

## RISK ASSESSMENT

Project Title / Location:		Prepared by:	JH	Date:	23/05/2020
Activity / Operation:	COVID 19 – SITE OPERATIVES	Revision No:		Revision Date:	
Type of Assessment (tick as appropriate):		Site Specific:	<input type="checkbox"/>	Generic Assessment:	<input checked="" type="checkbox"/>
		Routine Operation:	<input type="checkbox"/>		

**Who may be harmed:**

Employees	<input type="checkbox"/>	Sub-contractors	<input type="checkbox"/>	Residents / Tenants	<input type="checkbox"/>	General Public	<input type="checkbox"/>	Visitors	<input type="checkbox"/>	Others	<input type="checkbox"/>
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**Assessed Risk Levels**

The likely severity of the harm caused by the hazard can be used as a guide to the risk potential.

**Hazard** - is the potential to cause harm

**Risk** - is the likelihood of that harm being realised.

**Likelihood:**

1. Unlikely
2. Possible
3. Likely
4. Probable
5. Imminent

**Severity:**

1. Slight (minor injury, first aid required).
2. Moderate (minor injury, first aid/medical attention).
3. Serious (injury, medical attention, hospitalisation (7 day)).
4. Major (serious injury/death).
5. Catastrophic (number of casualties/deaths).

Multiply the **LIKELIHOOD** by the **SEVERITY** to determine the **RISK RATING**.

	5	4	3	2	1	
5	5	10	15	20	25	
4	4	8	12	16	20	1- 4 May be ignored (LOW)
3	3	6	9	12	15	5- 9 Control measures required (MED)
2	2	4	6	8	10	10 & above Design out if possible (HIGH)
1	1	2	3	4	5	
	1	2	3	4	5	
	<b>Severity</b>					

Hazard	Risk	Assessment			Control Measures	Residual Rating		
		L	S	R		L	S	R
Sitting near others while travelling to work.	Ill-health due to contracting Covid-19	4	4	High	<ul style="list-style-type: none"> <li>Personnel not on essential works to remain at home.</li> <li>If working is unavoidable, avoid using public transport.</li> <li>Do not vehicle share. Use own vehicle or Company vehicle and travel alone unless members of the same household.</li> <li>Wash hands before leaving site to drive home.</li> <li>If unable to avoid vehicle sharing:                             <ul style="list-style-type: none"> <li>Keep the number of people in the vehicle to a minimum max 2 per van/car</li> <li>Passenger to sit in the back of the car or as far as possible away from the driver and wear a face mask.</li> <li>Ensure that the same people share the journey each day.</li> </ul> </li> </ul>	2	4	Med

					<ul style="list-style-type: none"> <li>○ Ensure good ventilation by keeping windows open and facing away from each other.</li> <li>○ Vehicle to be cleaned regularly with particular emphasis on handles and other surfaces touched.</li> <li>○ Vehicles must not park in ways likely to cause concern or nuisance to customers and the local community</li> <li>○ Parking – ensure vehicles are parked safely and at least two metres from an occupied plot.</li> <li>● Wash hands before leaving site, and sanitise after getting into the car/van.</li> <li>● If any symptoms are experienced then do not travel to work, self-isolate in accordance with government guidelines.</li> </ul>			
<p>Meetings, including meetings with Site Management Teams &amp; Customer Communication</p>	<p>Exposure to infected people and/or surfaces, etc.</p>				<ul style="list-style-type: none"> <li>● Avoid ‘face-to-face’ meetings, use telephone ‘conference calls’, Microsoft Teams conference calls, ‘Zoom’ or other means of technology</li> <li>● Where ‘face-to-face’ is required, maintain 2m social distancing by: <ul style="list-style-type: none"> <li>● Restrict number of participants</li> <li>● Hold in a large well-ventilated area, or</li> <li>● Hold outside if weather permitting</li> </ul> </li> <li>● Keep meetings short, to the point and avoid sharing material, i.e. drawings, laptops, sample products, etc.</li> </ul> <p><b>Progress/Queries whilst Works Ongoing</b></p> <ul style="list-style-type: none"> <li>● Avoid face to face meetings, use telephone to contact customer to request permission to begin works, and access external space required.</li> <li>● Where ‘face-to-face’ is required, hold the meeting in the open air and ensure maintain 2m social distancing, limit to less than 15 min if possible</li> </ul>			

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Entering occupied properties	Ill-health due to contracting Covid-19	4	4	High	<ul style="list-style-type: none"> <li>• Prior to engineers visiting/entering an occupied property, the maintenance works organizer is to contact the resident and ask questions to ensure occupier has no CV 19 symptoms.</li> <li>• When visiting occupied properties, knock/ring, step 2m back from front door and engage with homeowner from this position</li> <li>• When you need to enter the property, ask homeowner to lead the way and always stay 2m apart</li> <li>• All persons entering property to be wearing face mask (FFP2/3/KN95), gloves and eye protection.</li> <li>• Engineers to wash their hands or use sanitiser before entering and as soon as they leave the property.</li> <li>• If possible, properties to be vacated by residents during on-going works.</li> <li>• If above is not feasible, Engineers to request that residents stay at a safe distance, preferably in a separate room.</li> <li>• If any residents start experiencing symptoms or will not maintain social distancing then works to be suspended.</li> <li>• If engineers don't have the correct PPE or there is no means of washing / sanitizing hands, works to be suspended.</li> </ul>	1	4	Low
General works areas/use of tools and equipment/touch points	Ill-health due to contracting Covid-19	4	4	High	<ul style="list-style-type: none"> <li>• Maintain a 2m distance from other workers.</li> <li>• Avoid skin to skin &amp; face to face contact with others as much as practicable.</li> <li>• Tools and equipment to be used by owner only where practicable.</li> <li>• If sharing of tools cannot be avoided, all tools are to be wiped/cleaned prior and after use and hands/ gloves sanitised/washed.</li> <li>• Wear gloves when handling/using other operative's tools and equipment.</li> <li>• Avoid touching as much as practicable regular touch points, when outside of you works area,</li> </ul>	2	4	Med

					<p>such as desks, door handles, lifts/hoists, stair/scaffold handles/rails, switches and meeting room facilities.</p> <ul style="list-style-type: none"> <li>• If you touch any of the above points, these are to be cleaned with sterile wipes and wash/sanitise your hands afterwards.</li> <li>• Try and avoid touching face including mouth, nose and eyes, while working.</li> <li>• Wash hands before eating, drinking or smoking for a minimum of 20 secs.</li> <li>• If any symptoms are experienced then do not travel to work, self-isolate in accordance with government guidelines.</li> </ul>			
General works where 2m distancing cannot be applied.	Ill-health due to contracting Covid-19	4	4	High	<ul style="list-style-type: none"> <li>• Where 2m distancing cannot be achieved consider postponing works or minimising number of people involved and the amount of time working within 2m of each other.</li> <li>• Workers, within 2m, should work side by side and not facing each other where possible.</li> <li>• Where face to face working cannot be avoided, keep activity to a minimum.</li> <li>• Additional PPE to be worn e.g. FFP 2/3 or KN 95 masks, disposable overalls, gloves, eye protection.</li> <li>• Ensure face fit testing has been carried out for masks being worn.</li> <li>• Workers to wash hands before breaks, eating, leaving site for minimum 20 seconds.</li> <li>• Workers to wash/sanitise hands after using equipment.</li> <li>• Keep the same people working together and away from others.</li> <li>• Teams to be as small as possible for task.</li> <li>• Enhanced supervision must be on-going by the CPR supervisor to monitor compliance to the CV 19 control measures.</li> </ul>	2	4	Med
Experiencing symptoms while at work.	Passing on Covid-19	3	4	High	<ul style="list-style-type: none"> <li>• If any symptoms are experience while working, inform your Manager / Supervisor immediately.</li> </ul>	2	4	Med

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					<ul style="list-style-type: none"> <li>• Leave site and return home either by your own car, public transport, arranged to be picked up by a family member, or emergency services or as organised by the CPR management.</li> <li>• Avoid touching anything where possible.</li> <li>• If sneezing or coughing do so into a tissue or sleeve. If a tissue is used, dispose of correctly or take home to dispose of it.</li> <li>• Manager / Supervisor to ensure that anything that may have been touched by the infected person is thoroughly cleaned.</li> <li>• Infected person to report symptoms on 111 once at home.</li> <li>• Isolate as per WHO/NHS England /GOV UK guidelines.</li> </ul>			
People classed as 'vulnerable' or living with people classed as 'vulnerable'.	Contacting Covid 19 or workers passing onto vulnerable people	4	4	16	<ul style="list-style-type: none"> <li>• Any workers that have received a letter stating that they are classed as vulnerable due to health reasons. Must not go to work.</li> <li>• Any workers who share a household with someone classed as vulnerable, should not go to work.</li> </ul>	1	4	Low
Being in close proximity to others when using the canteen and welfare.	Ill-health due to contracting Covid-19	4	4	High	<ul style="list-style-type: none"> <li>• Avoid using the canteen if possible</li> <li>• Avoid busy periods when using the canteen or other welfare facilities.</li> <li>• Staggered breaks are to be organised in alignment with the PC.</li> <li>• Take rest breaks in vehicle if possible.</li> <li>• Limit numbers using facilities at any one time.</li> <li>• Maintain 2m rule at all times.</li> <li>• Wash hands before entering and leaving the canteen/welfare areas.</li> <li>• Wipe down appliances before and after use/touching. (kettle, microwave, fridge, tables/chairs etc.</li> <li>• Doors to be left open as much as possible to avoid "touch area" contact</li> <li>• Enhanced cleaning will be conducted by the PC throughout the day.</li> </ul>	2	4	Med

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					<ul style="list-style-type: none"> <li>Operatives must bring their own crockery to use in the canteen area.</li> <li>Use own mugs, re-usable water bottles, etc.</li> <li>Packed lunch food is recommended to minimise touching white goods in the canteen/rest area.</li> </ul>			
Deliveries	Ill-health due to contracting Covid-19	4	4	High	<ul style="list-style-type: none"> <li>Delivery contractor must contact CR supervisor to confirm that CR are ready for their delivery on site.</li> <li>Deliveries to be contactless as much as possible</li> <li>CR supervisor to meet vehicle and guide/meet vehicle in the unloading area</li> <li>Delivery driver is not to get out of cab unless load permits.</li> <li>Delivery driver to wear suitable PPE if they have to get out of the vehicle (face mask, glasses and Gloves)</li> <li>Delivery driver to sign delivery ticket with CR supervisor present.</li> <li>Do not touch any part of the delivery vehicle.</li> <li>Wash/sanitise hands after delivery has been completed.</li> </ul>	1	4	Med
Providing first aid	Ill-health due to contracting Covid-19 while giving first aid	4	4	High	<ul style="list-style-type: none"> <li>First aid trained persons to be provided with an FFP 2/3/KN95 face masks which they have been face fit tested for.</li> <li>Clean sterile gloves and eye protection should also be provided.</li> <li>Mouth pieces to be used if CPR is required to be administered.</li> </ul>	1	4	Low
Personnel hygiene	Ill-health due to contracting Covid-19	4	3	High	<ul style="list-style-type: none"> <li>High standards of personnel cleaning/hygiene and housekeeping must be maintained.</li> <li>Continued reminders to all site personnel on the need for regular washing of hands with soap and warm water is the single biggest combatant of the virus.</li> <li>Soap and 60%+ alcohol-based hand sanitisers to be used on site to wash hands at all times</li> <li>Dirty clothes/PPE to be removed daily and laundered before bringing back onto site.</li> </ul>	4	1	low

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<b>Additional Managerial Controls</b>		<ul style="list-style-type: none"> <li>• Ensure enhanced supervision and that control measures remain in place for the duration of the works.</li> <li>• Toolbox talks combined with site visits to be carried out.</li> <li>• Supervisors must ensure 2m distance maintained between workers or full PPE/RPE must be worn as described.</li> <li>• Consider taking temperatures of workers on entering site. A simple forehead thermometer can be used as an indication of an infected person</li> <li>• Signage is to be posted around the site to educate all personnel on the requirements and control measures for CV 19</li> <li>•</li> </ul>																	
<b>PERSONAL PROTECTIVE EQUIPMENT – TICK BOXES WHERE REQUIRED AND SPECIFY GRADE OF EQUIPMENT</b>																			
<b>PPE Category</b>	Safety Helmet	Eye Protection	X	Hearing Protection		Safety Harness		Gloves / Gauntlets	X	Safety Footwear		Over Shoes		Respiratory Protection	X	High-Vis Jacket		Overalls	X
<b>Specific Type</b>		EN 166 F						EN 374 / 388						FFP2/3 KN95					
<b>Name of Assessor(s)</b>									<b>Signature(s)</b>										
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