

Risk Assessment

Task:	To help manage the risk from Coronavirus (COVID-19)	Ref:	RA001
Persons Affected:	Employees, Contractors working on behalf of Insign Ltd, Visitors to the site, Delivery Personnel, Other contractors working on the site, Site employees, Members of the public	Site:	

Hazard	Hazard Effect	Risk			Control Measures	Residual Risk		
		S	L	TR		S	L	TR
Carrying out work that is not essential	Passage of the virus through mouth, nose, eyes due to inhalation or due to contact by items which have the virus on them such as hands, fingers, cups etc.	5	4	20	Where possible all work shall be carried out from home. However due to the nature of the new build installation works this will not be possible. To manage against this the works must be managed in line with suitable social distancing of 2m between all persons. If the work cannot be carried out with the 2m social distancing being adhered to then it must not take place if it is not essential.	2	1	2
Persons in the workplace that are showing signs and symptoms (persistent cough or temperature)	Impact of Coronavirus (COVID-19) infection is likely to be low unless the person is in a high risk group, has an underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.	5	4	20	<p>All persons that show any of the signs and symptoms should immediately self isolate for a period of seven days. Current guidance states that signs and symptoms are a new persistent cough or a high temperature. The list of signs and symptoms shall be monitored against Public Health England (PHE) guidance.</p> <p>In addition all persons that live with the affected person must also self isolate for fourteen days. This will include all persons that may be sharing accommodation for work purposes if they are working away from home.</p> <p>Persons that show signs or symptoms whilst they are at work must go home immediately without delay and enter into self isolation. There will be no initial reason to contact the NHS unless the signs and symptoms get progressively worse and do not show any signs of clearing up.</p> <p>Where it is thought that any person has been present in a workplace that has signs and symptoms of the virus then a suitable deep clean of the affected area should be arranged before any person is allowed to return to this area.</p> <p>Insign Ltd Project Manager will monitor their employees and</p>	2	1	2

<p>Persons at home that are showing signs and symptoms (persistent cough or temperature)</p>		5	4	20	<p>contractors at all times and shall report any matters of self isolation to the Client immediately to enable the deep clean to be arranged.</p>	2	1	2
<p>Elderly (over 70's) and vulnerable people whether in the direct workplace or at home where workers need to visit</p>		5	4	20	<p>This risk assessment does not take account of any third party persons that may be residents or members of the public on the site. A standalone risk assessment shall be completed for types of works if these categories of persons are likely to be present.</p>	2	1	2
<p>Close contact of personnel whether at work or travelling on behalf of the company</p>		5	4	20	<p>Insign Ltd shall identify any persons either in their employment or who may undertake voluntary works on their behalf that may be over 70, have a defined illness or poor immune system as detailed by PHE or pregnant. These people are currently classed as vulnerable. If persons in these categories are identified then they should be removed from the workplace or requested not to attend for a period of 12 weeks (current guidance).</p> <p>Due to the nature of the works it will not be possible to implement home working.</p> <p>The employees and contractors shall not be permitted to carry out car sharing as this will not maintain a 2m distance unless they currently live in the same accommodation.</p> <p>Whilst at work a distance of 2m shall be maintained with all employees and contractors. If 2m distance cannot be maintained then for that part of the works the operatives involved will all wear face mask at that time. Where the sites welfare facilities are being used the Client will need to ensure that adequate procedures are in place in the site welfare facilities to ensure that 2m can be maintained. This may include staggered rest breaks and repositioning tables in the rest area. The works shall be programmed in a way that ensures that trades are not required to work in the same area as other people at any one time if the 2m distance cannot be achieved. If it is identified that the Clients has not get adequate procedures in place to achieve 2m safe distancing across the site then Insign Ltd will stand the operatives down and not send them to the site.</p> <p>Face to face meetings should not take place unless they absolutely</p>	2	1	2

Contaminated and dirty surfaces where the virus may be present		5	4	20	<p>essential and critical to the operatives undertaking their works. Where face to face meetings have to take place then they should be undertaken with only minimal number of people present and the 2m distance should be maintained at all times. Where possible all long distance travel (both UK and abroad) should be avoided due to the possibility of further contact in areas such as service stations, railway stations, airports.</p> <p>Insign Ltd shall ensure that adequate personal protection is provided for the employees and contractors. This will include disposable gloves which they can wear and dispose of when the works are completed and before they get back into their vehicle. Portable hand sanitisation / hand wipes shall be provided so that the operatives can clean their hands if they have had to touch any surfaces to and from the site.</p> <p>The Client shall be responsible for ensuring that suitable cleaning arrangements are in place within their premises and that they are adequate. Existing arrangements may need to be increased as long as this will not require additional persons to be present in the workplace. Additional consideration should be given to areas that may not routinely cleaned such as door handles, light switches, banisters etc. Insign Ltd operatives will highlight any shortfalls immediately with the Project Manager who can raise the issue with the Client.</p> <p>Employees may be required to assist with cleaning of surfaces in the workplace. They can be provided with anti bacterial wipes and asked to clean down their own chair / section of table before taking their rest breaks.</p> <p>Operatives shall not be permitted to use each other's tools during the current time.</p>	2	1	2
Inadequate welfare facilities / provision		5	4	20	<p>Where the Clients welfare facilities are being used the Client shall be responsible for ensuring that these are available and that they remain adequate.</p> <p>Additional washing facilities may need to be put in place and checks should be taken at regular intervals as it is most likely that these will be depleted far quicker than under normal</p>	2	1	2

Reducing third party contact within the workplace		5	4	20	<p>circumstances. Insign Ltd operatives will highlight any shortfalls immediately with the Project Manager who can raise the issue with the Client.</p> <p>Toilets may need to be reduced in number to ensure that the 2m safe distance can be maintained within the facilities. Where this is the case the operatives shall adhere to any safety signage that is displayed advising of restrictions that are in place.</p> <p>The employees and contractors shall maintain good personal hygiene including washing their hands at regular intervals for at least twenty seconds on each occasion. Additional wash breaks to be provided to enable the operatives to leave the work area frequently throughout the day for the purpose of hand washing. All waste from the premises shall be cleared at regular intervals. This shall be placed in the designated skip / bin that is located externally. The clearing of waste may be increased to ensure at least daily.</p> <p>Where possible all third party persons coming into the workplace shall be avoided.</p> <p>Only works that are classed as essential for the safe operation of the company shall be permitted.</p> <p>Contractors to declare that they are free of any signs and symptoms and are not currently required to be in any self isolation period.</p> <p>Avoid delivery personnel coming into the premises where possible. The work areas shall be segregated with safety barriers and signage. The safety barriers will provide at least a 2m boundary around the operatives and the signage will warn persons not to enter into the area.</p>	2	1	2
Lack of communication to employees		5	4	20	<p>All employees shall be provided with a briefing on the contents of this risk assessment and the details of any signs and symptoms that they should be aware of and the steps they should take in the event that they experience any of the signs and symptoms.</p>	2	1	2

Risk Scale

- S = Severity (Nature of injury)**
 1. Minor injury – no time off work
 2. Minor injury – time off work
 3. Injury resulting in over 7 days off work
 4. Specified injury
 5. Fatality
- L = Likelihood (Chance of injury occurring)**
 1. No chance
 2. Unlikely
 3. Possible
 4. Likely
 5. Definite
- TR = Total Risk**
 Severity x Likelihood

	1 – Minor injury, no time off	2 – Minor injury, time off	3 – Injury, 7 days off work	4 – Specified injury	5 – Fatality
1 – No Chance	1	2	3	4	5
2 – Unlikely	2	4	6	8	10
3 – Possible	3	6	9	12	15
4 – Likely	4	8	12	16	20
5 – Definite	5	10	15	20	25

Legal Requirements

The Health and Safety at Work Etc Act 1974
 The Management of Health and Safety at Work Regulations 1999

Assessor Name:		Date:	
Signature:			
Review Date:	Or before if there is a significant change to the activity, legal requirement, organisation or following an accident meaning that the risk assessment is no longer valid.		

Method Statement

Site:		Method Statement No:	MS001	Revision:	01
Activity:	To help manage the risk from Coronavirus (COVID-19)				
Scope of Works:	This method statement shall be read in conjunction with the standard installation or maintenance risk assessments and method statements				
Supervision, Induction and Competence					
<p>The nominated works supervisor is: TBC</p> <p>The following methods of working will be explained to the relevant operatives that shall carry out the activity.</p> <p>All relevant persons will be required to sign the acknowledgement sheet attached to this method statement to confirm that they have understood the contents.</p> <p>All plant operators will be required to hold a recognised certificate of competency and this shall be verified by the Site Manager.</p>					
Method of Work					
<p>Travelling to and from site</p> <ol style="list-style-type: none"> 1. All operatives shall be required to travel in their own car or van. 2. Operatives will not be permitted to undertake any vehicle sharing unless they are currently sharing the same accommodation or live together. 3. Where possible the length of distance that is required to travel shall be kept to a minimum to reduce the number of stops that may be required on route. 4. Operatives shall be requested to avoid making unnecessary stops on the journey. 5. Insign Ltd shall provide all persons that are required to drive on behalf of the company with a letter on company letterhead detailing the reasons why they are travelling. This can be produced for the Police if the individuals are stopped and checked. <p>Car Parking on site</p> <ol style="list-style-type: none"> 1. The operatives shall park their vehicles in the designated car parking area at all times. 2. When parking their vehicle they shall ensure that the immediate area outside their vehicle is clear of other persons so that they can exit the vehicle into a safe 2m area. 3. When entering back into their vehicle the operatives shall check to ensure that persons are not entering into a neighbouring vehicle at the time which may lead to a breach of the 2m distancing. <p>Site Inductions</p> <ol style="list-style-type: none"> 1. The Client shall be responsible for ensuring that all persons have received a site induction. The current additional restrictions in place do not mean that a site induction can be avoided. 2. The operatives shall be made aware of the induction procedures in advance of entering the site. This may be provided to them in advance from the Project Manager but may also be displayed on signage when entering into the site. 3. The operatives shall ensure they adhere to any social distancing requirements that are placed upon them when entering into the site office and must not enter if they are likely to breach the 2m distance or maximum number of persons identified. 4. During the induction the operative is likely to need to declare that they are fit and healthy and whether they have had any or are suffering from signs or symptoms of Coronavirus. 					

Moving around the site

1. When moving around the site the operatives shall ensure that they follow all instructions provided to them during the induction or supplementary training that may have taken place following the outbreak of the pandemic.
2. Walk ways shall be used at all times and if one way pedestrian routes or safe passing points are provided to maintain 2m distancing then these shall be adhered to at all times.

Work Activities

1. When carrying out the work activities the operatives shall work in a manner that enables the 2m social distancing to be maintained. This may involve operatives only permitted to work in one room at a time.
2. Where Insign Ltd operatives feel that they cannot maintain the 2m distancing due to close contact with other employees being required then the operatives shall wear face masks at all times during this period.
3. The operatives shall not share any tools when undertaking the works.
4. Only the materials necessary for the task shall be taken at any one time.

Rest Areas

1. The Client may have put restrictions in place with regards to the number of people that can be present in the rest area at any one time. This will be to maintain the 2m safe distancing.
2. The operatives shall adhere to all restrictions that are in place. Where necessary staggered rest breaks shall be implemented to reduce the number of operatives present in the rest area.
3. The operatives shall not be encouraged to have their rest breaks in their vehicles as currently there is no guidance in place highlighting that other health and safety regulations can be breached to maintain 2m social distancing.

Toilets

1. The operatives shall follow any restrictions that are in place with regards to the maximum number of persons that can go into the toilets at any one time.

Wash Breaks

1. The operatives shall ensure that they wash their hands at regular intervals throughout the day. There will be no set timetable for this but hand washing shall take place as a minimum as follows:
 - a. Upon first arrival at the site once they have left their vehicle
 - b. Before any rest breaks taken
 - c. When the works are completed before leaving site
 - d. At one hour intervals throughout other times of the day
2. The operatives shall make use of the anti bacterial soap that is provided to them in the welfare facilities and shall wash their hands for at least 20 seconds on each occasion.
3. When drying their hands, the operatives shall make use of disposal drying facilities or hand dryers. The use of hand towels shall not be permitted.

PPE Requirements (Tick where required)

Safety footwear		Safety goggles		Dust mask	
High visibility jacket / vest		Safety glasses		Overalls	
Safety helmet		Face mask		Life jacket	
Safety gloves - disposable	✓	Ear defenders / plugs		Other – hand wash	✓

Related Documents

Risk Assessments	RA001
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Authorisation, Date and Review			
Prepared By:	Roger Nelson MIIRSM CMIOSH Dip2.OSH MaPS	Date:	May 2020
Signature:	<i>R Nelson</i>		
Review Date:	May 2021	Or before if there is a significant change to the activity, legal requirement, organisation or following an accident meaning that the risk assessment is no longer valid.	

