



Coronavirus (COVID-19) Risk Assessment

Likelihood

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

Assessment: 6 May 2020
Last Reviewed: 13 May 2020
Next Review: 27 May 2020

Risk matrix used in risk assessment below

This Risk Assessment is to be used in conjunction with all existing Risk Assessments and Safe Working Procedures

Hazard	Risk	Control Measures	Residual Risk	Persons at Risk
Exposure from Others (due to one of the following): <ul style="list-style-type: none"> Living with someone with a confirmed case of COVID-19 Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19 Being advised by a public health agency that contact with a diagnosed case has occurred. 	$5 \times 4 =$ 20	<ol style="list-style-type: none"> Follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise; and to attend work. Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed by the Head of HSE The latest guidelines will be displayed on company notice boards Avoid using Public Transport as much as possible. Follow the company's guidelines on travel as detailed in the Safe System of work. Continue following ongoing government guidance Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required The company have identified a number of extremely vulnerable persons (solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the 	$5 \times 2 =$ 10	Individual workers

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		<p>blood or bone marrow such as leukemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29 March2020.</p> <p>8) Employees must contact their line manager or the Head of HSE if they haven't advised the company if they have any of the above conditions.</p> <p>9) Follow good NHS hygiene measures at all times and wash your hands regularly for a minimum of 20 seconds.</p> <p>10) Avoid all visitors to your home unless they are providing a medical requirement</p> <p>11) Do not approach delivery staff, allow packages to be left on the doorstep</p> <p>12) Do not take any antibiotics as they do not work against viruses.</p>		
<p>Suspected case whilst working on site</p>	<p>5 x 4 = 20</p>	<p>If an employee develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Immediately stop work and safely inform their line manager by radio/phone or by maintaining a safe distance of a minimum of 2 metres that they are ill and where they have been working and what they may have touched. DO NOT RE-ENTER the offices / toilets or changing areas. Stay outside and go to the fire assembly point, the line manager will retrieve any essential personal belongings such as Keys/Wallets or phones 2) Return home immediately 3) Avoid touching anything 4) 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. 5) They must then follow the company's guidance on self-isolation (which has been issued to all employees) and not return to work until their 	<p>5 x 2 = 10</p>	<p>Individual workers</p>

Hazard	Risk	Control Measures	Residual Risk	Persons at Risk
		<p>period of self-isolation has been completed.</p> <p>6) Line Manager to arrange for the areas the employee was working to be thoroughly cleaned immediately</p> <p>7) The Line manager should advise all staff working with or close to the sick employee of the situation and get them all to confirm that they have not accidentally breached any of the self-distancing guidelines</p> <p>8) Any breaches should be reported to the Head of HSE for further Guidance</p>		
General travel including foreign travel	<p>5 x 3 =</p> <p>15</p>	<p>1) Do not travel to work or customers unless you cannot work from home.</p> <p>2) Use "Teams conferencing" for meetings rather than travelling between sites</p> <p>3) Employees are in the first instance encouraged to cycle or walk to work and should try and avoid public transport so far as reasonably practicable.</p> <p>4) Employees who have a multi-site role have been allocated to one site and they should restrict their travel between sites so far as reasonably practicable.</p> <p>5) If the journey is essential then you MUST travel in your own vehicle as an individual, unless the persons in the vehicle live in the same household. If employees have no option but to share transport (for example, workers cannot drive):</p> <ul style="list-style-type: none"> • Journeys should be shared with the same individuals and with the minimum number of people at any one time; • Ensure good ventilation (i.e. keeping the windows open) and face away from each other which may help to reduce the risk of infection; • Turn the air conditioning off; • Avoid sitting directly next to one and other in the vehicle; and • 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. <p>6) Where an employee has recently visited another country, they should self / home isolate themselves for 14 days</p> <p>7) Please continue to follow any further national government advice provided</p>	<p>5 x 2 =</p> <p>10</p>	Individual workers
Access / egress to site	<p>5 x 3 =</p>	<p>1) Non-essential visitors aren't permitted on to site until agreed by the SMT</p>	<p>5 x 2 =</p>	Individual workers

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	15	<ul style="list-style-type: none"> 2) Essential visitors need to be authorised in advance by a member of management. 3) Visitors should wash their hands or be offered sanitizing gel on arrival. 4) Toilets are available for everyone to use 5) Visitors' are not allowed to use site canteens or smoking shelters. 6) All visitors should always maintain social distancing rules 7) Non-essential site tours are not permitted until agreed by the SMT 8) Do not offer visitors the use of company property such as pens or drinks 9) Site managers/Supervisors will monitor site access points to enable social distancing – If social distancing can't be maintained then arrival times will be staggered. 10) Doors should be propped open, wherever possible, to restrict the need to touch handles. 11) All workers and visitors to wash or clean their hands before entering or leaving the site, Signs to be erected on access doors. 12) Employees to regularly clean common contact surfaces in reception, offices, access control and delivery areas e.g. scanners, driver screens, telephone handsets, desks and kitchen facilities. 13) Reduce the number of people in attendance at site safety inductions and consider holding them outdoors wherever possible 14) Interaction with visiting drivers should be limited as much as possible. Individual Working procedures for accepting waste will be reviewed and adapted for CV-19 	10	
Poor hygiene	5 x 4 = 20	<ul style="list-style-type: none"> 1) Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS 2) Posters to be displayed in all toilets 3) Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. 4) Hand washing facilities to be checked for soap and sanitiser levels on regular basis 5) Rubbish bins, with liners, are available for hand towels and rubbish. 6) Air driers to be isolated until further notice 7) Supplies of soap, hand sanitiser and paper towels are constantly 	5 x 2 = 10	Individual workers

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		<p>being sourced. The Head of HSE must be contacted if supplies are running low and can't be replenished from the company's standard suppliers.</p> <p>8) The number of employees using toilet facilities is limited to one at a time. Signs to be erected on toilet doors and locks to be fitted where required.</p> <p>9) Site managers to ensure cleaning regimes for toilet facilities are in place particularly for door handles, locks and the toilet flush</p>		
Canteen - exposure from large numbers of persons	$5 \times 3 =$ 15	<ol style="list-style-type: none"> 1) Canteens are only for the use of URM employees 2) Site manager is to assess their canteen and limit the amount of people who can use it at any one time 3) Signs are to be displayed on the entrance door / Entrance 4) Dorrs to be propped open to reduce the need to touch handles 5) Surplus chairs to be removed from the canteen 6) Break times should always be staggered to reduce congestion and contact 7) 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 8) Employees should be asked to bring pre-prepared meals and refillable drinking bottles from home 9) Employees should sit 2 metres apart from each other whilst eating and avoid all contact 10) Employees should bring and use their own Crockery, eating utensils, cups etc and clean these before and after use. 11) Tables and chairs should be cleaned after each use 12) All rubbish should be put straight in the bin and not left for someone else to clear up 	$5 \times 2 =$ 10	Individual workers
Use of Changing facilities and showers.	$5 \times 3 =$ 15	<ol style="list-style-type: none"> 1) Site manager is to assess their changing facilities and limit the amount of people who can use it at any one time 2) Signs are to be displayed on the entrance door. 3) Staggered start and finish times to be considered to reduce congestion and contact 4) Introduce enhanced cleaning of all facilities throughout the day and at the end of each day 5) Consider increasing the number or size of facilities available on site if 	$5 \times 2 =$ 10	Individual workers

Hazard	Risk	Control Measures	Residual Risk	Persons at Risk
		possible 6) Suitable and sufficient rubbish bins in these areas with regular removal and disposal.		
Use of Wagons, Loading Shovels, Sweepers, FLTs and Plant Controls.	5 x 3 = 15	1) Only trained and authorised drivers are to use Mobile Plant, Equipment and Company Vehicles. 2) Vehicles and Plant are to be cleaned down with either Antiseptic Spray or Wipes (with a minimum Alcohol content of 60%) prior to undertaking vehicle safety checks and prior to use for the first time each shift by each employee or every time it is used if the vehicle has been used by another employee. Whilst cleaning the employee should wear gloves and pay particular attention to: <ol style="list-style-type: none"> Door Handles Steering Wheels Gear Sticks Vehicle controls Vehicle Keys 3) Contractors are not permitted to use URM plant or vehicles until further notice. 4) Air Conditioning fans to be turned off in all shared vehicles 5) Touch screens on Weighbridges, Machinery controls, Radio's and shared Computers should also be cleaned down with either Antiseptic Spray or Wipes (with a minimum Alcohol content of 60%) prior to use. Whilst cleaning the employee should wear gloves.	5 x 2 = 10	Individual workers
Working within 2 metres of working team	5 x 4 = 20	1) Always consider if the task can be performed differently without having to breach the 2m social distancing rule 2) Workers are to limit face to face working and work facing away from each other when possible 3) Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins 4) Additional supervisor checks to be implemented to monitor social distancing 5) Continue to conduct dynamic risk assessments whilst completing the work and "speak up" if there is a safer way of completing the task 6) Equipment and tools to be thoroughly cleaned prior to and after using it. 7) Employees must wear RPE or face coverings for Coronavirus (Covid-	5 x 2 = 10	Individual workers

Hazard	Risk	Control Measures	Residual Risk	Persons at Risk
		19) where the two metre social distancing guidelines is not met. RPE must be face fit tested to all users 8) Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places 9) Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor).		

If you have any suggestions as to how the company can make further improvements to control CV-19 in the workplace, then please contact your line Manager or Paul Hanks (Head of Health, Safety & Environment).

In England call the **NHS on 111** if you have symptoms.

NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs.