

1 Coronavirus (COVID-19)								
Topic / Hazard	Who might be harmed and how	Risk Rating Without Controls			Control Measures	Risk Rating With Controls		
		L	S	R		L	S	R
Coming to work and leaving work	Employees / operatives, other workers, general public - potential for contracting Covid 19, resulting in fatalities	4	5	High	<ul style="list-style-type: none"> Specific arrangements include: Wherever possible workers should travel to site alone using their own transport. 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 passengers in corporate vehicles, for example, work vans. This could include leaving seats empty. Changing and staggering hours to reduce congestion on public transport Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30) Reducing congestion, for example, by encouraging employees to utilise other entry points to the workplace. Using markings and introducing one-way flow at entry and exit points. Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points. Providing alternatives to touch-based security devices such as keypads. 	1	5	Low
Coming to work and leaving work - shared vehicles	As above	4	5	High	<ul style="list-style-type: none"> If 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 Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission Wash their hands for 20 seconds using soap and water, or hand sanitiser if soap and water are not available, before entering and after getting out of the vehicle 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 	1	5	Low
Working close to others on site / in the premises	As above	4	5	High	<ul style="list-style-type: none"> Management to enable working from home as a first option. Where working from home is not possible, we will make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible). Keep the activity time involved as short as possible. Employees to increase the frequency of hand washing. Using screens or barriers to separate people from each other where possible. 	1	5	Low

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					<ul style="list-style-type: none"> 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 work environment. If necessary then face coverings will be worn at all times. 			
Moving around buildings and worksites	As above	4	5	High	<ul style="list-style-type: none"> Specific arrangements include: Reducing movement by discouraging non-essential trips within buildings and sites. For example, restricting access to some areas, encouraging use of telephones where permitted, and cleaning them between use. Reducing job rotation and equipment rotation, for example, single tasks for the day. Implementing 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 2m to allow controlled flow of people moving throughout the site. Separating sites into working zones to keep different groups of workers physically separated as much as practical. Planning site access and 'area of safety' points to enable social distancing. Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing. Regulating use of high traffic areas including corridors and walkways to maintain social distancing. 	1	5	Low
Workplace areas where people work statically					<ul style="list-style-type: none"> 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, including the wearing of face coverings. Changing layouts to allow people to work further apart from each other. 	1	5	Low

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					<ul style="list-style-type: none"> 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	As above	4	5	High	<ul style="list-style-type: none"> Using remote working tools to avoid in-person meetings. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout. Avoiding transmission during meetings, for example, avoid sharing pens and or other objects. Providing hand sanitiser in meeting rooms. Holding meetings outdoors or in well-ventilated rooms whenever possible. For areas where regular meetings take place, use floor signage to help people maintain social distancing. 	1	5	Low
Rest Areas, kitchens & canteens	As above	4	5	High	<ul style="list-style-type: none"> Staggering break times to reduce pressure on break rooms or places to eat. Using safe outdoor areas for breaks. Creating additional space by using other parts of the workplace freed up by remote working. Reconfiguring seating and tables to maintain 2m spacing and reduce face-to-face interactions. 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. Drinking water should be provided with enhanced cleaning measures introduced Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, water boilers, 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 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 	1	5	Low

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					<ul style="list-style-type: none"> Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use, workers encouraged to bring their own utensils where possible Consider arrangements for monitoring compliance. 			
Managing customers, visitors and contractors	As above	4	5	High	<ul style="list-style-type: none"> Where visits to the premises are necessary, site guidance on social distancing and hygiene will be explained to visitors on or before arrival. Encouraging visits via remote connection/working where this is an option. Limiting the number of visitors at any one time. Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people. Maintaining a record of all visitors, if this is practical. 	1	5	Low
Cleanliness of the workplace	As above	4	5	High	<ul style="list-style-type: none"> 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 work tools, and making sure there are adequate disposal arrangements. Clearing workspaces and removing waste and belongings from the work area at the end of the work day. 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 reference is to be made to the specific Government guidance. 	1	5	Low
Hygiene – handwashing, sanitation facilities and toilets	As above	4	5	High	<ul style="list-style-type: none"> Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times. 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 (minimum 60% alcohol based) 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. Providing more waste facilities and more frequent rubbish collection. Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities 	1	5	Low

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Changing rooms and showers	As above	4	5	High	<ul style="list-style-type: none"> Where shower 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 social distancing is achieved as much as possible. Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day. 	1	5	Low
Handling equipment, materials, waste, and onsite vehicles	As above	4	5	High	<ul style="list-style-type: none"> 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. 	1	5	Low
Personal Protective Equipment, including Face coverings	As above	4	5	High	<ul style="list-style-type: none"> Where PPE is already in use for a particular work activity to protect against non-COVID-19 risks, then this will continue to be used Wearing a face covering to protect against Covid-19 is not a legal requirement - where face covering is worn employees must undertake the following: <ul style="list-style-type: none"> Wash 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, staff must avoid touching their face or face covering, as it could contaminate them with germs from your hands. Face covering to be changed if it becomes damp or if it has been touched. Staff to continue to wash their hands regularly. Change and wash the face covering daily. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully using standard waste disposal methods. Staff to continue to practise social distancing wherever possible. If workers are not able to wear a face covering then reasonable adjustments will be made as practicable. 	1	5	Low
Vulnerable people who are at a higher risk of contracting Covid-19	As above	4	5	High	<ul style="list-style-type: none"> Clinically extremely vulnerable individuals to be 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), to be advised to take extra care in observing social distancing and will be helped to work from home, either in their current role or in an alternative role. 	1	5	Low

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					<ul style="list-style-type: none"> 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 if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals. Steps that will usually be needed: Providing support for workers around mental health and wellbeing. This could include advice or telephone support. See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups. 			
Provision of adequate information to staff	As above	4	5	High	<ul style="list-style-type: none"> Brief staff in local procedures and the content of this risk assessment Display "Staying Covid-19 Secure in 2020" in key places Display general Covid-19 safety poster in key places 	1	5	Low
Provision of adequate information to visitors, public etc	As above	4	5	High	<ul style="list-style-type: none"> 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 social distancing. Providing signage on rights of way that cross your workplace to remind the public to maintain social distancing. Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors 	1	5	Low
Shift patterns and working groups	As above	4	5	High	<ul style="list-style-type: none"> As far as possible, where people are split into teams, fixing these teams 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. Minimising worker congregation at bottlenecks such as timeclocks, entrances and exits and maintaining social distancing. 	1	5	Low

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Work-related travel – cars and business visits	As above	4	5	High	<ul style="list-style-type: none"> Minimising non-essential travel – consider remote options first. Minimising the number of people travelling together in any one vehicle, using fixed travel 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 social distancing guidelines. 	1	5	Low
Work-related travel – Deliveries to other sites	As above	4	5	High	<ul style="list-style-type: none"> 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. 	1	5	Low
Communications and training - Returning to work	As above	4	5	High	<ul style="list-style-type: none"> 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. 	1	5	Low
Communications and training - communications and signage	As above	4	5	High	<ul style="list-style-type: none"> Ongoing engagement with workers to monitor and understand any unforeseen impacts of changes to working environments. Awareness and focus on the importance of mental health at times of uncertainty. Using simple, clear messaging to explain guidelines 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 safe working practices around the working site 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. 	1	5	Low
Inbound and outbound goods	As above	4	5	High	<ul style="list-style-type: none"> Revising pick-up and drop-off collection points, procedures, signage and markings. Minimising unnecessary contact for example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking. 	1	5	Low

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					<ul style="list-style-type: none"> Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. Where possible and safe, having single workers load 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 when required, consistent with other guidance. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice. 				
Wellbeing of staff working at home	As above	4	5	High	<ul style="list-style-type: none"> Management to monitor 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. Management to keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. Management to provide equipment for people to work from home safely and effectively, for example, remote access to work systems 	1	5	Low	
Employees who need to self isolate	As above	4	5	High	<ul style="list-style-type: none"> Management to ensure that individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms Management to enable workers to work from home while self-isolating if appropriate. See current guidance for employees and <u>employers</u> relating to statutory sick pay due to COVID-19. https://www.gov.uk/employers-sick-pay See current guidance for people who have symptoms and those who live with others who have symptoms (see https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). 	1	5	Low	
Raising concerns about Covid-19 procedures	As above	4	5	High	<ul style="list-style-type: none"> Contact your employee representative. Contact your trade union if you have one. Use the HSE form available at https://www.hse.gov.uk/contact/concerns.htm Contact HSE by phone on 0300 003 1647 	1	5	Low	
First Aid & Emergencies	As above	4	5	High	<ul style="list-style-type: none"> The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend. 	1	5	Low	

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					<ul style="list-style-type: none"> In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. 			
Equality in the workplace	As above	4	5	High	<ul style="list-style-type: none"> Management to understand and take into account the particular circumstances of those with different protected characteristics. Management to involve and communicate appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any steps you are thinking about inappropriate or challenging for them. Management to considering whether any particular measures or adjustments need to be implemented to take account of your duties under the Equality Act. Management to make reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers. Management to ensure that the steps being taken do not have an unjustifiable negative impact on some groups compared with others, for example those with caring responsibilities or those with religious commitments. 	1	5	Low
Managerial / Supervisory <ul style="list-style-type: none"> 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. Assessment to be reviewed every 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. Managers / Supervisors to monitor the arrangements to ensure that they are effective 								
Training <ul style="list-style-type: none"> Managers to be briefed in the Company specific process / procedures for Covid 19 management Operatives/staff to be given a briefing/toolbox talk in risks and controls in relation to Covid 19. 								