

Title: **COVID-19 RISK ASSESSMENT**

Company Review Due

Contract 01/12/2020

Assessment No: 218						
Activity:	All site activities			Assessment by:	HSEQ	
Activity	Hazards	Who might be harmed	Risk Level (H, M, L)	Controls	Residual Risk Level (H, M, L)	Comments
General working activities undertaken in a working environment	Possible infection of the COVID-19 Virus from others.	All RJ Staff/Contractors	H	<p>Anyone who meets one of the following criteria should not come to work/site and notify their line Manager- supervisor by phone at the earliest opportunity:</p> <ol style="list-style-type: none"> <li>1. Has a high temperature, a new persistent cough or a loss/change of smell/taste- follow the guidance on self-isolation <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/</a></li> <li>2. Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant).</li> <li>3. Has been contacted by the NHS Test and Trace Service, advising them that: <ul style="list-style-type: none"> <li>- they have been identified as having had close contact with someone who has been tested positive for Covid-19, and</li> <li>- that they are now required to self-isolate for 14 days.</li> </ul> </li> </ol>	M	

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				<p><b>Procedure if Someone Falls Ill</b></p> <p>If a worker develops a high temperature or a persistent cough while at work, they should advise their Supervisor/ Manager, and:</p> <ul style="list-style-type: none"> <li>• If this occurs at work or while on-route to work, they should return home immediately and inform their line manager.</li> <li>• They should avoid touching anything. If unavoidable, wear latex nitrile gloves if available.</li> <li>• 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.</li> <li>• They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ul>		
Providing workplace Briefings/TBT/ Meetings	Working practices interaction increasing the risk of transmission of COVID-19	All RJ Staff/Contractors	H	<p>Only physical meetings that are absolutely necessary should be held, and only those essential to the meeting should attend. Attendees MUST remain 2m apart, consider the use of floor markings and/or reconfigure the room/ area to maintain distancing. (use telephone/video conference where possible).</p> <p>Rooms should be well ventilated / windows opened to allow fresh air circulation. Consider holding meetings in open areas where possible</p> <p>Reduce the number of people in attendance at site inductions/Pre-work briefings (i.e. stagger) hold them outdoors. No physical greetings i.e. hand shaking or other physical contact. Avoid sharing of pens, paper, tablets etc.</p>	M	

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<p>Undertaking work tasks within close proximity to others</p>	<p>Increasing the risk of transmission of COVID-19</p>	<p>All RJ Staff/Contractors</p>	<p>H</p>	<p>Non-essential physical work that requires close contact between workers should not be carried out; skin to skin contact should not occur. Plan all other work to minimise contact between workers where practical.</p> <p>Wherever possible, small teams who work together should be maintained in those teams, so as to reduce the number of people that they have contact with.</p> <p>Where essential work is required, but it is not possible to maintain 2m distancing, the individuals <b>MUST</b> stop work and report situation to their supervisor/line manager for guidance. It should be carried out by back-to-back or side-to-side means if at all feasible, and only for the shortest possible duration. If a task can only be carried out by staff working face-to-face, consider whether the task is in fact essential- if not, then it should not be done, if it is, then reduce the face-to-face working time so as to be as brief as possible (but no more than 15 minutes), and consider the use of eye protection, barriers and/or screens between operatives, and FFP3 masks being worn.</p> <p>Delivery drivers WILL remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. Where practical unload the vehicle without the drivers' assistance. Stairs should be used in preference to lifts or hoists, Where lifts or hoists must be used: Lower their capacity to reduce occupancy and contact at all times</p>	<p>M</p>	
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Manual handling and use of equipment and materials	Increased risk of transmission of COVID 19 through handling materials and equipment which may have virus on there surfaces	All RJ Staff/Contractors	H	<p>Tools should only be handled whilst wearing gloves as part of the 6-point PPE policy. All Operatives should only use the tools supplied to them and not loan to others unless stringent hygiene is followed.</p> <p>Regularly clean touchpoints, doors, buttons, tablets etc. (Using antiseptic wipes or soap and water)</p> <p>Single use PPE should be disposed of so that it cannot be reused. Most PPE can be double bagged and placed in normal waste. Re-usable PPE should be thoroughly cleaned after use, in accordance with manufacturers instructions and not shared between workers.</p>	M	
<p>RJ Staff Members/Approved Contractors working on or off site Use of welfare arrangements Including:</p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Drying Rooms</li> <li>• Offices</li> <li>• Kitchen</li> <li>• Travel</li> <li>• Prayer rooms</li> </ul>	Increased risk of transmission of COVID 19 through touching surfaces which may have virus on there surfaces	All RJ Staff/ Contractors	H	<p>Provide/maintain additional hand washing facilities to the welfare facilities and ensure they are regularly cleaned.</p> <p>Where possible, re-configure welfare arrangements so as to maintain spacing and reduce face-to-face interaction.</p> <p>Ensure soap and fresh water is readily available and kept topped up at all times</p> <p>Provide hand sanitiser where hand washing facilities are unavailable.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p>	L	

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Restrict the number of people to using toilet facilities at any one time - 2 metre distancing outside for those waiting to enter (one out, one in) – consider the use of floor markings/ other measures to assist in maintaining distancing.

All personnel are to wash hands before and after using the facilities.

Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush

Dedicated eating areas on site to reduce food waste and contamination.

Break times will be staggered to reduce congestion and contact at all times

The workforce are encouraged to bring pre-prepared meals and refillable drinking bottles from home if possible

Workers MUST sit at least 2 metres apart from each other whilst eating and avoid all physical contact.

Drinking water should be provided with enhanced cleaning measures of the tap mechanism.

All personnel are responsible for ensuring tables are cleaned before and after each use.

All rubbish MUST be disposed of immediately.

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				<p>All communal areas and facilities must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, changing facilities, showers and drying rooms etc.</p> <p>Provide enhanced cleaning of all facilities throughout the day and at the end of each day to include cabs, back of vans, workshops and any other place in use.</p>		
Transportation/ Shared vehicles	Increasing the risk of transmission of COVID-19 through close contact with others	All RJ Staff/ Contractors	H	<p>Wherever possible workers should travel to site alone using company transport if available.</p> <p>We need to consider the possibility of more traffic at our depots as people travel in alone rather than car share so provision of extra parking arrangements maybe needed also to allow for additional bicycles</p> <p>Provide hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available</p> <p>Social distancing of 2 metres is to be maintained on entrance to and from the site/yard/office/ or wherever there is chance of a 'bottle-neck' - consider the use of floor markings/ other measures to assist in maintaining distancing.</p> <p>It may not always be possible to provide extra vehicles, so in this situation it may be unavoidable to reduce the social distancing. Where vehicles have more than one occupant, as much as possible, windows should be open to maximise airflow through the vehicle.</p>	L	

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<p>Human Touchpoints Including.</p> <p>Secure entry points doors/corridors/walkways</p> <p>Shared stationary</p> <p>Door/cupboard Handles</p> <p>Telephones</p> <p>Kettles and or other utensils</p>	<p>Increase transmission of COVID-19 due to human contact with commonly used areas</p>	<p>All RJ Staff/Contractors</p>	<p>H</p>	<p>All non-essential visitors are prohibited entry to site</p> <p>Remove or disable entry systems that require skin contact e.g. fingerprint scanners</p> <p>All personnel are required to wash or clean their hands after entering or before leaving the site</p> <p>Ensure regular cleaning of common contact surfaces in reception, office, access control and delivery areas e.g. Doorhandles, scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times</p>	<p>L</p>	
<p>Personnel Interface including</p> <p>Close proximity of tasks.</p> <p>Sharing of tooling</p> <p>Manual handling - materials/equipment</p> <p>Storage Containers</p>	<p>Personnel Interface transmitting COVID-19 Virus</p>	<p>All RJ Staff/Contractors</p>	<p>H</p>	<p>2m distancing to be maintained between all personnel at all times where reasonably practicable. In the event that the task requires closer working the individuals <b>MUST</b> stop work and report situation to their supervisor/line manager for guidance.</p> <p>2m distancing to be adhered to where practicable when gaining access to site and using walkways.</p> <p>Regular laybys to be in place to allow for cross over points along walk ways.</p> <p>Drivers to remain in their vehicle throughout the duration of the shift if possible.</p> <p>Banksman/guide person to remain at suitable distance in correct position, but no closer than 2 metres in direct contact with Vehicle Operator.</p>	<p>M</p>	

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				<p>Radio communication to be utilised as primary means of communications and these radios must not be swapped around between Ops unless thoroughly cleaned with a sterile wipe</p> <p>Hand signals to be used where required.</p> <p>Tools are to be quarantined by storeman/supervisor when returned. The Storeman/supervisor will adequately clean using disinfectant wipes/cloth before reissue.</p>		
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