



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

Risk matrix used in risk assessment below
RR = residual risk

Coronavirus (COVID-19) Site Risk Assessment

Contents:

Exposure risk
 Travel
 Access & Egress
 Welfare / Hygiene
 Current Social Distancing (2m and working within 2m of workers)
 Manual Handling
 First Aid

Assessment date: 8th June 2020

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Version: 1.0

Hazard	Risk	Control measures	RR	Persons at risk	Control Measures Completed
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	4x3 = 12	1. Continue following Government action of self-isolation and only to leave the house for medical reasons; to shop for necessary food supplies; for exercise and for work where you cannot do this at home. 2. Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed. 3. Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance. 4. Travel is only required where you cannot work from home. Use private transportation, cycle or walk. As a last resort public transport to be used as a minimum and to implement social distancing where possible 5. To continue following ongoing Government guidance. 6. 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 7. Company to ensure extremely clinically vulnerable persons do not come to work and continue to shield themselves whilst following their specific medical advice issued to them. 8. Follow good NHS hygiene measures at all times. 9. Avoid all visitors to your home unless they are providing medical assistance. 10. Do not approach delivery staff, allow packages to be left on the doorstep.	4x1 = 4	Employees	Signs & general information document given to all employees. Company Policy

Suspected Case whilst Working on Site	4x4 = 16	If a worker develops a high temperature or a persistent cough while at work, they should: 1. Return home immediately. 2. Avoid touching anything. 3. Cough or sneeze into a tissue and put it in a bin, if they do not have tissues, cough and sneeze into the crook of their elbow. 4. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 5. The work area should receive deep cleaning and social distancing maintained.	4x1 = 4	Employees	Information document
General travel including foreign travel	4x4 = 16	1. Do not travel unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings. 2. Where an individual has recently travelled abroad, they must self-isolate for 14 days. 3. Please continue to follow any further national Government advice provided. 4. Where an occupational health (OH) service provider has been appointed, please seek additional advice or concerns through this service. 5. All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible, cycle or walk.	4x1 = 4	Employees	Company Policy
Access / Egress to site	4x4 = 16	Where possible, please consider and implement the following practices: 1. Ensure all extremely clinically vulnerable persons do not attend site. 2. Stop all non-essential visitors. 3. Log all visitors to site. 4. Introduce staggered start and finish times to reduce congestion and contact at all times. 5. Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. 6. Require all workers to wash or clean their hands before entering or leaving the site. 7. Allow plenty of space (current social distance) between people waiting to enter site. 8. Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times. 9. Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. 10. Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. 11. Designate walking routes and one-way systems with signage to help maintain social distancing. 12. Additional parking and cycling facilities to be implemented to encourage those to avoid using public transport when travelling to work.	4x1 = 4	All Site Attendees	Watch-It Security
Visitors to Site including Drivers		13. All visitors will be required to complete a questionnaire at Watch It Security gate. Anyone who has indicated there might be a problem will be refused site entry. 14. All visitors including drivers will have their temperature checked using a non-contact thermometer, any person who has an elevated temperature above 38°C will be refused entry to site.			Information document Notices & induction at Security Gate Watch-It Security

Hygiene	4x4 = 16	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. 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. 3. Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site. 4. Regularly clean the hand washing facilities and check soap and sanitiser levels. 5. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 6. Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. 7. 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 and the toilet flush. Portable toilets should be avoided. wherever possible, but where in use these should be cleaned and emptied more frequently.	4x1 = 4	Employees	Company to provide adequate cleaning materials. Notices and information document
Canteen - Exposure from Large Numbers of Persons	4x4 = 16	1. The workforce can stay on site once they have entered it and not use local shops to limit contact with others. 2. Dedicated eating areas should be identified on site to reduce food waste and contamination. 3. Break times should be staggered to reduce congestion and contact at all times (3 persons to one canteen). 4. 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. 5. The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home. 6. Workers should sit 2 metres apart from each other whilst eating and avoid all contact. 7. Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. 8. Tables should be cleaned between each use. 9. All rubbish should be put straight in the bin and not left for someone else to clear up. 10. All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.	4x1 = 4	Employees	Notice on notice board in canteen
Use of Changing Facilities, Showers & Drying Rooms	4x4 = 16	1. Introduce staggered start and finish times to reduce congestion and contact at all times. 2. Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. 3. Number of persons using the showers should be reduced. 4. Based on the size of each facility, determine how many people can use it at any one time to maintain the current social distancing rules (3 people). 5. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.	4x1 = 4	Employees	See memo from Operations Director
Manual Handling - Dual Lifting	4 x 4 = 16	1. Always consider if the task can be performed with one person using mechanical aid. 2. Ensure the individual(s) are fit for work prior to commencing task. 3. Break down the load where possible so that one person can comfortably carry. 4. Assess your route so you can maintain the current social distance whilst moving the load. 5. Where dual lifts cannot be avoided, lift facing away from each or side by side rather than face to face where possible. 6. Where teams are used, try to keep to fixed teams / partnering to prevent cross over of workers. 7. Where PPE is to be used, this is on an individual issue and items should not be shared.	1x4 = 4	Employees	Manuals and Shift Leaders

Taking/Accepting Deliveries. Contact with Materials and Persons (Driver)	4x4 = 16	- Review logistics plans to ensure safest routes have been identified including implementing one-way systems. - Maintain social distancing when accepting materials - Materials to be placed outside of sites to reduce exposure to drivers. - Review work programme to assess whether 'just in time' arrangements can be made to prevent additional or unnecessary deliveries. - Hand washing and sanitiser measures available to maintain good hygiene. - Ensure screen separates weighbridge.	4x1 = 4	Employees	Notices Installed
Working in Local Vicinity to other Workforce. (maintaining 2m distancing) Workforce Rotation and Sharing Mobile Plant	4x4 = 16	- Starting and finishing times are to be staggered and reviewed to ensure no build up of staff / teams in areas. - Workers who are unwell with symptoms of Covid-19 should not attend the workplace. - Work design to be reviewed regularly to identify any safer ways to move around site. - Work programme to be reviewed to identify any work reordering that would limit exposure to others. - Tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures. - Maintain social distancing from each other as much as possible with supervision in place to monitor compliance. - Avoid skin to skin and face to face contact. - Mobile plant and machinery controls should be cleaned with wipes provided after each use or before and after workforce rotation. - Consider alternative or additional mechanical aids to reduce worker interface. - Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water). - Any health concern to be raised immediately to line management / principal Contractor.	4x1 = 4	Employees Contractors Clients	Managers to enforce
Working within social distancing rule of working team	4x4 = 16	- Always consider if the task can be performed differently without having to breach the social distancing rule. - Workers are to limit face to face working and work facing away from each other when possible. - Limit the frequency of working within the social distancing rule to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins. - Consider introducing an enhanced authorisation process (permit to work) for activities where social distance may be required. - Provide additional supervision to monitor distancing and teams not to be rotated. - Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task. - All equipment to be thoroughly cleaned prior and after using it. - Increased ventilation will be provided within enclosed spaces. - Sites can consider face covering however, it is advised to speak to your H&S competent person on these matters and supplies should be reserved for medical staff as it has been documented that the protective effect is minimal and supplies have been difficult to procure. - Where respiratory protective equipment (RPE) needs to be worn, face fit testing (FFT) must be in place. This equipment is reserved to protect workers from other hazardous substances rather than COVID19 as there is limited evidence that the equipment will offer a high level of protection. - Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination. - Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places.	4x2 = 8	Maintenance Employees	

