div> </div> <div>  <div> <p>Increased Hand Washing Facilities Provided Across Sites.</p> <p>Increased hand washing facilities provided throughout the site including at entrances, exits, different parts of the site and any common areas.</p> <p>Sanitiser will be provided to personnel and in multiple locations across the site in addition to washrooms where appropriate.</p> </div> </div> <div> <div>  <div> <p>Increased Waste Management</p> <p>Additional waste facilities will be available throughout the site with more frequent collection where appropriate.</p> </div> </div> <div>  <div> <p>Noise Reduced To Prevent Need To Raise Voice</p> <p>Sources of noise kept to a minimum to prevent the need for people to shout and raise voices which may increase risk of respiratory droplets transmitting infection. This includes radio/ music etc.</p> </div> </div> </div> <div>  <div> <p>Signs And Posters In Use To Remind To Practise Good Hygiene</p> <p>Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 seconds on a frequent basis.</p> <p>Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p> </div> </div> <div>  <div> <p>Use Of Face Coverings</p> <p>If employees choose to wear face coverings then they will be supported in the workplace.</p> <p>Face coverings are not classed as PPE. Advice will be given to employees on the correct use.</p> </div> </div>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>
 <p>03. Attendance And Movement Of People On Site -The attendance of people in the workplace where working from home is phased out may increase the number of people in the premises which may increase the risk of Covid-19 transmission.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors</p> <p>How? Where more than 1 person attends work not from the same household increases the risk of transmission of the Covid-19 virus.</p>	<div>  <div> <p>Access, Egress and Areas Of Safety Allow For Social Distancing</p> <p>The site will be planned in order to allow for social distancing to be maintained at access, egress and areas of safety.</p> <p>Multiple separate entrance and exits will be used where safe to do so.</p> <p>Turnstiles areas strictly controlled to prevent gatherings of people and area cleaned frequently.</p> </div> </div> <div>  <div> <p>Adequate Work Equipment will be provided to Remote Workers</p> <p>Regular contact will be made with remote workers so arrangements are adequate to support their physical and mental well-being.</p> </div> </div>	<p>2 x 5</p> <p> 10</p> <p>Medium</p>













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		<div data-bbox="837 181 909 248"></div> <div data-bbox="927 175 1435 197">Controlled Movement Of People Throughout Workplace</div> <div data-bbox="927 205 1845 250">Use of one way systems, multiple separate entrances and exits to reduce the number of people at cross over areas and pinch points.</div> <div data-bbox="927 272 1637 295">Monitoring and regulation of higher traffic areas such as stairways, turnstiles etc.</div> <div data-bbox="927 317 1823 362">Use of signs and markings to indicate the direction of movement and social distances in place where appropriate.</div> <div data-bbox="837 408 909 475"></div> <div data-bbox="927 403 1525 426">Designated Transfer Zones For Passing Of Materials Or Equipment</div> <div data-bbox="927 434 1877 478">To reduce the need for coming into contact with people, materials, equipment etc will be exchanged using designated transfer zones.</div> <div data-bbox="927 501 1666 523">Equipment will be cleaned before and after use and good hand hygiene observed.</div> <div data-bbox="837 547 909 614"></div> <div data-bbox="927 542 1272 564">Designated Work Zones Implemented</div> <div data-bbox="927 572 1312 639">Separation of site into zones to segregate groups of employees and mixing of groups avoided at where possible.</div> <div data-bbox="837 663 909 730"></div> <div data-bbox="927 659 1352 681">Emergency Plans Updated And Communicated</div> <div data-bbox="927 689 1872 734">People do not have to adhere to social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent.</div> <div data-bbox="927 756 1852 801">Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough hand washing.</div> <div data-bbox="837 825 909 892"></div> <div data-bbox="927 820 1471 842">Information, Instruction and Training Provided To Employees</div> <div data-bbox="927 850 1469 873">Employees consulted on risks and controls in the work place.</div> <div data-bbox="927 895 1635 917">Staff communicated with on a regular basis on changes to hazards and controls.</div> <div data-bbox="927 940 1883 984">Employees receive training through the use of training courses, posters, signs, announcements and toolbox talks.</div> <div data-bbox="837 1008 909 1075"></div> <div data-bbox="927 1003 1303 1026">Minimal Employees To Attend Work sites.</div> <div data-bbox="927 1034 1332 1101">Work organised so that minimal people are required to attend sites - where it allows work to be carried out safely.</div> <div data-bbox="1352 1008 1424 1075"></div> <div data-bbox="1442 1003 1724 1026">Pro-active Monitoring In Place</div> <div data-bbox="1442 1034 1852 1101">Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</div> <div data-bbox="837 1125 909 1192"></div> <div data-bbox="927 1120 1344 1142">Restrict Movement Of People Throughout Site</div> <div data-bbox="927 1150 1337 1217">Employees discouraged from carrying out non-essential trips within the site - use of phones or radios to communicate with others.</div> <div data-bbox="1352 1125 1424 1192"></div> <div data-bbox="1442 1120 1836 1163">Signage In Place To Remind Employees Of The Controls</div> <div data-bbox="1442 1171 1836 1284">Posters and signs to be used to remind employees of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).</div> <div data-bbox="837 1308 909 1375"></div> <div data-bbox="927 1303 1229 1326">Site Inductions Strictly Controlled</div> <div data-bbox="927 1334 1317 1378">Numbers on inductions will be controlled in order to maintain social distancing.</div> <div data-bbox="927 1401 1305 1445">Inductions will be held outside where at all possible.</div>	

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		<div data-bbox="840 180 907 252">  </div> <p>Use Of Outside Spaces For Breaks Where Possible Safe outside places will be available for breaks- with social distancing in place through layout and use of signs and markings.</p> <p>Monitoring of these spaces to be carried out to ensure adherence to social distancing.</p> <div data-bbox="840 319 907 391">  </div> <p>Ventilation On Site Increased As Much As Possible. Windows and doors opened as much as possible to increase ventilation in all workspace.</p> <p>Use of extraction fans may be used to increase ventilation.</p> <p>Adjustments to be made to ensure adequate ventilation remains in place.</p> <p>Fire doors will not be propped open.</p> <p>Guidance on use of Shared Air Condition will be taken with a competent engineer.</p> <div data-bbox="840 571 907 643">  </div> <p>Vulnerable Employees Proactively Supported And Protected. Where employees are at increased risk from Covid-19 and its associated complications, each case will be assessed individually to ensure they are adequately protected and supported.</p> <p>This may include Black, Asian and Minority Ethnic (BAME) employees, pregnant women, older people and those with underlying health conditions.</p> <p>Appropriate individual risk assessments will be completed where required.</p> <p>Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed.</p> <div data-bbox="840 823 907 895">  </div> <p>Will Follow Guidance For Test, Trace And Isolation Where employees are required to isolate due to themselves or their household/bubble having symptoms or positive test result, being required by NHS Test & Trace or due to travel quarantine requirements they will not be permitted to attend the workplace.</p> <div data-bbox="840 938 907 1010">  </div> <p>Work Site Organised To Support Social Distancing Work activities organised to separate employees to allow for social distancing whether through location or time.</p> <p>Use of markings to support social distancing.</p> <p>Use of protective screens between people to be used where appropriate.</p> <p>Job rotation to be reduced where possible to prevent shared use of equipment.</p> <p>Where this is not possible for safety reasons all equipment will be thoroughly cleaned before and after use and hand hygiene carried out.</p> <div data-bbox="840 1257 907 1329">  </div> <p>Working Away From Home Strictly Assessed And Controlled Where it cannot be avoided and working away from home must be carried out it will be ensured that accommodation will meet Government Guidelines and be recorded centrally along with the assessment of any additional risks and controls required.</p>	










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		<div data-bbox="840 181 909 252">  </div> <p>Working Teams In Place Employees split into fixed pairs, teams or groups to reduce the mixing of people.</p> <div data-bbox="840 280 909 351">  </div> <p>Workstations (office areas) Will Be Organised To Support Social Distancing Workstations will be arranged so that social distancing can be adhered to- desks arranged to be spread out from each other.</p> <p>Hot-desking will be prevented where at all possible- if this is not possible thorough cleaning will take place before and after use and use of own peripherals such as mouse and keyboards.</p> <p>Where social distancing cannot be maintained further controls will be in place:</p> <p>Increased cleaning of surfaces and hand hygiene measures. Reduced Time spent in proximity Improved ventilation Use of protective screens. Workstations organised so not working face to face. Fixed teams working together</p>	










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<div data-bbox="264 196 376 296" data-label="Image"> </div> <p data-bbox="174 300 463 344">04. Social Distancing Guidelines Cannot Be Met</p> <p data-bbox="143 347 495 480">Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity and mitigation measures will be required.</p>	<p data-bbox="539 188 607 209">All staff</p> <p data-bbox="539 240 797 352">How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	<div data-bbox="837 204 909 276" data-label="Image"> </div> <p data-bbox="927 196 1330 217">Activity Assessed To Deem If It Is To Proceed</p> <p data-bbox="927 225 1330 316">If social distancing cannot be maintained, the activity will be assessed to deem if it is safe to go ahead with the appropriate mitigation factors in place.</p> <div data-bbox="1361 204 1433 276" data-label="Image"> </div> <p data-bbox="1451 196 1809 240">Employees To Avoid Face To Face Work Where Possible</p> <p data-bbox="1451 248 1850 316">Where possible employees will work side by side or back to back to avoid working face to face.</p> <div data-bbox="837 347 909 419" data-label="Image"> </div> <p data-bbox="927 339 1196 360">Improved Ventilation In Place</p> <p data-bbox="927 368 1783 389">Workspaces will be well ventilated through natural or mechanical means to increase air changes.</p> <p data-bbox="927 413 1850 458">Relevant HVAC engineers will be consulted where appropriate to ensure safe and effective ventilation is achieved.</p> <div data-bbox="837 483 909 555" data-label="Image"> </div> <p data-bbox="927 480 1218 501">Increased Cleaning Carried Out</p> <p data-bbox="927 509 1330 619">Increased cleaning of surfaces where people are operating within the advised social distance to be carried out. Processes to be paused where possible to allow for increased cleaning.</p> <div data-bbox="1361 483 1433 555" data-label="Image"> </div> <p data-bbox="1451 480 1783 501">Increased Handwashing Carried Out</p> <p data-bbox="1451 509 1850 619">Provisions will be made in order for people to be able to wash their hands more frequently- including before and immediately after carrying out tasks where social distancing has not been maintained.</p> <div data-bbox="837 644 909 716" data-label="Image"> </div> <p data-bbox="927 639 1240 660">Physical Barriers or Screens In Use</p> <p data-bbox="927 668 1330 735">To screen people from each other physical barriers or screens will be used and cleaned frequently.</p> <div data-bbox="1361 644 1433 716" data-label="Image"> </div> <p data-bbox="1451 639 1861 684">Teams / Partners / Cohorts Will Be Kept Fixed Where Possible</p> <p data-bbox="1451 692 1872 802">To reduce the number of different people working within the advised social distance, fixed teams and partners will be in place where at all possible to reduce the level of possible transmission</p> <div data-bbox="837 828 909 900" data-label="Image"> </div> <p data-bbox="927 823 1554 844">Time Spent Within Advised Social Distance To Be Kept To A Minimum</p> <p data-bbox="927 852 1834 896">The time where persons are within advised social distance will be kept to as short a time as practicable possible.</p> <p data-bbox="927 920 1816 965">Tasks and activities will be planned to reduce the actual amount of time the people will be within the advised social distance and alternative methods used where at all possible.</p> <div data-bbox="837 991 909 1062" data-label="Image"> </div> <p data-bbox="927 986 1509 1007">Use of Personal Protective Equipment (PPE) And Face Coverings</p> <p data-bbox="927 1015 1872 1059">Additional PPE beyond what is normally worn to control workplace risk, for management of Covid infection has limited benefits and precautionary use of additional PPE for this purpose is not encouraged.</p> <p data-bbox="927 1083 1839 1150">However where the risk assessment identifies high risk of transmission due to difficulties implementing controls such as social distancing then the use of face coverings or PPE will be considered as a further control measure.</p> <p data-bbox="927 1174 1839 1219">Appropriate PPE or Face coverings will be selected and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessment.</p>	<p data-bbox="1995 188 2040 209">3 x 5</p> <div data-bbox="1995 225 2067 300" data-label="Figure"> </div> <p data-bbox="1984 355 2058 376">Medium</p>


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 <p>05. Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.</p>	<p> Cases Recorded and Investigated. Records maintained of those who are isolating or who develop symptoms at work.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> <p> Employee Not To Return To Work And Should Self-Isolate For those displaying symptoms, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p> <p> Employee To Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance.</p> <p>They should then self-isolate in accordance with guidelines.</p> <p> Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p> Waste Disposed Of With Care With Local Guidelines. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p>If unable to store the waste then arrangements for clinical waste collection will be made.</p> <p> Will Follow Government Advice On Testing And Tracing Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow.</p> <p> Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines. Decontamination-in-non-healthcare-settings.</p> <p>If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>	<p>4 x 6</p> <p></p> <p>24</p> <p>Medium</p>














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 <p>06. Clinically Vulnerable Occupants Clinically Vulnerable Occupants Whilst not advised to shield, clinically vulnerable people are still at increased risk from complications from Covid-19 infection.</p>	<p>Occupant</p> <p>How? Clinically vulnerable people are more likely to suffer complications from Covid-19 infection.</p>	<div>  <p>Cleaning Of Work Area Will Take Place Before and after work the area will be cleaned with appropriate products.</p> </div> <div>  <p>Social Distancing In Place No face to face contact carried out. Distance maintained at the doorway and when accessing workspace and all other times in the household.</p> </div> <div>  <p>Communication With Household Prior To Attending Prior to visiting the premises, the customer will be contacted to discuss the controls that need to be in place.</p> </div> <div>  <p>Stringent Hand And Respiratory Hygiene Measures In Place Employees will be stringent with hand and respiratory hygiene and care will be taken to avoid touching surfaces unnecessarily.</p> </div>	<p>3 x 5</p> <p>15</p> <p>Medium</p>
 <p>07. Coming To Work And Leaving Work - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	<div>  <p>Safer Travel Supported Car sharing with people from different households will be discouraged.</p> </div> <p>Alternatives such as walking and cycling will be supported with increased facilities.</p> <p>Use of Public Transport will be discouraged and where this is not possible employees will follow Government requirement to wear face coverings and practice high standards of hygiene and maintain social distancing.</p>	<p>2 x 5</p> <p>10</p> <p>Medium</p>
 <p>08. Common Areas (Including Kitchen and Welfare Facilities) - Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Common areas may restrict the ability to maintain social distancing. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<div>  <p>Access To Toilets / Showers/ Changing / Locker Rooms Controlled By Clear guidance Restrictions on the number of people using facilities at any one time to allow for social distancing.</p> </div> <p>Additional welfare facilities may be required to support the workforce.</p> <p>Use of markings and posters to indicate the social distancing requirements.</p> <p>Paper Towels to be used where possible as opposed to hand dryers.</p> <div>  <p>Break Times Staggered And Employees Remain On Site Employees to remain on site where possible during breaks or eat in own vehicle alone.</p> </div> <p>Break times to be staggered to prevent the gathering of people in break areas.</p> <div>  <p>Canteen Facilities Planned Canteen and kitchen access restricted to limit the number of people permitted at any one time.</p> </div> <p>Additional welfare facilities may be required to support the workforce.</p> <p>Employees encouraged to bring in own food to avoid the need to use facilities.</p> <div>  <p>Increased Frequency Of Cleaning Of Toilets / Changing / Locker Rooms and Kitchens. Increased cleaning of the welfare facilities will be carried out on site- especially portaloos if in use.</p> </div> <p>Increased frequency of cleaning of kitchen facilities to be carried out.</p> <p>Employees to clean kitchen items before and after use.</p>	<p>2 x 5</p> <p>10</p> <p>Medium</p>








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		<div data-bbox="837 180 909 252"> </div> <div data-bbox="927 175 1276 220"> <p>Numbers Of People In Common Areas Managed.</p> </div> <div data-bbox="927 228 1344 295"> <p>Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p> </div> <div data-bbox="1357 180 1429 252"> </div> <div data-bbox="1447 175 1724 197"> <p>Pro-active Monitoring In Place</p> </div> <div data-bbox="1447 205 1843 295"> <p>Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing.</p> </div> <div data-bbox="837 319 909 391"> </div> <div data-bbox="927 314 1413 336"> <p>Regular Cleaning Of Common Area And Touch Points.</p> </div> <div data-bbox="927 344 1881 389"> <p>Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints.</p> </div> <div data-bbox="927 413 1357 435"> <p>These will be cleaned more intensely/frequently.</p> </div> <div data-bbox="927 459 1839 504"> <p>The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p> </div> <div data-bbox="927 528 1547 550"> <p>Disposable cloths will be used where possible to reduce transmission.</p> </div> <div data-bbox="837 572 909 644"> </div> <div data-bbox="927 568 1200 590"> <p>Restricted Use Of Lifts / Hoists</p> </div> <div data-bbox="927 598 1657 620"> <p>Stairs will be used rather than lifts to prevent people from being in close proximity.</p> </div> <div data-bbox="927 644 1798 689"> <p>If lifts and hoists are to be used then the occupancy will be limited to be able to comply with social distancing.</p> </div> <div data-bbox="927 713 1276 735"> <p>Touchpoints will be cleaned frequently.</p> </div>	

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 <p>09. Handling Items, Materials And Using On-Site Vehicles Or Plant - Employees occupying work vehicles at the same time or shared use of common vehicles/plant or equipment.</p>	<p>All staff</p> <p>How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.</p>	<div>  <p>All Items To Be Cleaned Regularly Inbetween use by different operators the equipment will be cleaned with an appropriate cleaning product.</p> <p>Focus will be given to commonly touched areas such as handles, dials etc.</p> </div> <div>  <p>Good Hand Washing/Hygiene Procedures Observed Before and After Use All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials or before and after using the vehicles.</p> </div> <div>  <p>Job And Equipment Rotation Reduced Where possible and safe to do so job and equipment rotation will be reduced.</p> <p>Where this cannot be avoided, items will be thoroughly cleaned before and after use and good hand hygiene to be carried out before and after use.</p> </div> <div>  <p>Mitigation Of Risk For Employees Travelling And Working Together Workplace transport such as work minibuses, shuttle buses, vans will have limited persons permitted.</p> <p>Seats will be left empty to allow for social distancing where possible.</p> <p>Pairs or teams to be fixed to reduce the number of people mixing.</p> <p>Passengers to sit as far away from each other and avoid sitting face to face.</p> <p>Windows to be kept open during travel to improve ventilation.</p> </div> <div>  <p>Vehicles / Plant Not Shared Where At All Possible Where the job permits, vehicles/plant will not be occupied by more than one person at any one time.</p> <p>Where possible the same person will use the same vehicle/plant equipment and not swap with other drivers or operators.</p> <p>If vehicles/plant equipment are to be used by different people at different times then they will be cleaned before and after each use.</p> <p>Vehicles taken home by employees will be cleaned before the next person uses it.</p> </div>	<p>2 x 5</p> <p>10</p> <p>Medium</p>
 <p>10. Managing Customers, Visitors and Contractors Coming To Site. - Tradespeople, couriers, deliveries, contractors and other visitors such as customers attending site for work purposes.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<div>  <p>Access To Welfare Facilities Controlled Access to welfare facilities is strictly controlled with increased cleaning carried out and use monitored.</p> </div> <div>  <p>All Visitors To Site To Be Pre-Arranged And Times Staggered Non-essential visitors/contractors /customers to be requested or permitted on site.</p> <p>No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made.</p> <p>Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p> </div>	<p>3 x 5</p> <p>15</p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="840 180 909 252">  </div> <div data-bbox="927 175 1330 220"> <p>Documentation Issued Electronically Where Possible</p> </div> <div data-bbox="927 228 1330 316"> <p>To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> </div> <div data-bbox="1359 180 1429 252">  </div> <div data-bbox="1447 175 1832 220"> <p>Good Hand Washing/Hygiene Procedures Observed By Employees</p> </div> <div data-bbox="1447 228 1865 316"> <p>Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible- before and after any interaction with others.</p> </div> <div data-bbox="840 344 909 416">  </div> <div data-bbox="927 336 1543 359"> <p>Increased Cleaning Regime In Place For Touch Points And Interfaces.</p> </div> <div data-bbox="927 367 1872 411"> <p>Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes waiting areas, handles, handrails, counter tops, re-usable delivery crates.</p> </div> <div data-bbox="840 440 909 512">  </div> <div data-bbox="927 435 1536 458"> <p>Information Communicated To Visitors And Members Of The Public</p> </div> <div data-bbox="927 464 1713 486"> <p>Prior communication issued to expected visitors to site through phone, email or website.</p> </div> <div data-bbox="927 509 1601 531"> <p>Information signs displayed at visitor arrival areas to make procedures clear.</p> </div> <div data-bbox="927 553 1850 598"> <p>Clear information communicated to the public using signs or hoarding displays to inform of work taking place and the need to maintain social distancing.</p> </div> <div data-bbox="840 627 909 699">  </div> <div data-bbox="927 619 1328 663"> <p>Information For Public Where Rights Of Way Cross Work Area</p> </div> <div data-bbox="927 671 1335 737"> <p>Reminding the public of the need to maintain social distancing whilst passing across the work site.</p> </div> <div data-bbox="840 766 909 837">  </div> <div data-bbox="927 758 1068 780"> <p>Managed Entry</p> </div> <div data-bbox="927 786 1865 809"> <p>The number of people permitted inside the premises will be restricted to allow effective social distancing.</p> </div> <div data-bbox="927 831 1749 853"> <p>There will be the use of effective queue management outside the premises where necessary,</p> </div> <div data-bbox="927 876 1861 920"> <p>The entrance/ exit points for contractors/ visitors etc will be away from employee areas where possible to minimise contact with other people.</p> </div> <div data-bbox="840 949 909 1021">  </div> <div data-bbox="927 941 1216 963"> <p>Protective Interface Established</p> </div> <div data-bbox="927 970 1881 1015"> <p>Markings, signage to indicate advised social distance to be maintained at areas where visitors to site report to.</p> </div> <div data-bbox="927 1037 1836 1083"> <p>The potential use of screens where appropriate (existing or temporary plexi-glass) to provide a barrier between any visitors to site and employees.</p> </div> <div data-bbox="840 1112 909 1184">  </div> <div data-bbox="927 1104 1263 1126"> <p>Remote Communication Encouraged</p> </div> <div data-bbox="927 1133 1326 1198"> <p>Where possible remote communication with visitors, customers and contractors will be used rather than attendance on site.</p> </div> <div data-bbox="840 1227 909 1299">  </div> <div data-bbox="927 1219 1305 1241"> <p>Revised Pick Up and Drop Off Procedures</p> </div> <div data-bbox="927 1248 1688 1270"> <p>Designated areas with clear signage in place to reduce contact with rest of workforce.</p> </div> <div data-bbox="927 1292 1628 1315"> <p>Non-Contact Deliveries in place to reduce interactions with delivery personnel.</p> </div> <div data-bbox="927 1337 1886 1382"> <p>Revised delivery / collection methods to reduce the number of visitors to the site such as bulk drop-offs and pick-ups to reduce frequency of visitors.</p> </div> <div data-bbox="927 1404 1886 1449"> <p>Limited people to carry out the unloading/ loading and maintain fixed pairs or teams wherever possible will be used.</p> </div>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="840 180 909 252"></div> Sanitiser Available At Visitor Interfaces. Sanitiser available at locations where contractors / visitors will present to employees. <div data-bbox="840 276 909 347"></div> Supervision On Site Where contractor tasks are required to be supervised- social distancing will be maintained. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements. <div data-bbox="840 387 909 459"></div> Visitor Records Maintained Records of those who have attended site to be maintained where possible. <div data-bbox="840 483 909 555"></div> Waiting Area For Visitors / Contractors Well Managed Any waiting area for people on site will allow for adequate social distancing in the seating arrangements. Use of signs and markers and announcements to remind any visitors of the requirements. Entry to waiting area restricted if the number of people will restrict the ability to socially distance. People may be turned away until a more suitable time is available where social distancing can be managed.	
<div data-bbox="264 730 376 826"></div> <p>11. Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff, Contractors Visitors</p> <p>How? Increased risk of transmission of Covid 19</p>	<div data-bbox="840 738 909 810"></div> Meetings Carried Out Remotely Where Possible Where possible meetings will be carried out remotely to avoid the need for people to come together. <div data-bbox="1361 738 1431 810"></div> Meetings To Be Held In Well Ventilated Locations Meeting to be held outside where possible. If not then meetings will be held in well-ventilated rooms where windows or doors can be open or use of extractor fans to support ventilation. <div data-bbox="840 946 909 1018"></div> No Sharing Of Equipment Permitted No items are to be shared at any time during the meetings such as pens, computers etc. <div data-bbox="1361 946 1431 1018"></div> Sanitiser To Be Provided As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants. <div data-bbox="840 1058 909 1129"></div> Social Distancing To Be Maintained Only essential persons to attend the meeting. All participants to be reminded prior to meeting of the need to adhere to social distancing at all times. Desks and chairs will be arranged to support social distancing or meeting will be held stood up. Signs and markings to be used in regular meeting spaces to indicate advised social distance.	<p>2 x 5</p> <p> 10</p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>12. Shared Workspaces With Other Organisations Sharing of premises with other employers, organisations or contractors.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors</p> <p>How? The activities of other people in the premises may lead to variations in the level of controls in place which may increase the risk of transmission of the Covid-19 Virus.</p>	<div>  <div> <p>Additional Dynamic/Specialised Risk Assessment</p> <p>An additional dynamic/specialised risk assessment completed for each site.</p> </div> </div> <div>  <div> <p>Communication and Cooperation With Others Occupying The Site</p> <p>There will be effective communication between any other employers, organisations or contractors on shared sites to ensure there is cooperation on the controls in place to reduce transmission.</p> </div> </div> <div>  <div> <p>Increased Cleaning Arrangements In Place</p> <p>A coordinated approach to increased frequency of cleaning of surfaces in common and shared areas such as stairwells, toilets, kitchen facilities.</p> </div> </div> <div>  <div> <p>Increased Hand Washing</p> <p>Supporting of increased handwashing through the provision of facilities such as additional wash stations or provision of sanitiser where this is not available.</p> </div> </div>	<p>3 x 5</p> <p>15</p> <p>Medium</p>
 <p>13. Working On Or Attending Other Customer / Client Sites Working on another clients site or customer premises.</p>	<p>All staff, Contractors, Members of the public</p> <p>How? Lack of control on other sites over the social distancing measures meaning may be exposed to risk of transmission of Covid-19</p>	<div>  <div> <p>Awareness and Training For Employees</p> <p>Employees reminded of how to implement the control measures on other sites and to report any concerns they have.</p> </div> </div> <div>  <div> <p>Communication With Occupants Prior To Visit</p> <p>Prior to the visit the occupants will be communicated with to discuss how the work will be carried out safely and to maintain social distancing.</p> </div> </div> <div>  <div> <p>Confirm All Concerned Are Symptom Free</p> <p>On the day of work there will be checks to confirm that the customer / clients and employees are not displaying any symptoms.</p> <p>If any are then the work WILL NOT GO AHEAD and appropriate isolation procedures should be followed by those concerned.</p> </div> </div> <div>  <div> <p>Dynamic Risk Assessment Conducted</p> <p>Contact will be made with the customer/ client to establish what control measures are in place at the individual site/home and what else needs to be in place.</p> <p>If you arrive on-site and are not satisfied control measures are effective or people appear symptomatic then the employee will leave the site immediately and report to the manager.</p> </div> </div> <div>  <div> <p>Face Covering Worn Where Required</p> <p>Where attending other persons home, site, premises etc and there is a requirement to wear a face-covering then this will be carried out.</p> </div> </div> <div>  <div> <p>Fixed People Or Teams Used For Work</p> <p>Where possible teams and pairs will be fixed to reduce the mixing of people as much as possible.</p> <p>For ongoing or repetitive work the same worker/ worker team will be used.</p> </div> </div> <div>  <div> <p>Good Hand Washing/Hygiene Procedures Observed</p> <p>Hands will be washed upon arrival and before leaving the premises as well as after using a tissue to capture coughs and sneezes.</p> <p>Sanitiser may be used in addition or in the absence of soap and water.</p> </div> </div>	<p>2 x 5</p> <p>10</p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div>  Increased Ventilation Where Possible Doors and windows to be kept open where safe to do so. Use of extractor fans where appropriate to support ventilation. </div> <div>  Internal Doors To Be Kept Open To minimise the need to touch door handles and to increase ventilation. </div> <div>  Rest Breaks / Lunch Taken Outside Own food and drink brought and consumed outside or in own vehicle after thoroughly cleaning & sanitising hands. </div> <div>  Social Distancing Adhered To Where at all practicable social distancing guidelines will be adhered to by people throughout the visit. Use of signs, markers and announcements to remind people of the requirements. Where social distancing cannot be maintained, mitigation will be in place. </div>	
 <p>14. Household Has Suspected Or Confirmed Covid-19 Infection Or Higher Risk Residents Persons in household self-isolating due to one or more family members having symptoms. Members of the household have been advised to follow stringent social distancing and protective measures.</p>	<p>All staff</p> <p>How Many? Potential to come into contact with people with Covid-19 Infection leading to increased risk of transmission.</p> <p>How? Potential to spread Covid-19 infection to vulnerable or at-risk persons.</p>	<div>  Stringent Measures In Place Where Work Must Take Place Where the work must take place for safety reasons additional controls will be implemented: No face to face contact. Social Distancing Maintained. Minimise surfaces Touched. Precautions with hand hygiene and cleaning Minimise time spent in the premises. People minimised in the area by staying in other rooms. Windows and doors opened where safe to increase ventilation. Restricted number of people to attend the home (where possible the same person will carry out the work each time). This will be communicated to occupants before the visit. </div> <div>  Work Will Not Be Carried Out Unless the task is to carry out an emergency repair that poses a direct risk to the safety of household employees will NOT enter a property where people are self-isolating or shielding due to being clinically extremely vulnerable. </div>	<p>3 x 5</p> <p>15</p> <p>Medium</p>

Further control measures

None required

Operating procedures

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

At the present time, office workers who can work from home should do so. Anyone else who cannot work from home should go to their place of work.

Every reasonable effort should be made to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible or 1m with risk mitigation (where 2m is not viable).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Improving ventilation
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

PPE Sequence for putting on:

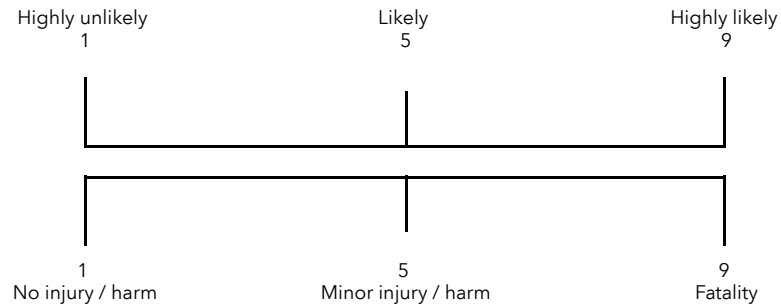
1. Overalls, knee-pads, foot protection
2. Face mask, hand hygiene;
3. Eye protection, hand hygiene;
4. Gloves, hand hygiene;

Sequence for removal is the reverse of the above.

FOLLOW THE LATEST GOVERNMENT GUIDANCE.

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Probability

Severity

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Ian Gager

Approved by signature: Ian Gager