|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** | 02/04/2020 | | |  |  |  |  | |  | |  |  | |  | |  |  |
|  |  |  |  |  |  |  |  | |  | |  |  | |  | |  |  |
| **Assessors Name:** | | **L Smith & N Randall** | | **Reference Number:** | | **RA COVID-19 Construction Sites** | | | | **Review Date:** | | | Ongoing – as per government guidance updates | | | | |
|  |  |  |  |  |  |  |  | |  | |  |  | |  | |  |  |
| **Endorsed By:** | |  | | **Signature:** | |  | | **Position:** | |  | | | **Date:** | |  | | |
|  |  |  |  |  |  |  |  | |  | |  |  | |  | |  |  |
| **Description of assessment** | | | Coronavirus (COVID-19) | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  | |  | |  |  | |  | |  |  |
| **Location Details** | | | **Construction Sites** | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **COVID-19** | Employees, client, public | 5 | 3 | 15 | H | * Anyone who meets one of the following criteria must follow the Governments guidance on Self Isolation: * Has a high temperature or a new persistent cough? * Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)? * Is living with someone in self-isolation or a vulnerable person. | * Guidance on self-isolation found via the Government website. |  |  | 5 | 1 | 5 | M |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Somebody showing Symptoms** | Employees, client, public | 5 | 3 | 15 | H | * Return home immediately * Avoid touching anything * 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. * They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. |  |  |  | 5 | 1 | 5 | M |
| **Travelling to and from site**  Catching and Spreading | Employees, client, public | 5 | 3 | 15 | H | * Where possible all workers should travel to site alone using their own transport. * Additional parking spaces may need to be added to site * Workers should avoid public transport. Where public transport is the only option for workers - Changing and staggering site opening hours to reduce congestion on the network. In central London, avoid using the tube during peak times of 05:45 ‐ 7:30 and 16:00 ‐ 17:30. * Hand cleaning facilities to be provided at all entrances and exits for site. * Driving distances must be reasonable, as per driving policy, so that overnight stays are not needed. Using any type of accommodation for site workers is against government advice - the company, the individuals and the accommodation provider could be fined and face criminal charges | * Emergency procedure to be reviewed and communicated on how someone taken ill would get home or to hospital |  |  | 5 | 1 | 5 | M |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Site Access**  Catching / Spreading | Employees, client, public | 5 | 3 | 15 | H | * Stop all non-essential visitors * Start and finish times to be staggered to reduce congestion. * Plenty of space to be available to ensure operatives are keeping 2m as a minimum. * Monitor site access 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 * All entry systems which require skin contact i.e fingerprint scanners should be removed or disabled. * All workers to wash and clean hands before entering or leaving site. * Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. turnstiles, screens, desks, particularly during peak flow times * Reduce attendees at site inductions and consider holding outdoors. * Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. |  |  |  | 5 | 1 | 5 | M |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Welfare Facilities**  Catching / Spreading | Employees, client, public | 5 | 3 | 15 | H | **Hand Washing**   * Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site * Ensure soap and fresh water is readily available and kept topped up at all times * Provide hand sanitiser where hand washing facilities are unavailable * Regularly clean the hand washing facilities and check soap and sanitiser levels * Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.   **Toilet Facilities**   * Restrict the number of people using the toilet facilities at one time. * Washing of hands before and after using the facilities. * Increase cleaning regime for toilet facilities particularly door handles, locks and toilet flush. * Portable toilets should be avoided where possible. If this is not possible then these should be cleaned and emptied more frequently. * Provide more bins for hand towels and regular removal and disposal | * Sites will need extra supplies of soap, 60%+ alcohol-based hand sanitiser and paper towels and these should be securely stored |  |  | 5 | 1 | 5 | M |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Welfare Facilities**  Catching / Spreading  Continued | Employees, client, public | 5 | 3 | 15 | H | **Canteens and Eating Arrangements**   * Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed from use. Clean tables between each use * Use of local shops is to be discouraged. * Dedicated eating areas should be identified on site to reduce food waste and contamination * Break times should be staggered to reduce congestion and contact at all times * Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area. * Operatives should be asked to bring pre-prepared food and refillable drinking bottles * Workers should sit 2 metres apart from each other whilst eating and avoid all contact * All self-generated waste to be disposed of by individuals |  |  |  | 5 | 1 | 5 | M |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Welfare Facilities**  Catching / Spreading  Continued | Employees, client, public | 5 | 3 | 15 | H | * Where catering is provided on site, it should provide pre-prepared and wrapped food only - Payments should be taken by contactless card wherever possible - Crockery, eating utensils, cups etc. should not be used * Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced * All rubbish should be put straight in the bin and not left for someone else to clear up * All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. |  |  |  | 5 | 1 | 5 | M |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Welfare Facilities**  Catching / Spreading  Continued | Employees, client, public | 5 | 3 | 15 | H | **Changing Facilities, Showers and Drying Rooms**   * Stagger start and finish times to reduce congestion and contact at all times * Enhanced cleaning of all facilities throughout the day and at the end of each day * Consider increasing the number or size of facilities available on site if possible * Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres * Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. | * Consider increasing the number or size of facilities on site. Determine on the size of each facility and how many people can use it based on distancing rules |  |  | 5 | 1 | 5 | M |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Site Working**  Catching / Spreading | Employees, client, public | 5 | 3 | 15 | H | There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 meters. **In these situations, work should not be carried out.**  Where workers can distance themselves by 2 meters or more:   * Plan work to minimise interaction between workers. Minimise face to face contact. Keep groups of workers together and as small as possible to minimise the risk of transmission across the whole workforce e.g. maintain the same crew and shift pattern * Re-usable PPE, e.g. eye protection, protective gloves and respiratory equipment, should be thoroughly cleaned after use and not shared between workers * Single use PPE, e.g. dust masks and vinyl gloves, should be disposed of so that it cannot be reused |  |  |  | 5 | 1 | 5 | M |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Site Working**  Catching / Spreading  Continued | Employees, client, public | 5 | 3 | 15 | H | * Stairs should be used in preference to lifts or hoists * Where lifts or hoists must be used - Lower their capacity to reduce congestion and contact at all times. * Regularly clean touchpoints, doors, buttons etc. * Increase ventilation in enclosed spaces * Regularly clean the inside of vehicle cabs and between use by different operators |  |  |  | 5 | 1 | 5 | M |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Site Meetings**  Catching / Spreading | Employees, client, public | 5 | 3 | 15 | H | * Only absolutely necessary meeting participants should attend * Attendees should be two metres apart from each other * Rooms should be well ventilated / windows opened to allow fresh air circulation * Consider holding meetings in open areas where possible or using digital technology |  |  |  | 5 | 1 | 5 | M |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Applying First Aid**  Catching / Spreading | Employees, client, public | 5 | 3 | 15 | H | * Provide additional PPE for all first aiders, this should include face mask eye protection latex gloves and apron. Gloves apron and masks should be disposed of after use and eye protection cleaned. * Limit access to first aid facilities to only trained first aid personnel and / or appointed person(s) * First aiders must wash hands before and after using the first aid facilities or applying first aid |  |  |  | 5 | 1 | 5 | M |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Cleaning**  Catching / Spreading | Employees, client, public | 5 | 3 | 15 |  | * Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: * Taps and washing facilities * Toilet flush and seats * Door handles and push plates * Handrails on staircases and corridors * Lift and hoist controls * Machinery and equipment controls * Food preparation and eating surfaces * Telephone equipment * Keyboards, photocopiers and other office equipment * Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. | * Reduce hot desking if possible, enforce clean desk policy |  |  | 5 | 1 | 5 | M |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Lack of awareness** | Employees | 5 | 3 | 15 | H | * The latest government campaign posters will be displayed in the welfare areas and in suitable places around site. * Regular bulletins will be issued and where possible and safe to do so at an acceptable distance, toolbox talks and safety briefings will be carried out, warning employees 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 and making them aware of new Government advice as and when updated. * We will continually adopt and review new government / WHO guidance as and when it is available. |  |  |  | 5 | 1 | 5 | M |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Vulnerable Groups**  **‘Increased Risk’**  **Employees** | Employees | 5 | 4 | 20 | VH | * Medical questionnaires are issued upon employment. * Employees known to be at an increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures. These groups include:   + Aged 70 or older (regardless of medical conditions)   + Under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds):   + Chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis   + Chronic heart disease, such as heart failure   + Chronic kidney disease   + Chronic liver disease, such as hepatitis   + Chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy | * Reissue medical questionnaires to all employees and review. |  |  | 5 | 1 | 5 | M |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Vulnerable Employees**  **‘Increased Risk’**  Continued | Employees | 5 | 4 | 20 | VH | * + Diabetes   + Problems with your spleen – for example, sickle cell disease or if you have had your spleen removed   + A weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy   + Being seriously overweight (a body mass index (BMI) of 40 or above)   + Those who are pregnant * For employees with an underlying health condition, as per the above list, the government “strongly advises” that you work from home where possible. If your job isn’t suitable for home working the employer will consider offering you furloughed, temporarily re-deployed to a role that would allow home working for the duration of this crisis, or undertake a risk assessment to identify any additional steps that need to take, such as re-allocating some duties or providing additional personal protective equipment. |  |  |  | 5 | 1 | 5 | M |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **“at-risk” employees**  there are some clinical conditions which put people **at even higher risk of severe illness from COVID-19** | Employees | 5 | 4 | 20 | VH | * There are some clinical conditions which put people at **even higher risk of severe illness from COVID-19,** These people may have received letters from the NHS to state that they must self-isolate for 12 weeks. People falling into this group are those who may be at particular risk due to complex health problems such as * Received an organ transplant and remain on ongoing immunosuppression medication * Cancer and who are undergoing active chemotherapy or radiotherapy * Cancers of the blood or bone marrow such as leukaemia who are at any stage of treatment * Severe chest conditions such as cystic fibrosis or severe asthma (requiring hospital admissions or courses of steroid tablets) * Severe diseases of body systems, such as severe kidney disease (dialysis) * Employees must speak to their GP or care team if they have not been contacted and think they should have been. | * Reissue medical questionnaires to all employees and review. |  |  | 5 | 1 | 5 | M |

**GUIDANCE NOTES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SEVERITY** | **5** | **5** | **10** | **15** | **20** | **25** |
| **4** | **4** | **8** | **12** | **16** | **20** |
| **3** | **3** | **6** | **9** | **12** | **15** |
| **2** | **2** | **4** | **6** | **8** | **10** |
| **1** | **1** | **2** | **3** | **4** | **5** |
|  | **1** | **2** | **3** | **4** | **5** |
| **LIKELIHOOD** | | | | | |

|  |  |
| --- | --- |
| **LIKELIHOOD** | |
| **5** | Almost Certain – Very High Risk |
| **4** | Probable – High Risk |
| **3** | 50/50 – Medium Risk |
| **2** | Improbable – Low Risk |
| **1** | Almost impossible – Low Risk |

|  |  |
| --- | --- |
| **SEVERITY** | |
| **5** | Fatality – Very High Risk |
| **4** | Severe incapacity – High Risk |
| **3** | Absent 3 weeks – Medium Risk |
| **2** | Absent less than 1 day – Low Risk |
| **1** | Insignificant – Low Risk |

|  |  |  |  |
| --- | --- | --- | --- |
| **1–4 LOW** | **5–9 MEDIUM** | **10–15 HIGH** | **16–25 VERY HIGH** |
| Continue with existing control, however, monitor for changes.  Implement any additional control measures required, within the timescales given in the risk assessment. | Requires attention to reduce the rating as well as regular ongoing monitoring.  Implement any additional control measures required, within the timescales given in the risk assessment. | Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level. | Stop immediately – the risk is too high.  Take immediate action to reduce the risk to the lowest level possible. |

|  |
| --- |
| **Additional comments:**   1. This risk assessment needs to be discussed with employees to ensure that they are fully aware of all control measures 2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment 3. The risk assessment is to be reviewed on an ongoing basis as per government guidance 4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessor 1 name:** |  | **Signature:** |  | **Date:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assessor 2 name:** |  | **Signature:** |  | **Date:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of injury to the lowest possible level.  I fully understand my duties as an employee, to follow the control measures in this risk assessment and the method statement.** | | | | |
| Employee name | Job description | Date | Employee comments/recommendations | Signature |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |