

Risk Assessment (RA) Form

RA No:	RA-S-013	Rev:	03
RA By:	M. Simpson	Date:	12.07.2020
Next Review		12.07.2023	

Contract	Customer	Job No.

Subject / Activity / Task	Location	Associated Documents
<p>This assessment is not task-specific.</p> <p>Its purpose is to address the risks posed by Coronavirus (COVID-19). Whilst this is not a hazardous agent in the customary sense i.e. one likely to be present as a result of work activity, it is a risk to health which should be addressed. The assessment is designed to ensure people engaged in our undertakings are able to do so in line with latest current guidance.</p>	All Sites	Construction Leadership Council (CLC) Construction Sector – Site Operating Procedures : Protecting Your Workforce During Coronavirus (Covid-19) Version-5.

LIKELIHOOD (L)	
1	Rare
2	Unlikely
3	Possible
4	Likely
5	Certain

SEVERITY (S)	
1	No lost time minor injury
2	Lost time minor injury
3	Major injury
4	Multiple major injury
5	Fatality / Catastrophic

RISK RATING (R)		
(When assessing / scoring risk if in doubt seek further advice)		
A	Critical Risk	Activity may not continue and should be assessed by HSEQ Manager
B	High Risk	Activity may continue with supervision by a competent person
C	Medium Risk	Activity can continue with supervision oversight
D	Low Risk	Activity can continue without supervision

		Risk Rating (R)				
Likelihood (L)	5	B	A	A	A	A
	4	C	B	B	A	A
	3	D	C	B	B	A
	2	D	D	C	C	B
	1	D	D	D	C	C
		1	2	3	4	5
		Severity (S)				

IMPORTANT NOTE

This risk assessment is to be used by all sites to further assess the risk that is present in their individual circumstances. This assessment will be updated as further guidance is issued by the UK Government, Public Health England and the Construction Leadership Council.

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HAZARD	AT RISK	RISK SCORE (before controls)			CONTROL MEASURES	RISK SCORE (after controls)		
Something that has the potential to cause harm.	Who is potentially at risk.	Likelihood	Severity	Risk Rating	CONTROL BY: Training / Supervision / Safety Equipment / Health Monitoring / Safe Working Procedures / etc.	Likelihood	Severity	Risk Rating
		(L x S = R)				(L x S = R)		
<p>Covid-19 Transmission. Transmittal of infection from person to person, usually after close contact with an infected individual in the workplace.</p>	<p>Everyone but particularly older people and people with pre-existing medical conditions.</p>	5	5	A	<ul style="list-style-type: none"> Only go outside for food, health reasons or work (where this absolutely cannot be done from home). Stay 2 meters away from other people. Wash hands frequently with an alcohol-based hand rub or soap and water. Avoid touching eyes, nose and mouth. Follow the instructions in the most recent updated information from the UK Government. All people identified as vulnerable or extremely vulnerable must be away from their workplace and will work from home where possible. 	2	5	B
<p>Travel to Site. When traveling to site there is a clear risk of being unable to maintain the social distance requirement of 2 metres.</p>	<p>Everyone but particularly older people and people with pre-existing medical conditions.</p>	5	5	A	<ul style="list-style-type: none"> Wherever possible workers should travel to site alone using their own transport. If workers have no option but to share transport: <ul style="list-style-type: none"> Journeys should be shared with the same individuals and with the minimum number of people. Ensure good ventilation and face away from each other whilst travelling. Clean the vehicle regularly using gloves and standard cleaning products especially touch points such as handles, seatbelts, etc. 	2	5	B

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<p>Contact with access/egress points. Access/egress onto site there is the potential of people touching surfaces that are Covid-19 contaminated. There is also the possibility of people not maintaining the social distancing of 2 metres.</p>	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> Stop all non-essential visitors. Monitor site access points to enable social distancing of 2 metres to be maintained. Site entry systems that require skin contact e.g. fingerprint scanners are disabled. All workers to wash or clean their hands before entering or leaving the site. Allow plenty of space (2 metres) between people waiting to enter site. Regularly clean common contact surfaces in MEWP's, FLT's, hand tools, etc. Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and/or materials. Pre-arranged site visits/deliveries only to be made. Discussions held with sub-contractors on site to stagger breaks. 	2	5	B
<p>Hand washing facilities. Risk of being unable to sufficiently maintain hand washing supplies and the risk of</p>	Everyone but particularly older people and people	5	5	A	<ul style="list-style-type: none"> Provide additional hand washing facilities to the usual welfare facilities if significant numbers of personnel on site. Introduce additional breaks to wash hands. 	2	5	B

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managing waste hand towels etc.	with pre-existing medical conditions.				<ul style="list-style-type: none"> 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. Stay 2 metres away from other people. 			
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Use of the toilet facilities. Risk of being unable to sufficiently maintain the facilities and the risk of managing waste hand towels etc.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant. Wash hands before and after using the facilities. Enhance the cleaning regimes for toilet facilities particularly door handles, locks toilet flush, etc. Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently. Stay 2 metres away from other people. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	2	5	B
Use of canteens. Risk of being unable to sufficiently maintain the canteen or eating facilities and the risk of managing waste hand towels etc.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> The workforce should stay on site once they have entered it and not use local food outlets. Site canteens can provide a takeaway service providing pre-prepared and wrapped food only. 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. 	2	5	B

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Use of canteens (Cont'd). Risk of being unable to sufficiently maintain the canteen or eating facilities and the risk of managing waste hand towels etc.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> All rubbish should be put straight in the bin and not left for someone else to clear up. These are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. these must be removed from use. Always maintain social distance of 2 metres. 	2	5	B
Use of Changing Facilities. Risk of being unable to sufficiently maintain the facilities.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> Introduce staggered start and finish times to reduce congestion and contact at all times. Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of 2 metres. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. 	2	5	B

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Work Planning to Avoid Close Working

In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice within these Site Operating Procedures.

Sites should remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

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Working in close proximity. There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	Hierarchy of Controls If you are not able to work whilst maintaining a 2 metre distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below. The outcome of this assessment should be included on the project specific activity log. Eliminate <ul style="list-style-type: none"> Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres) Avoid skin to skin and face to face contact Stairs should be used in preference to lifts or hoists and consider one ways systems Consider alternative or additional mechanical aids to reduce worker interface. 	2	5	B

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					<ul style="list-style-type: none"> Work from home if at all possible. <p>Reduce (Where the 2 metre distance cannot be achieved)</p> <ul style="list-style-type: none"> Minimise the frequency and time workers are within 2 metres of each other Minimise the number of workers involved in these tasks Workers should work side by side, or facing away from each other, rather than face to face Regularly clean common touchpoints, doors, handles, vehicle cabs, tools, equipment etc. Increase ventilation in enclosed spaces 			
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<p>Working in close proximity (Cont'd). There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.</p>	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<p>Reduce (cont'd)</p> <ul style="list-style-type: none"> Workers should wash their hands before and after using any equipment If possible reduce work times, stagger start / finish times and breaks during the working day. Travel in your own vehicle on your own and avoid public transport if possible. <p>Isolate (Groups of workers that work within 2 metres)</p> <ul style="list-style-type: none"> Always maintain social distance of 2 meters if possible. Keep together in teams e.g. (do not change workers within teams) Keep as small as possible Keep away from other workers where possible Workers should wash their hands before and after using any equipment. 	2	5	B

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Working in close proximity (Cont'd). There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	PPE / RPE (Cont'd) <ul style="list-style-type: none"> Re-usable PPE should be thoroughly cleaned after use and not shared between workers Single use PPE should be disposed of so that it cannot be reused. Behaviours <ul style="list-style-type: none"> The measures necessary to minimise Covid-19 spread rely on everyone taking responsibility for their behaviours. Records to maintained of employees who report Covid-19 symptoms along with working contacts. An open approach is encouraged between all parties on site where any issues can be openly discussed and addressed. 	2	5	B
Site meetings. Risk in terms of a gathering of people who may also not	Everyone but particularly older people and people	5	5	A	<ul style="list-style-type: none"> Only absolutely necessary meeting participants should attend. 	2	5	B

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maintain the social distancing requirement of 2 metres.	with pre-existing medical conditions.			A	<ul style="list-style-type: none"> Attendees should be 2 metres apart from each other at all times. Rooms should be well ventilated / windows opened to allow fresh air circulation. Ideally hold meetings in open areas where possible. 			B
First Aid and Emergency Response. The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site Emergency plans including contact details should be kept up to date Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources 	2	5	B
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First Aid and Emergency Response (Cont'd). The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources. 	2	5	B
Cleaning. As viruses can be transmitted on touchable surfaces it is essential to maintain suitable cleaning regimes to reduce the potential risk of cross contamination.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> Enhanced cleaning procedures in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities. Toilet flush and seats. Door handles and push plates. Hand rails on staircases and corridors. MEWP and FLT controls. Food preparation and eating surfaces. 	2	5	B

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Site Storage Risk in terms of contaminated tools, equipment and consumables.	Everyone but particularly older people and people with pre-existing medical conditions.	5	5	A	<ul style="list-style-type: none"> Telephones, key boards, photocopiers and other office equipment. Rubbish collection and storage points should be emptied throughout and at the end of each day. 	2	5	B
					<ul style="list-style-type: none"> Only one person at a time to access any site storage units or site boxes in order to maintain the 2 meters distance. When returning tools or equipment ensure they are wiped down thoroughly. Lock all site storage units and boxes when not in use. 			

cknowledgement Register

Acknowledgement

I acknowledge that I have been briefed on, received instruction and understand the contents of this risk assessment and relevant supporting information.

Name (PRINT)	Signature	Date	Name (PRINT)	Signature	Date

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