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| **RA-017 RISK ASSESSMENT** | **COVID-19 & SITE WORKING** | | **Frequency and Job Specific Information:** Please Refer to Project/ Method Statement | | |
| **Risk Assessment prepared by** |  | **Name of Person approving RA:** |  | **Date of last review:** |  |
| **Next review due** |  |
| **Limits of use without need for project specific sign off** |  | | | **Circulation List** | All Site Staff and Project Managers |

**Project specific details & Sign-off by Project Manager (only completed where the standard controls no longer apply)**

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| **Job Number** |  | **Site:** |  | **Project Manager Approving Amended Risk Assessment** |  | **Date:** |  |

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| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Existing **Risk Controls** | AdditionalRisk Controls | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **TRAVEL TO SITE**  **PUBLIC TRANSPORT** | **COVID-19**  **Direct contact with a person whilst they are infectious**  **Touching objects or surfaces contaminated**  **Direct contact with persons unaware they are infected** | **COVID-19**  **Risk of infection**  **Site staff**  **Delivery drivers**  **Contract workers**  **Office staff** |  |  |  | * Try to keep 2 meters away from each other where possible * Your site clothes must not be worn on public transport * Regularly use alcohol-based hand rub & try not to touch your face * Do not use public transport if:   you have symptoms of coronavirus – a new, continuous cough or a high temperature   * Keep 2 metres apart from other at ticket barriers | * Consider different start and finish times to avoid the rush hour * Sit apart from others if possible * Avoid touching surfaces with your hands * Regularly clean any items you may use while travelling such as keys, mobile devices, wallets and travel cards * Avoid moving around |  |  |  |
| **TRAVEL TO & FROM SITE**  **VEHICLES** | **COVID-19**  **Direct contact with a person whilst they are infectious**  **Touching objects or surfaces contaminated** | **COVID-19**  **Risk of infection**  **Site staff**  **Delivery drivers**  **Contract workers**  **Office staff** |  |  |  | * Site staff must not wear their site clothes overalls and or boots to and from the site * Take overalls off before getting in the van and store in the back of van or dispose of * Remove personal footwear and store in van | * Clean inside of your cab at the start and end of every day with antibacterial wipes * Clean any items to be removed from the van and taken into your workplace or home with antibacterial wipes. |  |  |  |

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| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Existing **Risk Controls** | AdditionalRisk Controls | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **TRAVEL TO & FROM SITE**  **VEHICLES**  **Cont.** | **COVID-19**  **Direct contact with a person whilst they are infectious**  **Touching objects or surfaces contaminated** | **COVID-19**  **Risk of infection**  **Site staff**  **Delivery drivers**  **Contract workers**  **Office staff** |  |  |  | * Clean tools at the end of the day and use antibacterial spray * Clean the outside of the vehicle * Clean all handles and doors especially in those areas likely to be touched (when slamming shut, etc). * Also, pay close attention to the fuel flap and filler. * Keep cleaning products in the cab * If you know who you’re visiting, contact them first to see if they are showing any symptoms of COVID-19. * Avoid shaking hands * When you’ve finished for the day, clean the cab again, taking care to wipe all the areas that have been touched. * Ensure you remove any rubbish from the cab that could be harbouring the virus. * At the end of the day on leaving the vehicle, wipe all the door handles and sanitise your hands again, once indoors, thoroughly wash your hands for 20 seconds | * Clean any areas likely to be touched by the driver or passengers. These should include the steering wheel, gear selector, handbrake, ventilation controls, radio/infotainment, seat controls, seat belts, grab handles and mirror adjusters * Ensure that all PPE/RPE is cleaned, stored and maintained as recommended by the manufacturer * Consider time of travel can you travel later in the evening or earlier in the morning avoiding potential contact with others. * Staff are advised not to stop on the journey to avoid contact with others where possible * Keep passengers away from each other before boarding the vehicle * Where possible the same people should travel together, don’t mix crews |  |  |  |

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| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Existing **Risk Controls** | AdditionalRisk Controls | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **TRAVELLING TOGETHER IN VEHICLES** | **COVID-19**  **Direct contact with a person whilst they are infectious**  **Touching objects or surfaces contaminated**  **Direct contact with persons unaware they are infected** | **COVID-19**  **Risk of infection**  **Site staff**  **Delivery drivers**  **Contract workers**  **Office staff** |  |  |  | * Limit any direct skin to skin contact * A check must be completed with staff each day to check for signs of illness * Double crewed vans must be cleaned inside and out before each journey * Staff must wash their hands before entry and exit to the vehicle * Passengers numbers should be kept to a minimum to allow staff to sit as far apart as possible * Provision of training to all staff, to ensure the procedure for putting on and removing PPE and RPE is fully understood * Open windows to improve airflow | * Staff must not attend work if they are showing any symptoms as described by PHE and or signs of cold and or flu * When cleaning, particular attention must be paid to high touch areas such as door handles, seating areas and driving controls * Staff are advised not to eat drink, or smoke/vape in the car together. * When travelling passengers should try to sit as far apart as possible * Wear appropriate RPE to further reduce any residual risk * PPE must not be removed until travellers have left the vehicle and are at least 2 meters apart * Used disposable PPE, RPE and any rubbish from the vehicle should be disposed of as suspected waste. * Double bag all waste and store for 72 hours in a secure area before diposing of as normal rubbish |  |  |  |

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| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Existing **Risk Controls** | AdditionalRisk Controls | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **WORKING ON SITE**  **GENERAL** | Direct contact with a person whilst they are infectious  Direct contact with persons unaware they are infected  Touching objects or surfaces contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.  Contact with contaminated materials  Contact with contaminated tools | **COVID-19**  **Risk of infection**  **Site staff**  **Delivery drivers**  **Contract workers**  **Office staff** |  |  |  | * Checks to be completed with each site manager to identify the specific site requirements in relation to COVID * Practise and promote frequent handwashing throughout your shift. * When hand washing facilities are not readily available, alcohol-based hand rub is recommended. * Use according to instructions or receive advice from your supervisor. * If you are regularly handling materials, it is good practice to wear gloves and use hand sanitiser regularly * Avoid touching your face unless your hands are clean. * Stay 2 metres or more away from other workers * Practise and promote good respiratory (cough) etiquette. * Where possible avoid the use of other contractors’ tools and equipment * Where this is not possible, regular cleaning of the tools and equipment with an antibacterial wipe should be completed * If you do have to work together limit time and wear appropriate PPE/RPE * Ensure you move 2 metres apart before removal of RPE, gloves etc | * Undertake appropriate cleaning and disinfection activities. * Use information posters to promote good hand hygiene * Consider the use of disposable gloves in high risk areas * Consider one-way pedestrian routes on n site where possible to keep the 2-meter distance rule * Do not wear your PPE off-site reusable PPE/RPE must be returned to the appropriate storage place after use. * Reusable PPE/RPE must be wiped down using an antibacterial wipe * Regular checks for any signs of dermatitis to be conducted * Moisturising cream to be provided * Cleaning of personal equipment on a frequent basis is advised * When cleaning site workers are reminded to include items such as mobile phones, tablets and any other communication devices. * Appropriate and working fire alarm systems must be in place and maintained as per regulations |  |  |  |

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| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Existing **Risk Controls** | AdditionalRisk Controls | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **WORKING ON SITE**  **Cont.** | **COVID-19**  Contact with droplets if a person with a confirmed infection coughs or sneezes  Contact with contaminated tools and equipment  Flammable alcohol-based hand sanitiser | **COVID-19**  **Risk of infection**  **Fire**  **Site staff**  **Delivery drivers**  **Contract workers**  **Office staff** |  |  |  | * Ensure appropriate first aid facilities are available in relation to the size of the site and their undertakings * Consider, do you have suitable, sufficient and appropriate level of supervision if key staff are off sick? * Staff are advised to let their hands dry and the vapours disperse, after using alcohol hand rub, which will minimise any fire risk * Site staff must not congregate in numbers. * No working in close contact with one another in high traffic zones * Ensure all site staff are provided with gloves hand sanitizer & hand-washing stations | * Ensure site staff have an offsite contact in the event of emergencies * Regular toolbox talks to remind site staff of the symptoms and the self-isolating guidelines * In the first instance the manufacture’s guidelines should be followed in respect to its flammability * Staff to wash their hands/ use hand sanitiser before entry to the site * All other safety and work-based procedures must still be followed, in relation to the task you are completing |  |  |  |
| **WORKING ON SITE**  **BREAKS** | **COVID-19**  Contact with contaminated surfaces  Contaminated food items  Flammable alcohol-based hand sanitiser | **COVID-19**  **Risk of infection**  **Fire**  **Site staff**  **Contractors** |  |  |  | * Practise and promote frequent handwashing before eating, drinking, smoking or vaping * When hand washing facilities are not readily available, alcohol-based hand rub is recommended * Staff should be advised to let their hands dry and the vapours disperse, after using alcohol hand rub, which will minimise any fire risk, if smoking or vaping * Where possible eat in your own vehicle * If using canteens, any food provided must be covered | * All staff must sit at least 2 meters away from each other * Where possible, encourage staff to bring their own food and drink from home * Risk assessments should be carried out on the use of alcohol hand rubs, the location of dispensers, the storage of stock and the disposal of used containers/dispensers, considering the risks of fire. |  |  |  |

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| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Existing **Risk Controls** | AdditionalRisk Controls | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **WORKING ON SITE**  **BREAK TIMES**  **Cont.** | **COVID-19**  Contact with contaminated surfaces  Contact with contaminated items  Flammable alcohol-based hand sanitiser | **COVID-19**  **Risk of infection**  **Fire**  **Site staff**  **Contractors** |  |  |  | * Microwave and kettles must be cleaned after each use. | * Regular inspections of these areas to ensure rules are being followed * Increase cleaning regime * Use visual aids such as posters to promote good hand hygiene and cleaning |  |  |  |
| **WASTE** | **COVID-19**  **Waste suspected to be contaminated with, COVID-19** | **COVID-19**  **Risk of infection**  **Used disposable RPE/PPE**  **Site staff**  **Contractors**  **Risk of infection** |  |  |  | * Waste from any persons who may be infected, and the cleaning of areas at work where cases/suspected cases may have been, must be put in a plastic rubbish bag and securely tied. * The rubbish must not be put in any communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. * If storage for 72 hours is not appropriate, arrange for collection as Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. * Ensure that the storage areas for this type of waste are cleaned on a regular basis with a suitable disinfectant or chlorine solution. | * Confirmed cases. The bag must be stored in a suitable place for 72 hours, or until any individual suspected of having the virus, gets the results of any tests or confirmation from NHS 101. * The contractor will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment. * Disposable PPE and RPE used by cleaning crews must be disposed of as outlined above. * Avoid creating splashes and spray when cleaning. * Any cloths used must be disposed of and should be put into waste bags as outlined above. |  |  |  |

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| **Activity** | **Hazard** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Existing **Risk Controls** | AdditionalRisk Controls | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
| **WASTE**  **Cont.** | **COVID-19**  **Waste suspected to be contaminated with, COVID-19** | **COVID-19**  **Risk of infection**  **Used disposable RPE/PPE**  **Site staff**  **Contractors**  **Risk of infection** |  |  |  | * Ensure that appropriate PPE and RPE, if required, and gloves are issued to cleaning crews. * Mops and other cleaning items should be cleaned in a bleach solution | * Consider toolbox talks for cleaning crews to explain any new cleaning procedures. * Use signage to denote a specific area for the storage of this type of waste. |  |  |  |
| **DELIVERIES** | **COVID-19**  **Transmission of COVID-19 infection via delivery materials or driver** | **COVID-19**  **Risk of infection**  **Delivery materials**  **Delivery driver**  **Delivery vehicle**  **Site staff**  **Contractors** |  |  |  | * Consider specific delivery area if not already in place * Provision for delivery driver to wash and dry hands before and after delivery * Limit staff permitted in the delivery area * Consider marking the 2-metre separation distance to remind site staff | * Limit contact with delivery driver * Consider waiting areas for drivers with large deliveries * Site staff assisting with the delivery should try to maintain to 2 metre separation rules * Where this cannot be followed, limit contact time and consider additional PPE measures |  |  |  |
| **WORKING IN ISOLATION** | **Lone working** | **Feeling of Isolation and or**  **anxiety**  **Serious personal injury** |  |  |  | * Ensure you have regular check ins with all staff lone working * Regular toolbox talks to provide updates to all staff | * Use systems like skype to have regular meetings to discuss any concerns staff may have * Ensure appropriate first aid cover is available |  |  |  |

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| **Dynamic Risk Assessment**  **If the works cannot be completed due to the controls above not being in place or the absence of COVID-19 controls, please details the specific issues below and the additional controls that may be required.**  **In the first instance, any issues recorded in the table below must be discussed with the site manager to see if a solution can be found.** | | | | | | | | | | | | |
| **Activity** | **COVID-19/Other Controls not in place** | **Main Risks**  **&**  **Affected Persons** | **Risk Rating** | | | Additional Risk Controls Required to reduce the risk | Site manager contacted | Issue resolved **Yes No** | | **Residual Risk** | | |
| **P** | **O** | **RR** | **P** | **O** | **RR** |
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**PPE Required**

**(Please tick all that apply)**

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| **SAFETY HELMET**  **MUST BE WORN** | **HIGH VISIBILITY VEST**  **MUST BE WORN** | **SAFETY BOOTS**  **MUST BE WORN** | **SAFETY GLOVES**  **MUST BE WORN** | **EYE PROTECTION**  **MUST BE WORN** | **EAR PROTECTION**  **MUST BE WORN** | **SAFETY OVERALLS**  **MUST BE WORN** |
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|  |  |  |  |  |  |  |
| **LABORATORY COATS**  **MUST BE WORN** | **WELDING MASK**  **MUST BE WORN** | **VISORS**  **MUST BE WORN** | **HAIR NETS**  **MUST BE WORN** | **ESCAPE ROUTES**  **TO BE KEPT CLEAR** | **SAFETY HARNESSES**  **MUST BE WORN** | **NO MOBILE PHONES** |
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|  |  |  |  |  |  |  |
| **REPIRATORS**  **MUST BE WORN** | **HAVE YOU BEEN**  **FACE FIT TESTED?** | **PEDESTRIAN MUST**  **USE THIS ROUTE** | **INTRINSICALLY SAFE OVERALLS**  **TO BE WORN** | **INTRINSICALLY SAFE FOOTWEAR**  **MUST BE WORN** | **OPAQUE SAFETY GLASSES**  **MUST BE WORN** | **DRIVERS MUST REPORT TO SITE OFFICE** |
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**Notes**

* For risk assessments requiring project specific amendment - the Risk Assessment shall be reviewed weekly to ensure, it remains current as the project progresses.
* All employees to attend site induction/sign-in prior to commencing work on site.
* First Aid facilities to be provided by Client/Principal Contractor
* Welfare facilities to be provided by Client/Principal Contractor

**Risk Assessment Matrix**

**Multiply scores to arrive at risk rating (RR)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Probability** | | | | | |
|  |  | **Remote** | **Unlikely** | **Possible** | **Probable** | **Very Likely** | **Certain** |
| **Outcome** | **No Injury** | **0** | **1** | **2** | **3** | **4** | **5** |
| **Minor Injury** | **1** | **1** | **2** | **3** | **4** | **5** |
| **First Aid Injury** | **2** | **2** | **4** | **6** | **8** | **10** |
| **Reportable Injury**  **(7 Day)** | **3** | **3** | **6** | **9** | **12** | **15** |
| **Major Injury** | **4** | **4** | **8** | **12** | **16** | **20** |
| **Fatality/Disability** | **5** | **5** | **10** | **15** | **20** | **25** |

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| **Low** | **1 – 6** | **Monitor** | **Tolerable risk. No additional controls required. Employees made aware of safe/correct system of work.** |
| **Med** | **8 – 12** | **Improvement** | **Action required to further reduce risk to acceptable level. Review of process or activity.** |
| **High** | **15+** | **Immediate Action** | **Unacceptable risk. Stop activity immediately. Inform next level of management & refer to Manager/Safety Coordinator. Possible withdrawal of process or activity.** |

**Monitoring and Review**

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| **Date Completed** | **Assessed by:** | **Job Title:** | **Signature:** | **Review Date:** |
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**Further Actions**

**(Please detail any actions for the risk assessment here)**

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| **Issue** | **Further action** | **Action by who?** | **Action by when?** | **Completed** |
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**All actions to be followed up are marked in bold in the body of the risk assessment above.**

**Confirmation of Risk Assessment & Method Statement Briefing**

**Before commencing the activities covered in this safe system of work document all staff are to sign below to confirm that a clear briefing explaining the job has been given and is understood**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Signature** | **Date** | **Comments** |
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