

Assessment Date: 02/12/2020

Assessor's Name: Jake Sansom

Review Date: February 2021











Persons at Risk	Notes	Risk =	Likelihood	X	Consequence
Employees	<input checked="" type="checkbox"/>	1	Almost impossible		No human injury expected.
Visitors	<input checked="" type="checkbox"/> Sign in and Accompanied	2	Very Improbably		Minor injury with no lost time & complete recovery.
Contractors	<input checked="" type="checkbox"/>	3	Improbable		Absent from work for less than 7 days with complete recovery.
Public	<input checked="" type="checkbox"/>	4	Less than even chance		Absent from work for over 7 days but less 3 weeks with subsequent complete
Cleaners	<input checked="" type="checkbox"/>	5	Even Chance		Absent from work for more than 3 weeks with subsequent complete recovery.
Young Persons	<input checked="" type="checkbox"/> Training and Supervision	6	More than even chance		Absent from work for more than 3 weeks with subsequent recurring incapacity.
Trespassers	<input checked="" type="checkbox"/> Site locked and secured	7	Probable		Permanent slight incapacity.
Expectant Mothers	<input checked="" type="checkbox"/>	8	Very Likely		Permanent severe incapacity.
Clients	<input checked="" type="checkbox"/>	9	Almost Certain		Permanent total incapacity.
Other	<input checked="" type="checkbox"/>	10	Inevitable		Death.

Hazard	Consequence	Required Controls	Risk = Likelihood (L) x Consequence (C)		
			L	C	Residual Risk Rating
Infected Persons (with or without Symptoms) coming onto site	Direct & Indirect consequences, loss of medical support throughout country, increased risk therein regarding medical public service response to all UK workplaces	<ul style="list-style-type: none"> Operatives to self isolate if showing any COVID-19 symptoms and encouraged to undertake COVID-19 testing as per the government test and trace program. Operatives to self isolate if co-habiting with anyone displaying COVID-19 symptoms. All persons advised to self isolate in line with the governments test and trace scheme must do so. Social distancing of 2 metres (or 1 -metre with risk mitigation) from all other persons where reasonably practicable Use of individual cars, bikes and walking encouraged above public transport and vehicle sharing. Use of public transport to be avoided whenever reasonably practicable especially during peak times. Whenever public transport cannot be avoided, face coverings should be worn. Vehicle sharing for transport to work only permitted to those in the same fixed team. Communication of COVID-19 symptoms and workplace procedures (including when to not come to work) delivered to workforce via toolbox talks and training sessions. Record of visitors kept to assist with NHS test and trace. Record of isolating persons kept ensuring full isolation period is observed. Persons on site suspected of having COVID-19 immediately removed from site and told to self-isolate. Face coverings to be worn where the workplace is an enclosed space, social distancing isn't always possible and workers may come into contact with others they do not normally meet/outside their fixed team. 	3	10	30
Vulnerable persons attending the workplace	(Contracting COVID-19 as a vulnerable individual). Serious illness and/or death. Not being able to identify and assess vulnerable people due to lack of sufficient employee information, including agency workers and contractor	<ul style="list-style-type: none"> Controls throughout this assessment to ensure workplace is COVID secure. Clinically vulnerable persons, as classified by government & NHS to prioritise 2-metre social distancing within the workplace. Clinically extremely vulnerable persons identified personally by the NHS to prioritise 2-metre social distancing within the workplace. Specific risk assessment to be undertaken for vulnerable persons following inability to assign socially distant work and consultation. Vulnerable persons and contractors should disclose this status to employers if they have not already. Proactively asking of staff where possible. 	3	10	30
Social Interaction during vehicle parking (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> 2-metre (or 1 -metre with risk mitigation) social distancing measures to be followed where reasonably practicable. Parking spaces staggered if capacity allows. Provision of bike racks if possible. Forklift truck parking bays marked to allow for 2-metre social distancing or staggered Traffic management plan. 	3	10	30

Social Interaction during travel to and from site (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> • Use of individual cars, bikes and walking encouraged above public transport and vehicle sharing. • Use of public transport to be avoided whenever reasonably practicable, especially during peak times. • Whenever public transport cannot be avoided, face coverings should be worn. • Vehicle sharing for transport to work to be avoided wherever possible. • When it is not possible to travel individually identification of fixed teams between colleagues who travel together should be undertaken and documented • 2-metre (or 1 -metre with risk mitigation) social distancing measures to be followed where reasonably practicable. 	3	10	30
Social Interaction Access/Egress Points (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> • 2-metre (or 1 -metre with risk mitigation) social distancing measures to be followed where reasonably practicable. • Removal of biometric security points. • Reception/security guard segregated from direct contact with workers via screen. • Reception/security guard to sign workers into and out of site. • Supervision at security point. • Regular (multiple times daily) cleaning regime in place for site entry systems and touch points. • 2-metre interval marking to segregate queuing operatives. • One way pedestrian system where reasonably practicable. • Capacity calculation for lifts with hand sanitiser and signage provided upon access; encouragement of stair use where possible. • Walkways marked with tape to allow for 2-meter social distancing 	3	10	30
Social Interaction delivery/pick up points (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> • 2-metre (or 1 -metre with risk mitigation) social distancing measures to be followed where reasonably practicable. • Essential deliveries only allowed. • Traffic management plan to include designated delivery drop off point. • Designated spot to be isolated allowing for removal of materials without interaction. • If not removing materials in isolation, driver to remain in vehicle cab whilst a site operative or fixed team removes material in isolation. • Delivery drivers assigned delivery timings to adhere to. • Electronic delivery notes to be requested from deliverer. • Supervision when driver making use of on-site welfare facilities. • Contact minimised where possible at gatehouse/security: electronic booking only. • Frequency of deliveries/collections reduced where possible. • Larger deliveries/collections where possible to reduce frequency. • Unloading/loading undertaken by workers in fixed teams. 	3	10	30
Social Interaction during induction processes (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> • 2-metre (or 1 -metre with risk mitigation) social distancing measures to be followed where reasonably practicable. • Inductions to be undertaken remotely/electronically where practicable. • Inductions slots pre-planned with allocated slots. • If inductions cannot be undertaken electronically they should be conducted in a well ventilated area, that allows for 2-metre (or 1 -metre with risk mitigation) distancing to be maintained or outside. 	3	10	30

Social Interaction during meetings, briefings and Toolbox Talks (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> • 2-metre (or 1 -metre with risk mitigation) social distancing measures to be followed where reasonably practicable. • Meetings and daily briefings to be remote/electronic where practicable. • If site meetings and daily briefings cannot be undertaken electronically they should be undertaken with the minimal amount of people, in an well ventilated area that allows for 2-metre social distancing or outside. • Delegate toolbox talks to subcontractors and fixed teams to minimise larger groups and maintain 2-metre (or 1 -metre with risk mitigation) social distancing. 	3	10	30
Social Interaction within welfare facilities, including toilets, drying rooms, canteens etc (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> • 2-metre (or 1 -metre with risk mitigation) social distancing measures to be followed where reasonably practicable. • Workers sent for individual, or within fixed team, breaks where possible. • Capacity calculation for toilets to allow for 2-meter social distancing. • 2-metre markings for use of welfare facilities queuing. • Capacity calculation for welfare area to allow for 2-meter social distancing displayed upon access to area. • Use of own vehicle to take a break if vehicle is on site grounds. • Worker and fixed team supervision. • Clothing separation within drying/changing room through separate bays. • Signage displaying COVID-19 information and processes. • NHS test and trace QR code posted in a prominent location in workplace canteens. 	3	10	30
Social Interaction in smoking area (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> • 2-metre (or 1 -metre with risk mitigation) social distancing measures to be followed where reasonably practicable. • Capacity calculation for smoking area to allow for 2-meter social distancing. • Fixed teams/workers assigned time slots for use of smoking area/smoking breaks. • Worker and fixed team supervision. 	3	10	30
Social interaction with local facilities local (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> • Operatives encouraged to remain on site throughout the working day. • Face coverings must be worn when attending local shops. • Workers will not be permitted re-entry to site after leaving on any given day unless without a reasonable explanation. • Supervision at security point. 	3	10	30
Social Interaction during general works (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> • Work locations and processes adapted to allow for increased social distancing where possible. • 2-metre social distancing measures to be followed where reasonably practicable. • Where 2-metre social distancing is not reasonably practicable the sequence of works and work processes will be altered to maintain 2-metre social distancing. • Where 2-metre social distancing is still not reasonably practicable, 1-meter social distancing must be maintained with risk mitigation, this includes: increased frequency of hand washing, minimising activity time, using screens or barriers, working back to back or side to side, reducing the number of contacts through fixed teams. • Where 2-meter or 1-meter with risk mitigation distancing is not viable an additional risk assessment must be undertaken and RAMS adapted. • One-way pedestrian system enforced. • Walkways marked with 2-meter social distancing spacing. • Designated users appointed for equipment, machinery and manual handling equipment usually shared or used by many persons. • Hand sanitiser and alcohol wipes provided within Forklift trucks. • Job and equipment rotation minimised where possible. • Where sharing of equipment or appointment of designated users not practicable, equipment to be cleaned following individual use. 	3	10	30

		<ul style="list-style-type: none"> • Designated areas marked out for production materials transference between persons to limit social interaction. • Provision of cleaning materials. • Keep the workplace well ventilated through opening windows and fixing doors open where possible. • Any PPE used to be cleaned /disposed of after each use and not shared. • Works pre-planned and sequenced. 			
Contractors attending the workplace	Further transmission of virus	<ul style="list-style-type: none"> • Contractors only permitted for essential works. • Contractors to adapt RAMS working method to account for social distancing measures and site-specific controls to minimise interaction. • Contractor work planned at times of minimal interaction where possible. • 2-metre social distancing measures to be followed where reasonably practicable. • Where 2-metre social distancing is not reasonably practicable the sequence of works and work processes will be altered to maintain 2-metre social distancing. • Where 2-metre social distancing is still not reasonably practicable, 1-meter social distancing must be maintained with risk mitigation, this includes: increased frequency of hand washing, minimising activity time, using screens or barriers, working back to back or side to side, reducing the number of contacts through fixed teams. • Where 2-meter or 1-meter with risk mitigation distancing is not viable an additional risk assessment must be undertaken and subcontractor RAMS adapted; these amendments must be approved by site management. • Work undertaken in a segregated area. • Cleaning of equipment and workplace after works completion. • Subcontractors to follow all controls identified within this risk assessment. • Record maintained of all visitors if possible. 	3	10	30
Poor Hygiene standards within Welfare areas (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> • Cleaning operatives will clean toilets and drying room at least twice per day. • Provision of sanitiser spray and wipes, operatives to clean surfaces and touch points after use. • Cleaning operatives will clean canteen/break area after every time slotted use as a minimum. • Waste bins to be emptied on a regular basis to avoid build up. • Liquid receptacles and cutlery will not be provided. • Plates, cutlery and glasses hand washed with hot soapy water or detergent following use. • Designated zones in welfare area for fixed teams. • Operatives encouraged to bring own pre-prepared meals and water bottle to site daily. • Food warming facilities may be removed from the canteen if cleanliness cannot be guaranteed due to site numbers and cleaners available. • Signage to remind of good hygiene practices. • Subcontractor and fixed team supervision. 	3	10	30
Poor Hygiene Standards throughout site (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> • All workers briefed to keep area of work tidy during works. • Regular cleaning regime in place • All workers provided with a pack of tissues and hand sanitiser. • Unnecessary touch points eliminated. • Where possible keep doors open, encourage protective glove wearing. Fire doors should only be kept open if held by fire alarm responsive door stops. • Regularly used touch points (Handles, push points, bannisters) to be minimised around site and where they cannot be removed cleaned regularly. • Regular cleaning of walkway touch points (Hand rails, Bannisters etc). • Regular hand sanitiser points located around the site. • Hand sanitiser/ wash stations points located at access and egress points. • Designated users appointed for equipment and machinery usually shared or used by many persons. • Job and equipment rotation minimised where possible. • Where sharing of equipment or appointment of designated users not practicable, equipment to be cleaned following individual use. • Any PPE used to be cleaned /disposed of after each use and not shared. • Machine washable face coverings should be washed in line with the manufacturers instructions. Disposable face coverings should be disposed of after use. • Signage to remind of good hygiene practices 	3	10	30

Cleaning the workplace after a confirmed COVID-19 case has left the area	Further transmission of virus	<ul style="list-style-type: none"> Area quarantined for 72 hours if possible to do so. Cleaners to wear PPE: Gloves, Goggles, Apron All surfaces symptomatic person has come into contact with to be disinfected using one of the following options: (1) a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.); OR (2) a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants; OR (3) if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses. Disposable cloths, disposable paper roll or disposable mop heads should be used. Dirty laundry that has been in contact with symptomatic persons to be washed on the warmest water setting available. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. 	3	10	30						
Contact with COVID-19 contaminated waste (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> Cleaners to wear PPE: Gloves, Goggles, Apron. Personal waste (PPE, disposable clothes and tissues) to be double plastic bagged, quarantined for 72 hours in a secure location and disposed of as normal waste. If, in an emergency, waste must be disposed of within 72 hours it must be treated as Category B infectious waste. Regular waste collection from all areas of site to be conducted. Waste removal to be via third party, collected in isolation as per delivery processes. 	3	10	30						
Social Interaction during enactment Emergency Plans/Fire Drills (Resulting in COVID-19 transmission)	Further transmission of virus	<ul style="list-style-type: none"> Site numbers to be limited to where emergency plans/drills can be enacted whilst maintaining social distancing measures where practicable. Emergency drills only to be carried out when necessary (when site elements change). Priority to be given to enactment of emergency plan over social distancing if required. Multiple assembly points to be set up if social distancing cannot be maintained with workers assembling within fixed teams. Emergency rescue planning to consider COVID-19 transmission. 	3	10	30						
Social Interaction during administration of First Aid (Resulting in COVID-19 Transmission)	Further transmission of virus	<ul style="list-style-type: none"> First aider to assess scenario before administering first aid assistance, social distancing to be maintained where practicable First aiders to have available a pack containing medical gloves, eye goggles and medical masks at all time for use whenever administering first aid. PPE used during administration of first aid to be bagged and disposed of following use Breaking of social distancing measures prioritised if injured parties condition could be worsened through lack of immediate first aid. 	3	10	30						
Persons not maintaining or refusing to adhere to social distancing controls	Further transmission of virus	<ul style="list-style-type: none"> De-escalate potential situations. Act as a considerate at all times. Any persons intentionally breaching social distancing controls will be removed from site. All workers, subcontractors and visitors to be briefed on site rules and social distancing measures at induction. Signage and reminders across site. Supervision 	3	10	30						
The risk assessment is compiled by calculating the likelihood and consequence of the hazard being a risk to those outlined by scoring each element out of 10.		Key:	60 or more High Risk, Do Not Proceed Without Taking Immediate Action	40 - 59 Medium Risk Action Within Set Timescales	20 - 39 Medium Risk Continue to Monitor and Review at Next Review Date	Below 20 No Immediate Action Required					
Additional Controls:			Time Frame:		Responsible Person:						
Task Specific PPE Required:											Other (Please Specify):
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Hazards and Controls:		N/A									

Comments/Observations:

- A reasonably practicable approach to administering first aid in the workplace should be applied as this will likely contradict social distancing requirements currently in force. As an example, it would be deemed reasonably practicable for an injured party to self-apply plasters and wash small cuts and wounds. Where more serious injuries will be made catastrophically worse by not receiving immediate first aid however, this must be deemed a more significant and immediate risk and first aiders discharge their duties accordingly.
- Additional PPE to those stated as required controls in task specific Risk Assessments are not encouraged, this is to maintain availability for critical sectors.
- Use of face coverings is permitted and encouraged in all circumstances, however, in areas where the government have made their wearing mandatory (i.e. public transport for passengers, customers and staff in hospitality and retail premises) all persons must wear face coverings. Where access to such areas is a necessary part of a persons' employment, face coverings must be provided by their employer. Further advice on specific areas to wear face coverings, exemptions to requirements of use, how to make them and hygiene requirements can be found at:
<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- The risk assessment uses the term "Fixed teams" throughout. For the purpose of this document "Fixed teams" is defined as identified groups of workers, formally assigned to one another, who can work within the 2-metre (or 1-metre with risk mitigation) social distancing guidelines without additional controls but must maintain 2-metre (or 1-metre with risk mitigation) social distancing from other workers and fixed teams at all times. Once a fixed team is identified, the team must remain contained within that group indefinitely whilst this document's accompanying COVID-19 risk assessment is in place.
- RA Requires update as guidance evolves. "Clinically extremely vulnerable persons" are considered as defined on
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable>
- RA Requires update as guidance evolves. "Clinically vulnerable persons" are considered as defined on
<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>
- Details referring to the government test and trace programme can be found at <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Workplace measures adopted taken from: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> and
<https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/10/Site-Operating-Procedures-Version-6.pdf> and
<https://assets.publishing.service.gov.uk/media/5eb965d5d3bf7f5d3c74a2dd/working-safely-during-covid-19-factories-plants-warehouses-151020.pdf>
- Sanitiser provided in the workplace must be BSEN 1500 or EN 14476. Soap provided in the workplace must be BSEN 1499.
- Processes to follow with regards to potentially COVID-19 infected employees are detailed within the accompanying document 'COVID-19 Incident Management Procedure'.

In addition to written risk assessments, we should all be encouraged and have confidence to conduct point of work risk assessments - stop and think 'Am I safe doing this?'. If at any stage you identify work is not safe to proceed, stop work immediately and do not proceed unless confirmed as safe to do so.