



Risk matrix used in risk assessment below  
RR = residual risk

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

# Coronavirus (COVID-19) Pro-Active Risk Assessment

**Site: Construction Sites and Company Offices**

**Assessment date:** 13<sup>th</sup> May 2020

**Review date:** 1<sup>st</sup> July 2020

**Version:** 1.2

Hazard	Risk	Control measures	Additional Controls	RR	Persons at risk
Contraction and Spread of Covid-19 Coronavirus	4 x 3 = <b>12</b>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and hot water in place.</li> <li>Stringent hand washing taking place.</li> <li>Paper towels/hand driers for drying of hands</li> <li>See hand washing guidance.</li> <li><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice.</p>	4 x 1 = <b>4</b>	Staff, Visitors to your premises, Cleaners, Contractors, Drivers, Vulnerable groups, Anyone else who physically comes in contact with you in relation to your business

		<p><b>Cleaning</b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p><b>Social Distancing</b></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults</a></p>	<p>Posters, leaflets and other materials are available for display.  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>  Sites and offices issued with specific signs for designated locations.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.  All power tools where possible to only be used by 1 person and not shared. If shared tools have to be used these are to be cleaned before using.  Increase cleaning regime for sites and offices.</p> <p>Prior to commencing work in occupied homes all contact areas are to be cleaned, once works are complete all work areas are to be cleaned.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.  Management checks to ensure this is adhered to.</p> <p>Head office and satellite offices have had seating locations reviewed and desks are identified as to whether they are suitable for use.</p> <p>Meeting rooms at offices are signed</p>		
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	<p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteens and smoking area.</p> <p><b><u>Wearing of Gloves</u></b> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b><u>RPE</u></b> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p>	<p>with maximum occupancy signs</p> <p>All appointments are to be scheduled with home owners in advance and confirmation will be required that aftercare staff can maintain 2m from occupiers.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable masks should clean the mask themselves before and</p>		
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	<p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p> <p><b><u>Drivers</u></b> Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a> COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><b><u>Mental Health</u></b></p>	<p>immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) Reference <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p>		
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		<p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -  <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></p> <ul style="list-style-type: none"> <li>• Update Human Resources with absence identifying Coronavirus and manage absence in line with company HR policies / procedures</li> </ul>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>		
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#### Further Information

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<http://www.constructionleadershipcouncil.co.uk/news/site-operating-procedures-during-covid-19/>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>

#### Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- Assessments to be reviewed every 1 month or where significant change has occurred
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.