



Risk Assessment Form

Reference No. & Description of activity	COVID-19
Personnel Affected	Employees <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Visitors <input checked="" type="checkbox"/> Public <input type="checkbox"/>

Date of Assessment	02/10/2020
Assessor	D Littlewood

5. Extreme	5 (LOW)	10 (MED)	15 (MED)	20 (HIGH)	25 (HIGH)
4. Major	4 (LOW)	8 (MED)	12 (MED)	16 (MED)	20 (HIGH)
3. Lost Time	3 (LOW)	6 (MED)	9 (MED)	12 (MED)	15 (MED)
2. Minor	2 (LOW)	4 (LOW)	6 (LOW)	8 (MED)	10 (MED)
1. Trivial	1 (LOW)	2 (LOW)	3 (LOW)	4 (LOW)	5 (LOW)
	1. Unlikely	2. Rarely	3. Occasional	4. Frequent	5. Inevitable

RATING:	REVIEW PERIOD:	
HIGH RISK	Intolerable – Do not start work	Not applicable
MED RISK	Tolerable – Reduce where practicable	Annually, or upon significant change
LOW RISK	Tolerable – monitor to ensure remains low	Annually, or upon significant change

Hazard No.	Hazard	Consequence	Pre-Control Rating			Control Measures employed	Final Risk Rating		
			L	x	S		=	R	L
1	Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	Exposure to Infection / Illness / Fatality	4	5	16	Update Cheadle Office with absence identifying Coronavirus and manage absence in line with company HR policies / procedures Social distancing is encouraged as is limiting of non-essential travel where possible. Staff have been placed in transport bubbles to and from sites. These bubbles have been arranged per gang. Each gang that travels together, should also work and take breaks together and avoid mixing with others on the site. Staff are able to work from home where possible, social distancing is being maintained in the Cheadle Office, most staff have their own offices. Four rooms are shared offices, staff are more than 2m away from each other, rooms are well ventilated Office and site staff are being kept apart where possible. Staff have been instructed to self isolate where someone they live with has been diagnosed. Employees have been told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature (37.8° or above). Should employees disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance. Follow NHS / 111 advice as required. Do not attend GP surgery or public places if confirmed to help reduce spread of the disease VJD & Co Ltd will ensure vulnerable persons (elderly, pre-existing health condition, lower immunity) employed are individually assessed, together with those who have relatives living with them that have been advised to shield. Ask friends, family members or delivery services to do errands for you Try to avoid visitors to your home – it's OK for friends, family or delivery drivers to drop off food Do not take any antibiotics as they do not work against viruses.	1	4	4

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						<p>Follow good hygiene measures at all times, on sites and in offices, hand washing equipment together with sanitiser gel is provided at all locations. Employees are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>A cleaning schedule will be implemented throughout the site and offices, ensuring that worksurfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance.</p> <p>We will also work towards any cleaning / infection control requirements outlined by the client, particularly on clean water projects.</p> <p>All sites should make available, as a minimum, face coverings, which should be worn in enclosed spaces or areas where social distancing isn't always possible such as welfare and changing facilities, site offices or meeting rooms or where staff come into contact with others they do not normally meet. These areas where provided face coverings are to be worn across the site include:</p> <ul style="list-style-type: none"> • Welfare and changing facilities. • Site offices. • Meeting rooms. • Canteens when not seated at a table to eat or drink. 			
2	Travel	Exposure to Infection / Illness / Fatality	4	5	20	<p>For Foreign travel, national government websites need to be checked prior to arranging travel in order to assess travel restrictions and to follow recommendations provided by the destination government. In addition, employees should not travel to countries on the UK quarantine list unless they have sufficient holiday allowance agreed to also cover the two week self-isolation period.</p> <p>Do not travel unless imperative or reduce travelling where possible – consider home working / teleconferencing / using Zoom/Microsoft Teams for office etc.</p> <p>Fitness for work to be completed on appropriate return to the workplace Please continue to follow any further national government advice provided Seek additional advice or concerns through Medigold or AXA PPP if necessary.</p> <p>For travel to workplaces and workers have no option but to share transport, Journeys should be shared with the same individuals and with the minimum number of people at any one time.</p> <p>Maintain good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission (sit on the rear seat if you are in a van with a driver).</p> <p>The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.</p> <p>Our staff do not generally use public transport to travel to work, but in the unlikely event that you need to, avoid using public transport at peak times (05.45 – 7.30 and 16:00 – 17:30).</p>	1	5	5
3	Inclement weather – which allows the disease to survive	Exposure to Infection / Illness / Fatality	4	5	20	<p>All persons to dress appropriately for the weather Welfare facilities provided to shelter from the elements Maintain good hygiene measures at all times</p>	1	5	5



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4	Poor Hygiene	Exposure to Infection / Illness / Fatality	3	5	20	<p>Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Hot water, soap, sanitiser and hand towels are always available on sites due to the nature of our work anyway.</p> <p>Staff instructed to clear away and wash plates after eating and drinking.</p> <p>Tissues to be provided for employees.</p> <p>Spare gloves are available on sites and are to be worn.</p> <p>Regular cleaning of handwashing stations.</p>	1	5	5
5	Arriving and leaving the workplace, access and egress whilst at site (including to cabins and welfare facilities).	Exposure to Infection / Illness / Fatality	3	5	15	<p>Stop all non-essential visitors from attending site.</p> <p>Consider introducing staggered start and finish times to reduce congestion and contact at all times.</p> <p>Plan site access and egress points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies.</p> <p>Introduce one-way systems (such as between the workplace and the welfare facilities).</p> <p>Allow plenty of space between people waiting to enter site.</p> <p>Use signage: such as floor markings, to ensure 2 metre distance is maintained between people when queuing (only 1 person in toilet facilities and 2 in mess cabins and larger drying rooms).</p> <p>Remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are cleaned between each individual use.</p> <p>All workers must wash their hands for 20 seconds using soap and water when entering and leaving the site.</p> <p>In the morning, staff must record their body temperature prior to commencing work.</p> <p>Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets and desks, particularly during peak flow times.</p> <p>The capacity of each canteen or rest area is clearly identified at the entry to each facility, and site managers must supervise compliance with social distancing measures.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Drinking water will be provided with enhanced cleaning measures of the tap</p>	1	5	5



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						<p>mechanism or water cooler introduced.</p> <p>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.</p> <p>Crockery, eating utensils, cups etc. should not be used unless they are disposable or washed and dried between use by each individual.</p> <p>Reduce the number of people in attendance at site inductions and toolbox, RAMS briefing sessions (consider holding them outdoors wherever possible).</p> <p>Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials.</p> <p>Compliance will be monitored during weekly recorded visits by the company SHEQ Manager.</p> <p>An inspection will also be carried out by the Site Supervisor.</p>			
6	Using plant and equipment	Exposure to Infection / Illness / Fatality	3	5	15	<p>Avoid rotation of large items of plant (such as dumpers and excavators).</p> <p>Where smaller items must be rotated due to HAVS, equipment must be thoroughly disinfected before and after use.</p> <p>A distance of 2m should be maintained between working operatives at all times where possible, where this is not possible, consider alternative methods of working or identify the task and record on the RAMS amendment page.</p> <p>Consider additional mechanical aids to reduce worker interface.</p>			
5	Lack of Awareness	Exposure to Infection / Illness / Fatality	1	5	5	<p>The latest government campaign posters will be displayed in the welfare areas and in suitable places around site.</p> <p>Toolbox talks will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</p> <p>We will continually adopt and review new government / WHO guidance as and when it is available.</p>	1	5	5

This is to certify that the persons named below have been briefed and consulted in respect of the contents of the specified stages of this Risk Assessment document, and that they agree to work safely in compliance with the identified controls.

In addition, all relevant PPE (as detailed in this document) has been issued; and training in storage and used carried out. Each individual understands that they are required to comply with the employer, in accordance with the requirements of section 7 of the Health & Safety at Work Act 1974 and that failure to do so may result in disciplinary action for gross misconduct.

Reviewer	Name (print)	Role	Signature	Date
Technical / SHEQ	D. Littlewood	SHEQ Manager		19/05/20
Site / Contract Manager		Contracts/Operations Director		