

<b>The Organisation:</b>	<b>Rovac Group</b>	<b>Risk Assessment Type</b>	COVID-19		
<b>Scope:</b>	Reducing risk & spread of <b>COVID-19 Construction</b> and other outdoor work– understanding coronavirus & what is required to protect yourself and our customers	<b>Risk Assessment Reference:</b>	RA-C19-A	Date:	<b>11/05/2020</b>

Hazard	Risk	Persons Affected	Pb	Sv	RPN	Remedial Action	Pb	Sv	RPN	Responsibility By Date	Complete
1	Potential exposure: Spread of COVID-19	Exposure from others due to: 1) Coming into close contact (within 2 metres for 15 minutes or more) with COVID-19 2) Entering a property/site with a known reported case of COVID-19 3) Poor hygiene 4) Residual virus on surfaces	4	5	20  High	<ul style="list-style-type: none"> <li>Maintaining a record of an infected employee's symptoms and contact they have made with others</li> <li>Working from Home</li> <li>Self-isolation</li> <li>Physical distancing</li> <li>Hygiene controls / cleaning</li> <li>Disposable gloves or Work gloves.</li> <li>Hand soap or</li> <li>Anti-bacterial hand-gel or</li> <li>Anti-bacterial wipes.</li> <li>Not sharing workstations, vehicles, equipment or PPE, where this is not possible introducing suitable cleaning processes between users.</li> <li>Risk Assessment to be used in conjunction with task-based risk assessment.</li> </ul>	2	5	10  Med	Rob Owens  Ongoing	
2	Lack of employee consultation and engagement in planning controls within the workplace	Increased staff anxiety at returning to work, potential claims that measures have not been adequately introduced.	3	3	9  Med	<p>Employers have a duty to consult employees on matters that concern Health and safety issues, this may be directly with employees or by communicating with union representatives or staff appointed safety representatives.</p> <p>Staff are to be made aware of the risk assessment and required control measures which should be in line with current guidance:<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a>.</p> <p>The staying COVID-19 Secure poster should be displayed: <a href="https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf">https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf</a></p>	1	3	3  Low	Rob Owens  Ongoing	

1	Probability								
	Improbable - Unlikely	X	1	Severity		1-6	=	Low priority	
2	Remote - May occur	X	2	Negligible - remote possibility of harm		8-12	=	Medium priority	
				Marginal - first aid injury possible					

3	Possible - Likely to occur	X	3	Slightly dangerous - minor injury possible	15-25	=	High priority
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Hazard		Risk	Persons affected	Pb	Sv	RPN	Remedial Action	Pb	Sv	RPN	Responsibility By Date	Complete
3	Staff not aware of the need or reason to self-distance	Contract or spread the virus to others	Staff /third persons	3	5	15 High	Staff should be made aware of the information contained within this risk assessment and the other information provided for their safety. Update information as it is released by HM Government.	2	5	10 Med	Rob Owens Ongoing	
4	Physical distancing	Contract or spread the virus to others	Staff third persons	3	5	15 High	Workers should work from homes where possible, in the workplace you should follow the guidance on <u>Staying at home and away from others (physical distancing)</u> . Where they cannot work from home, they must follow the same principles of physical distancing while travelling to and from work and while at work. Work times should be staggered so staff arrive and leave at different times to avoid crossing at pinch points. In areas where staff would often work in close proximity then signage and floor markings may be needed to reinforce the 2m rule	1	5	5 Low	Rob Owens Ongoing	
5	Self-isolation	Contract or spread the virus to others	Staff /third persons	3	5	15 High	Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (COVID-19) should not come to work, but must follow the guidance on <u>self-isolation</u> .	1	5	5 Low	Rob Owens Ongoing	
6	Person at increased risk	Contract or spread the virus to others	Staff	3	5	15 High	Anyone who is at <u>increased risk of severe illness</u> from Coronavirus (COVID-19) is strongly advised to work at home and should be particularly stringent about following physical distancing measures.	1	5	5 Low	Rob Owens Ongoing	
7	Persons defined on medical grounds as extremely vulnerable	Contract or spread the virus to others	Staff /third persons	4	5	20 High	Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people. These persons should be assisted to remain at home whether in their current or an alternative role.	1	5	5 Low	Rob Owens Ongoing	

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8	Living with a person in one of the above groups	Contract or spread the virus to others	Staff /third persons	4	5	20 High	Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is <u>shielding</u> from Coronavirus (COVID-19), should stringently follow the guidance on <u>physical distancing</u> and minimise contact outside the home.	2	5	10 Med	Rob Owens Ongoing	
9	If someone falls ill	Contract or spread the virus to others	Staff /third persons	3	5	15 High	If a worker develops a high temperature (37.8°C or greater) or a persistent cough while at work, they should: <ul style="list-style-type: none"> <li>• Ensure their manager or supervisor is informed</li> <li>• Return home immediately</li> <li>• Avoid touching anything</li> <li>• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> </ul> They must then follow the guidance on <u>self-isolation</u> and not return to work until their period of self-isolation has been completed. Their work area should ideally be quarantined for 72 hours before thorough cleaning, any communal areas should be thoroughly cleaned.	2	5	10 Med	Rob Owens Ongoing	
10	Traveling	Staff traveling together in vehicles or on public transport.	Staff	4	5	20 High	Keeping 2 metres apart is essential. Sharing vehicles for travel should be avoided unless strict control measures are introduced. If a vehicle is used by more than one person careful cleaning should take place between swapping over. If a vehicle has been used by a person who is later believed to have contracted COVID 19 it should be thoroughly cleaned, preferably after being left for 72 hours. Travel on public transport should be avoided if possible, off peak travel should be considered to reduce potential exposure. Additional car and cycle parking to be provided at the workplace.	2	5	10 Med	Rob Owens Ongoing	

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10	Moving / contact with materials, work equipment.	Residual virus on surfaces	Staff /third persons	2	5	10 Med	Anyone moving materials should be aware of the possibility that virus may be present on items for a period if an item or surface has been exposed to COVID 19. Where possible items should be manually handled as little as possible and PPE such as disposable gloves may be required to reduce contact. Items that have been handled or used by a person who is later believed to have contracted COVID 19 should be thoroughly cleaned, preferably after being left for 72 hours. Workstations should be set up to provide a minimum 2m physical distancing. Working facing others should be avoided. Where these measures are not possible it may be acceptable to install fixed screens between operators. Look to introduce physical reminders such as floor markings. Adequate ventilation will need to be maintained. Provide additional supervision to monitor and manage compliance. Work equipment e.g. mechanical handling equipment, tools, machinery should ideally be assigned to individual persons and cleaned regularly. Where work areas or equipment is shared e.g. multiple shifts or users then the area and equipment must be thoroughly cleaned between each person / shift. Where possible introduce one-way systems in the work area to enable the 2m physical distancing to be maintained.	1	5	5 Low	Rob Owens Ongoing	

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11	Working on site	Not keeping the two-metre rule whilst working due to the nature of the work	Staff /third persons	3	5	15  High	As much as possible staff must obey the distancing rules, where possible use mechanical means for movement of items/goods and physical segregation e.g. screening. if this is not always possible then as a last resort, measures such as disposable PPE should be used. Minimise the frequency and time workers are within 2 metres of each other. Minimise the number of workers involved in these tasks. Workers should work side by side, or facing away from each other, rather than face to face. Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. Increase ventilation in enclosed spaces Workers should wash their hands before and after using any equipment.	2	5	10  Med	Rob Owens Ongoing	
12	Using welfare facilities (Canteen and toilets)	Welfare not cleaned sufficiently, insufficient washing facilities.	Staff /third persons	3	5	15  High	As with the above welfare areas must be clean (This may be under the control of another) washing hands before and after using the facilities is essential. Maintain the 2-meter rule as much as possible. Stagger break times to reduce the number of persons using the facility at any one time. Do not sit at tables facing each other. Ideally cups, crockery and utensils should be disposable or washed in a commercial dishwasher on a high temperature. Food should be ideally prepacked and brought from home to avoid leaving site during the shift.	1	5	5  Low	Rob Owens Ongoing	

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14	Becoming ill whilst at work	Spreading the virus, not able to work.	Staff /third persons	4	5	20 <b>High</b>	If a member of staff becomes ill. Any persons the member of staff has had contact with in the previous 7 days should be informed, and a plan put together to remove the ill person from site to home. This may involve additional PPE and RPE and cleaning the vehicle and any associated work areas or equipment prior to it being used by anyone else.	2	5	8 <b>Med</b>	Rob Owens Ongoing	
15	Mental Health	Anxiety/stress/ mental health	Staff	2	4	8 <b>Med</b>	<a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a> Support employees and guide them. Provide support for workers round mental health and wellbeing. 1-2- telephone support.	1	4	4 <b>Low</b>	Rob Owens Ongoing	
16	Site Meetings	Contract or spread the virus to others	Staff /third persons	3	5	15 <b>High</b>	Only absolutely necessary meeting participants should attend. Attendees should be at least two metres apart from each other. Rooms must be well ventilated / windows opened to allow fresh air circulation. Consider holding meetings in open areas where possible	1	5	5 <b>Low</b>	Rob Owens Ongoing	
17	Behaviours	Contract or spread the virus to others	Staff /third persons	2	5	10 <b>Med</b>	The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. Encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.	1	5	5 <b>Low</b>	Rob Owens Ongoing	

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18	PPE	Contract or spread the virus to others	Staff /third persons	3	5	15  High	Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy. Re-usable PPE should be thoroughly cleaned after use and not shared between workers. Hand hygiene is to be applied prior to handling PPE. Single use PPE should be disposed, and double bagged. Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (COVID-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (COVID-19) risk.	2	5	8  Med	Rob Owens Ongoing	
19	Communal equipment	Equipment / touch points regularly used may increase risk of spread	Staff /third persons	4	5	20  High	Items such as major doorways, clocking in machines, access control buttons etc should be considered high risk. Where possible reduce the number of contacts (e.g can a door be held open – check it is not a fire door first, can clocking/entry systems be taken out of service temporarily) Where items still have multiple contacts then regular thorough cleaning must be undertaken and staff should wash their hands before and after touching such a point.	3	5	15  High	Rob Owens Ongoing	
20	Meetings and briefings	Spreading or contracting the virus	Staff /third persons	3	5	15  High	Avoid meetings and briefings if possible, Using mobile phones, video conference or email. If meetings are required hold them outside or in a well-ventilated location, maintaining the 2-meter rule	1	5	5  Low	Rob Owens Ongoing	

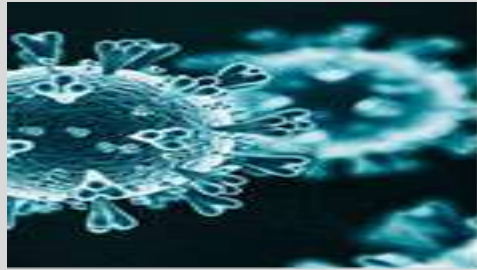
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21	Potential Pinch points	Increased risk of physical distance measures being met	Staff /third persons	4	5	20 High	<p>It is likely that in the majority of environments pinch points will exist. These should be managed to reduce the likelihood of physical distancing measures being breached and if distancing is compromised kept to the minimum and for the shortest duration possible.</p> <p>There are many different controls that can be introduced to reduce the chance of breaching the 2m physical distancing measures, they include:</p> <ul style="list-style-type: none"> <li>• Physical barriers</li> <li>• One-way systems</li> <li>• Staggered shift, break times</li> <li>• Using alternative access points</li> <li>• Introducing additional hand washing and welfare capacity</li> <li>• Floor markings</li> <li>• Keeping the number of persons on site to the minimum required.</li> <li>•</li> </ul> <p>Ensuring people spend the minimum time at pinch points e.g. not queueing or having to stop to sign in/out etc.</p> <p>Discourage non-essential movement, e.g. use the phone instead of visiting someone</p>	2	5	10 Med	Rob Owens Ongoing	

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## 1. What is Coronavirus?



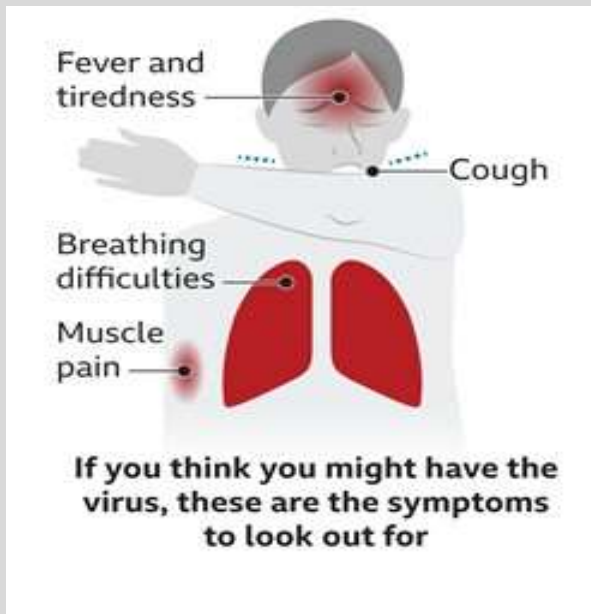
Coronaviruses are a group of viruses that cause diseases in mammals and birds. In humans, coronaviruses cause respiratory tract infections that are typically mild, such as the common cold, though rarer forms such as SARS, MERS and COVID-19 can be lethal.

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by SARS-CoV-2, a virus closely related to the SARS virus. It is primarily spread between people by small droplets from infected individuals when they cough. The coronavirus outbreak has been labelled a global pandemic by the World Health Organization (WHO).

### How coronavirus is spread

Because it's a new illness, it is not known exactly how coronavirus spreads from person to person. Similar viruses are spread in cough droplets. It's very unlikely it can be spread through things like packages or food. There is currently no evidence that you can catch coronavirus from parcels and letters.

## 2. What are the symptoms of Coronavirus?



The initial symptoms are like other respiratory illnesses - such as the flu or the common cold  
Other symptoms of the coronavirus include.

- a fever
- a dry cough, which can lead to breathing problems.
- shortness of breath
- and general body aches.

Some patients have also reported confusion and fatigue. In severe cases, coronavirus can cause a high fever, kidney failure and pneumonia. Having these symptoms do not necessarily mean you have the illness, as the symptoms are like other illnesses that are much more common, such as cold and flu.

People will be most infectious when they have symptoms, but there have been suggestions some can spread the virus even before they are sick. The early symptoms can easily be confused with other winter bugs including colds and flu.

### RIDDOR – reporting Coronavirus (COVID-19)

HSE has issued details of when and how you should report coronavirus incidents under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). You must only make a report under RIDDOR, relating to coronavirus, when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence
- a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

[Visit the HSE website for further details](#) on the above, along with examples.

### 3. Safety before & during works



Wash hands frequently with soap and water or use a sanitiser gel



Catch coughs and sneezes with disposable tissues



Throw away used tissues (then wash hands)



If you don't have a tissue use your sleeve



Avoid touching your eyes, nose and mouth with unwashed hands



Avoid close contact with people who are unwell

**These are exceptional circumstances and companies must comply with the latest Government advice on Coronavirus (COVID-19) at all times.**

These Standard Operating Procedures (SOP) are based on Public Health England (PHE) guidance; other restrictions and advice may apply in Scotland, Wales and Northern Ireland.

**EVERYONE** has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

**EVERYONE MUST** follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough or high temperature) or someone else in their household has symptoms. If you develop symptoms whilst on site, **YOU MUST**

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin if no tissues are available cough and sneeze into the crook of your elbow.

#### **Coronavirus (COVID-19) What you need to do:**

Employers should also remind the workforce and keep them informed at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.

- ✓ Adhere to all company guidelines and ensure this is communicated to all employees
- ✓ Wherever possible employees should work from home.
- ✓ If an employee feels ill and displays or informs, they are displaying symptoms of COVID 19 to immediately contact line manager and self-isolate (current guidelines are 14 days)
- ✓ A record of staff movements is to be kept so that if they show symptoms their potential contacts can be traced for a minimum of 7 days.

## 4. General Site Rules



Cleaning an area with regular household disinfectant after someone with suspected coronavirus has left will reduce the risk of passing the infection on to other people



Wherever possible, wear disposable or washing up gloves and aprons for cleaning. These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished



Using a disposable cloth, first clean hard surfaces with warm soapy water

Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to **frequently touched areas and surfaces**, such as bathrooms, grab-rails in corridors and stairwells and door handles



The amount of virus living on surfaces will reduce significantly after

# 72 hours

If an area can be kept closed and secure, wait until this time has passed before cleaning

## General

Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the physical distancing guidelines set out by the government (keeping people 2 metre apart wherever possible).

Where the physical 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:

- ✓ Keeping the activity time involved as short as possible
- ✓ Using screen 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).
- ✓ 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 environment.

Everyone should work from home, unless they cannot work from home, nobody should go to work if your business is closed under current government regulations:

- ✓ Consider who is needed on site, for example, support staff should work from home if at all possible.
- ✓ Planning for the minimum number of people needed to be onsite to operate safely and effectively, for example, workers deemed necessary to carry out physical works, supervise work, or conduct work in order to operate safely.
- ✓ Monitoring the wellbeing of people who are working from home and helping them stay connected to those operating in an outdoor environment, especially if the majority of their colleagues are on-site.
- ✓ Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.
- ✓ Providing equipment for people to work from home safely and effectively, for example, remote access to work systems.

## Protecting people who are at higher risk.

To protect clinically vulnerable and clinically extremely vulnerable individuals:

- ✓ Clinically extremely vulnerable individuals have been strongly advised not to work outside the home.
- ✓ Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions), have been asked to take extra care in observing physical distancing and should be helped to work from home, either in their current role or in an alternative role.
- ✓ If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must take into account specific duties to those with protected characteristics, including for example expectant mothers who are, as always, entitled to suspension on full pay is suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals. Make sure individuals who are advised to stay at home under existing [government guidelines](#) do not physically come to work.

### **Coming to work and leaving work**

To maintain physical distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.

- ✓ Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics
- ✓ Providing additional parking or facilities such as bike-racks to help people walk, run or cycle to work where possible.
- ✓ Limiting passenger in corporate vehicles, for example, work minibuses, this could include leaving seats empty
- ✓ Reducing congestion, for example, by having more entry points to the workplace
- ✓ Using marking and introducing one-way flow at entry and exit points
- ✓ Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points and not using touch-based security devices such as keypads
- ✓ Defining process alternatives for entry and exit points where appropriate, for example, deactivating turnstiles requiring pass checks in favour of showing a pass to security personnel as a distance.

### **Moving around buildings and worksites**

To maintain physical distancing wherever possible while people travel through the workplace.

- ✓ Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use
- ✓ Restricting access between different areas of a building or site
- ✓ Reduce job and location rotation, for example, single tasks for the day
- ✓ Introducing more one-way systems where possible on walkways around the workplace
- ✓ Using signage such as ground markings or being creative with other objects to mark out 2metre to allow controlled flows of people moving through the site
- ✓ Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses, and when needed, social distancing measures should be followed within the vehicles.
- ✓ Separating sites into working zones to keep different groups of workers physically separated as much as practical.
- ✓ Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible
- ✓ Planning site access and 'area of safety' points to enable physical distancing.
- ✓ Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with physical distancing.
- ✓ Regulating use of high traffic areas including corridors, lift turnstiles and walkways to maintain physical distancing

### **Making the main workplace safe for people who work statically**

To obtain physical distancing between people who work in one place

It is recognised that in outdoor workplaces it might be rare to have a fixed or static place of work. However, there may be some situations where this is the case. For people who work in one place, workstations should allow them to maintain social distancing wherever possible. Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people. If it is not possible to keep workstations 2m apart then businesses should consider whether that activity needs to continue for the business to operate, and if so, take all mitigating actions possible to reduce the risk of transmission.

- ✓ Changing layouts to allow people to work further apart from each other.
- ✓ Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to face.
- ✓ Only where it is not possible to move workstations further apart, using screens to separate people from each other.
- ✓ Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.

## Meetings

To reduce transmission due to face-to-face meetings and maintain physical distancing in meetings.

- ✓ Using remote working tools to avoid in-person meetings
- ✓ Only absolutely necessary participants should attend meetings and should maintain 2 metre separation throughout
- ✓ Avoiding transmission during meetings, for example, avoiding sharing pens and other objects
- ✓ Provide hand sanitiser in meeting rooms
- ✓ Holding meetings outdoors or in well-ventilated rooms whenever possible
- ✓ For areas where regular meetings take place, using floor signage to help people maintain physical distancing

## Common areas

To maintain physical distancing while using common areas.

- ✓ Staggering break time to reduce pressure on break rooms or places to eat
- ✓ Using safe outside areas for breaks
- ✓ Creating additional space by using other parts of the workplace or building that have been freed up by remote working
- ✓ Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions
- ✓ Encourage staff to remain on-site and, when not possible, maintaining physical distancing while off-site

## First Aid and Emergency Service Response and other incidents

In an emergency, for example, an accident or fire, people do not have to stay 2 metre apart if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediate afterwards including washing hands. The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend. If first aid cover for your business is reduced because of coronavirus or you can't get the first aid training you need, there are some things you can do so that you still comply with the law. You should review your first aid needs assessment and decide if you can still provide the cover needed for the workers that are present and the activities that they are doing.

- ✓ When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site
- ✓ Emergency plans including contact details should be kept up to date
- ✓ Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- ✓ Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.
- ✓ Keep enough first aid cover; If there are fewer people coming into your workplace it may still be safe to operate with reduced first aid cover. You could also stop higher risk activities

## Managing visitors and contractors

To minimise the number of unnecessary visitors to the worksite.

- ✓ Encouraging visits via remote connection/working where this is an option
- ✓ Where site visits are required, site guidance on physical distancing and hygiene should be explained to visitors on or before arrival
- ✓ Limiting the number of visitors at any one time
- ✓ Determining if schedules for essential services and contractor visitors can be revised to reduce interaction and overlap between people, for example, carrying out services at night
- ✓ Maintaining a record of all visitors, if this is practical

## Communication and providing information and guidance

To make sure people understand what they need to do to maintain safety.

Ensuring public notices are visible and help inform workers, customers, visitors, contractors and the public to maintain social distancing whilst near the workplace.

There is a high likelihood in some areas that working outdoors will draw the attention of the public. Visible signage may be used to inform the public of the type of work that is being performed.

- ✓ Providing signage to inform the public on what work you are doing.
- ✓ Providing signage at entrances to the worksite to remind the public and workers to maintain physical distancing.
- ✓ Providing signage on rights of way that cross your workplace to remind the public to maintain physical distancing.
- ✓ Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.

## Before reopening

To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:

- ✓ An assessment for all sites, or parts of sites, that have been closed, before restarting work
- ✓ Carry out cleaning procedures and providing hand sanitiser before restarting work
- ✓ For more information see the reopening risk assessment

## Keeping your workplace clean

To keep the workplace clean and prevent transmission to by touching contaminated surfaces

- ✓ Frequent cleaning of work areas and equipment between uses, using your usual cleaning products
- ✓ Frequent cleaning of objects and surfaces that are touched regularly, such as buckets, site equipment and control panels, and making sure there are adequate disposal arrangements
- ✓ Clearing workspaces and removing waste and belonging from the work area at the end of a shift
- ✓ Sanitisation of all hand tools, controls, machinery and equipment after use.
- ✓ If you are cleaning after a known or suspected case of COVID-19 then you should refer to the [specific guidance](#)

## Hygiene, handwashing sanitation facilities and toilets

To help everyone keep good hygiene through the working day:

- ✓ Providing additional handwashing facilities, for example, pop-ups, particularly on a large site or where there are significant numbers of personnel on site.
- ✓ Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- ✓ Providing regular reminders and signage to maintain hygiene standards.
- ✓ Providing hand sanitisers in multiple locations in addition to washrooms.
- ✓ Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.
- ✓ Enhancing cleaning for busy areas.
- ✓ Special care should be taken for cleaning of portable toilets.
- ✓ Providing more waste facilities and more frequent rubbish collection.
- ✓ Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities

## Changing rooms and showers

To minimise the risk of transmission in changing rooms and showers

- ✓ Where showers and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that physical distancing is achieved as much as possible
- ✓ Introducing enhanced cleaning of all facilities regularly during the day at the end of the day

## Handing equipment, materials, waste, and onsite vehicles.

To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite

- ✓ Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks.
- ✓ Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.
- ✓ Regular cleaning of vehicles that workers may take home.
- ✓ Regular cleaning of reusable delivery boxes.

## Canteens and Rest Areas

Where possible, workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.

Where there are no practical alternatives, workplace canteens may remain open to provide food to staff with appropriate adjustments for physical distancing. Canteens should provide a takeaway service providing pre-prepared and wrapped food only.

- ✓ Consider increasing the number or size of facilities available on site if possible
- ✓ Break times should be staggered to reduce congestion and contact at all times
- ✓ Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced
- ✓ Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves
- ✓ Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area
- ✓ A distance of 2 metres should be maintained between users, one chair free between each or 2 person persons max per table (not sat opposite each other)
- ✓ All rubbish should be put straight in the bin and not left for someone else to clear up
- ✓ Tables should be cleaned between each use
- ✓ Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use
- ✓ Consider arrangements for monitoring compliance.

## Team Working

To change the way work is organised to create distinct groups and reduce the number of contacts each worker has:

- ✓ Minimising worker congregation at bottlenecks such as timeclocks, entrances and exits and maintaining social distancing during shift handovers.
- ✓ As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.
- ✓ Identifying areas where people have to directly pass things to each other, such as shared tools, materials or job instructions, and finding ways to remove direct contact, for example, by using drop-off points or transfer zones.
- ✓ For those workers who are required to travel and stay away from home in onsite accommodation, creating fixed groups of workers so that where contact is unavoidable, this happens between the same people



## PPE

Where you are already using PPE in your work activity to protect against non-COVID--19 risks, you should continue to do so. Workplaces should not encourage the precautionary use of extra PPE to protect against COVID--19 outside clinical settings or when responding to a suspected or confirmed case of COVID--19. Unless you are in situation where the risk of COVID--19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must be properly fitted.

There are some circumstances where wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. A face covering can be very simple and may be work in enclosed spaces where physical distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards. It is important to know that the evidence of the benefit of using a face covering to protect other is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.

Employers should support their workers in using face coverings if they choose to wear one. This means telling workers:

- ✓ Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
- ✓ When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- ✓ Change your face covering if it becomes damp or if you have touched it.
- ✓ Continue to wash your hands regularly
- ✓ Change and wash your face covering daily
- ✓ If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste
- ✓ Practice physical distancing

You can make face-coverings at home and can find more guidance on how to do this safely on the government website. GOV.UK

### Face Masks: face fit test

Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. Where masks are provided for COSHH purposes a face fit test should be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. To ensure you put on tight-fitting RPE correctly, use a mirror or ask a colleague. Fit-testers should follow [government advice on physical distancing](#), as they can make observations from this distance and deliver any instructions verbally.

### Work related travel

To avoid unnecessary work travel and keep people safe when they need to travel between locations:

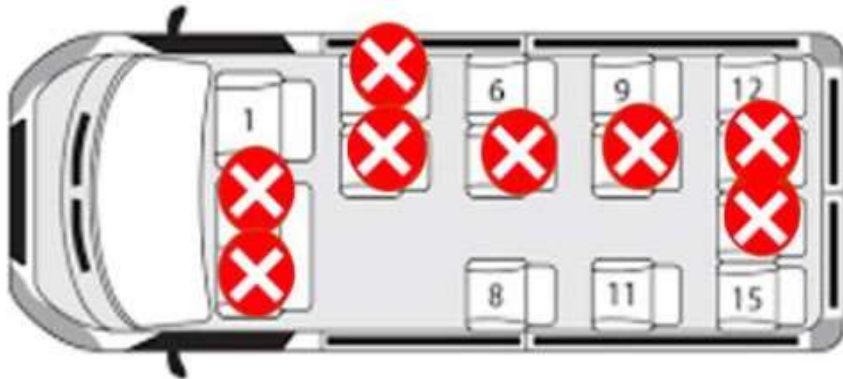
Cars, accommodation and visits

- ✓ Minimising non-essential travel – consider remove options first.
- ✓ Minimising the number of people travelling together on any one vehicle, using fixed partners, increasing ventilation when possible and avoiding sitting face-to-face.
- ✓ Cleaning shared vehicles between shifts or on handover.
- ✓ Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets physical distancing guidelines.

Deliveries to other sites

To help workers delivering to other sites such as markets or customers (premise) to maintain physical distancing and hygiene practices

- ✓ Putting in place procedures to minimise person-to-person contact during deliveries to other sites
- ✓ Maintaining consistent pairing where two-person deliveries are required
- ✓ Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.



Seating arrangements to maximise distance between workers

## Communications and Training

To make sure all workers understand COVID-19 related safety procedures.

- ✓ Providing clear, consistent and regular communication to improve understanding and consistency of ways of working
- ✓ Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements
- ✓ Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work

To make sure all workers are kept up to date with how safety measures are being implemented or updated.

- ✓ Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understanding any unforeseen impacts of changes to working environments
- ✓ Awareness and focus on the importance of mental health at time of uncertainty. The government has published guidance on [mental health and wellbeing aspects of COVID-19](#)
- ✓ Using simple, clear messaging to explain guidance using images and clear language, with consideration of groups for which English may not be their first language
- ✓ Using visual communications, for example, whiteboards or signage, to explain changes to schedules, breakdowns or materials shortage to reduce the need for face-to-face communications
- ✓ Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.

## Inbound and outbound goods

To maintain physical distancing and avoid surface transmission when goods enter and leave the site especially in high volume situations, for example, builders' yards or despatch areas.

- ✓ Revising pick-up and drop-off collection points, procedures, signage and markings
- ✓ Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre booking.
- ✓ Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.
- ✓ Where possible and safe, having single workers loads or unload vehicles.
- ✓ Where possible, using the same pairs of people for loads where more than one is needed
- ✓ Enabling drivers to access welfare facilities where required, consistent with other guidance
- ✓ Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.

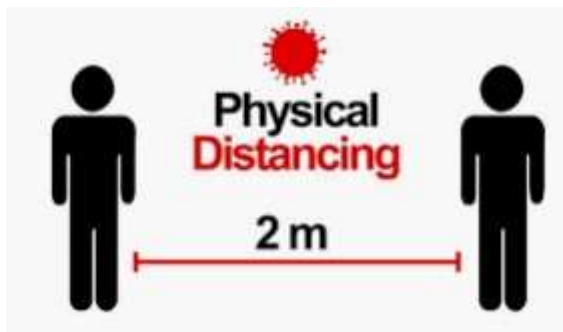
### Sharing the results of your risk assessment

You should share the results of your risk assessment with your workforce. If possible, you should consider publishing the results on your website (and the government would expect all employers with over 50 workers to do so). Below you will find a notice you should display in your workplace to show you have followed this guidance.

Posters for the workplace below:

<https://psnc.org.uk/our-news/covid-19-updated-phe-posters/>

<https://coronavirusresources.phe.gov.uk/>



Current control measures	All staff have had various information on working with Covid-19 including this assessment Updated information is given to staff by the line managers or supervisors		
	Risk Assessment carried out by	Signature	Date
	N Jeffery (KGS)	<i>N Jeffery</i>	02.07.2020