

QA Reference
QA-CV-T3-COV09
Revision
1.3

Risk Assessment COVID-19 – Site Operations



This risk assessment has been compiled utilising the following risk rating matrix and hierarchy of control measures.

LIKELIHOOD	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	
	CONSEQUENCE					

RISK
LOW
MED
HIGH

HIERARCHY OF CONTROLS
ELIMINATE
REDUCE
ISOLATE
CONTROL
SAFE SYSTEM OF WORK
PPE

Where PPE is stated within the Risk Assessment, it must comply with the following standards as a minimum.



Hard Hat	Safety Glasses	Gloves	Hi-Vis Vest	Safety Boots	Hearing Protection
Hard Hats to EN 397	Glasses to EN 166 F	Gloves to EN 420 – General EN 388 – Mechanical	Class 2 of the high visibility clothing standard EN ISO 20471:2013	Standard Foot Protection to BS EN 345 or EN ISO 20345	Clip on hearing protection to EN 352-3

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L = LIKELIHOOD (1 - 5)		C = CONSEQUENCE (1 - 5)		L x C = R = RISK RATING	
1	Rare – Could happen but probably never will	1	Insignificant – No Treatment	1 - 8	Low – Acceptable – No further action
2	Unlikely – Not likely to occur in normal circumstances	2	Minor Injury – First Aid Required	9 - 15	Medium – Reduce further if possible
3	Possible – May occur at some point	3	Moderate Injury – Hospital Attendance	16 - 25	High – Unacceptable Risk - Review Controls
4	Likely – Expected to occur at some point	4	Major Injury – Permanent Impairment		
5	Almost Certain – Expected to occur regularly	5	Fatality		

Date	Assessed by	Assessor Signature	Site/Location	Assessment Ref No	Review Date
12.01.2021	Joe Rymer		All sites	Covid-19	Weekly or as new guidance issued.
Task/Location	Covid-19 - Site Operations				

Hazard	Risk	Who May Be Harmed	L	S	R	Risk Rating	Control Measures	Remaining Risk
Travelling to & from site in shared / multi-occupancy vehicles	Catching / Spreading the virus	Employees Site Operatives	4	3	12	Medium	<ul style="list-style-type: none"> Avoid using public transport wherever possible. Where possible, travel to site alone in your own work van or personal vehicle. Please park responsibly ensuring you do not block or restrict access to properties and ensure you are not preventing an emergency service vehicle from passing through. H&P Contact details to be shown on dashboard. <p>If you have no option but to share transport:</p> <ul style="list-style-type: none"> Where possible, journeys should be shared with the same individuals and with the minimum number of people at any one time. Maximum 2 to a vehicle. Face coverings must be worn. Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. 	2 x 3 = 6 Low

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							<ul style="list-style-type: none"> The vehicle should be cleaned daily using standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces. Bactericidal Spray Cleaner or Cleaning Wipes to be used (stock kept at Head Office). 	
Using site access / egress points	Catching / Spreading the virus	Employees Site Operatives Visitors Members of Public	4	3	12	Medium	<ul style="list-style-type: none"> Stop all non-essential visitors. Allow plenty of space between people waiting to enter site. Use floor markings or signs on the fencing to highlight the 2m spacing requirements to queuing operatives. Display signage around the site perimeter and particularly around the site entrance and car park reminding workers not to attend if they have symptoms of Covid-19 and to follow isolation guidelines. Access / Egress Points to be controlled by H&P site team. Gates to be locked when not in use. Hand Sanitiser Station to be installed at site access / egress points. H&P to manage the Daily Attendance Register. Where possible H&P to sign people in / out. Where this is not possible, the register is to be located in a cabin (canteen or meeting room) with a Hand Sanitiser Station located immediately next to it. Ops instructed to sanitise before and after using the pen to sign in (poster on display). Visitors Covid Questionnaire to be completed by all visitors on a daily basis to aid in H&P Track and Trace. 	<p>2 x 3 = 6 Low</p>

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Deliveries	Catching / Spreading the virus	Employees Site Operatives Visitors Members of Public	4	3	12	Medium	<ul style="list-style-type: none"> • All deliveries to be booked in with Site Manager. • Delivery vehicles to remain outside site and call their site contact on arrival to allow the delivery process to be fully managed. • Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. • Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials or wear gloves.
Using shared Welfare Facilities	Catching / Spreading the virus	Employees Site Operatives Visitors	4	3	12	Medium	<ul style="list-style-type: none"> • Hand sanitiser station located at the entrance to canteen. • Room occupancy restrictions to be implemented and displayed on posters on entry doors. • Enhanced cleaning regime to be implemented for all welfare facilities to include door handles, toilet flushers, worktops, tables, chairs, taps, staircase handrails, telephones, keyboards and appliances (fridges, kettles, microwaves, toasters, water dispensers etc). (SEE CLEANING SECTION) • Increased supply of cleaning products / soap / toilet roll / paper tower etc to be in stock on site or H&P Stores to ensure we can re-fill when required. • Canteen chairs modified / removed to ensure compliance with social distancing requirements (one person per table). • Requirement to be assessed for additional canteen cabin / external tables & chairs / temporary canteen setup inside the building. • Site ops encouraged to bring lunch from home and a refillable drink bottle to reduce canteen usage. • One person in the toilet block at any time.

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On-site activities	Catching / Spreading the virus	Employees Site Operatives Visitors	4	3	12	Medium	<ul style="list-style-type: none"> • Visitors to complete Covid Questionnaire daily to aid in H&P Track & Trace. • Risk Assessment Review Sheet to be updated to include Covid-19 inclusion requirement. • Room occupancy restrictions to be implemented and displayed on posters on entry doors. • Doors to be propped open for increased ventilation (to be closed on a night for fire reasons). • Assess all planned activities and consider whether that activity needs to continue for the site to continue to operate. • Rearrange tasks where possible to enable them to be done by one person, or by maintaining social distancing measures (2 metres). • Advise staff to keep 2 metres apart as much as possible and remind them of this regularly throughout the day. • Face covering required when travelling between task-specific locations on an enclosed construction site. (To clarify, if a building is part-constructed, naturally ventilated and not-yet watertight, the structure is classed as an outdoor space. At the point the building becomes encapsulated it is classed as an indoor space. The site manager will make this differentiation to all those working on site once a building reaches this milestone).
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**On-site activities
(Continued)**

Where the 2m social distancing measures cannot be applied, 1m+ is permitted:

- All ops wear a face covering if working within 2m of their colleague (whether working indoor or outdoor).
- You should plan work to minimise contact between workers and avoid skin-to-skin and face-to-face contact.
- Workers should work side by side, or facing away from each other, rather than face to face.
- Minimise the frequency and time workers are within 2 metres of each other.
- Minimise the number of workers involved in these tasks.
- Keep groups of workers that have to work within 2m of each other working together in the same teams with team numbers to be as small as possible.
- Where multiple staircases are used, it is possible to implement a one-way system.
- Use of PPE to be individually risk assessed for each task as normal.
- Re-usable PPE should be thoroughly cleaned after each use and not shared.
- Single use PPE should be disposed of immediately after use in designated PPE Bin. Must be double bagged and left in a safe place for 72 hours before being disposed of as general waste.

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Lack of information / instruction	Catching / Spreading the Virus	Employees Site Operatives Visitors	4	3	12	Medium	<ul style="list-style-type: none"> • The latest government campaign posters will be displayed in the welfare areas and in suitable places around site. • Room occupancy restrictions to be implemented and displayed on posters on entry doors. • Regular bulletins to be issued by SHEQ Department. • Toolbox talks and safety briefings will be carried out in accordance with social distancing requirements. • We will continually adopt and review new government guidance as and when it is available. • Regularly remind all ops on site daily about not coming to site if they or anyone in their household are showing symptoms or are in isolation. • Display posters on the site perimeter of the above. • 2m markers to be displayed on fencing / footpaths around the site entrance, welfare facilities, and around site to remind ops of social distancing. 	2 x 3 = 6 Low
Lack of compliance monitoring / enforcement by H&P Sub-Contractor Supervisors HSE	Catching / Spreading the Virus	Employees Site Operatives Visitors	4	3	12	Medium	<ul style="list-style-type: none"> • H&P Project Team to regularly monitor and enforce the above risk assessment requirements. • H&P SHEQ Department to visit site regularly to ensure compliance with government issued guidance and Site Operating Procedures. • HBSG to attend monthly to ensure compliance with government guidance and Site Operating Procedures. 	2 x 3 = 6 Low
Extremely Vulnerable People (See updated list of affected people issued by Public Health England on GOV.UK website)	Catching / Spreading the Virus Very high risk of severe illness from coronavirus (COVID-19) because of an underlying health condition	Extremely Vulnerable Person	4	3	12	Medium	<ul style="list-style-type: none"> • HR to review H&P Employee Personal Information to check for medical conditions. • H&P Medical Questionnaire / Disclaimer to Continue Working issued to all H&P Employees asking if they fall into any of the Extremely Vulnerable categories stated by UK Gov / Public Health England. • Any H&P employee in the 'Extremely Vulnerable' category will be instructed to self-isolate. 	2 x 3 = 6 Low

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<p>Poor cleaning/ housekeeping standards within the welfare facilities</p>	<p>Catching / Spreading the Virus</p>	<p>Employees Site Operatives Visitors</p>	4	3	12	Medium	<ul style="list-style-type: none"> • All cabins to be deep cleaned at start of project. • Enhanced cleaning regime to be implemented for all welfare facilities to include door handles, toilet flushers, worktops, tables, chairs, taps, staircase handrails, telephones, keyboards and appliances (fridges, kettles, microwaves, toasters, water dispensers etc). • Disposable gloves to be worn when cleaning. • Cleaning must be a priority across all sites and cannot be missed. • Daily welfare inspection sheet to be signed after each clean. • Workstations / offices to be kept free of clutter and paper to allow effective cleaning. • Cleaning requirements to be assessed on an individual project basis. • Cleaning to be completed by Site Team / Cleaning Contractor. If no RHM allocated, cleaning contractor to be instructed asap. • H&P to look at regular fogging of cabins. • In the event of a symptomatic individual being on site or a positive case, the welfare facilities are to be closed pending a thorough clean and disinfectant fogging. 	<p>2 x 3 = 6 Low</p>
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