



CORONAVIRUS (COVID-19) RISK ASSESSMENT

Location: **Building Sites and Head Office**

Risk matrix used in risk assessment document below RR = residual risk

			Likelihood						
Severity			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		
	Extreme	5	5	10	15	20	25		
HAZARD		RISK	CONTROL MEASURES			ADDITIONAL MEASURES		RR	PERSONS AT RISK

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Contraction and Spread of coronavirus (Covid -19)	4x3=1 2	HAND WASHING Hand washing facilities with soap and hot water in place. Stringent hand washing taking place. Paper towels / hand dryers for drying hands. Gel sanitisers in any area where washing facilities are not readily available. https://www.nhs.uk/live-well/healthybody/best-way-to-wash-your-hands	Employees to be reminded on a regular basis to wash their hands for 20 seconds using warm water and soap and drying thoroughly. Also reminding to catch sneezes and coughs in tissues - Catch It - Bin It - Kill It and to avoid touching the face, eyes, nose and mouth with unclean hands. Tissues to be available in the work place. Remind everyone of the public health advice concerning the spread of coronavirus Covid -19. Posters, leaflets and other materials are available for display. Sites and offices issued with specific signs for designated locations. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19	4x1=4	Staff, visitors to the premises, cleaners, contractors, drivers, delivery persons, vulnerable groups and anyone else who may physically come in contact with you within the work place.
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CLEANING

Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door dandles, light switches, reception areas using alcohol based cleaning products and methods.

Rigorous checks will be carried out by managers to ensure that the necessary procedures are being followed.
All (power) tools and the like where possible are not to be shared and used by only one person. If tools are to be shared these are to be cleaned before using.
Increased cleaning regime on sites and head office.
Prior to commencement of works in occupied homes, offices, work areas, are to be cleaned and once works are completed all work areas are to be cleaned.

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SOCIAL DISTANCING

Social Distancing - Reducing the number of persons in any work area to comply with the 2 metre gap recommended by the Public Health Agency.
Review work schedules including start / finish times and working from home to reduce the number of workers in the work place at any one time.
Conference calls to be used where possible instead of face to face meetings.
Social distancing also to be adhered to in rest areas and smoking areas.

Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.
Checks to be put into place to ensure this is adhered to.
Offices to have there desks and seating locations reviewed and revised where necessary for use.
Meeting rooms to be signed with maximum occupancy signs.

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WEARING OF GLOVES

Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of gloves to be available.
Persons to be instructed on how to remove used gloves carefully to reduce contamination and how to dispose of them safely.

Persons to be reminded that wearing of gloves is not a substitute for good hand washing.

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RESPIRATORY PROTECTIVE EQUIPMENT (RPE)

Public Health guidance on the use of Personal Protective Equipment (PPE) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.

Where RPE is a requirement for risks associated with the work undertaken the following measures are to be followed.

All face masks to fit securely and be a good fit to cover both the mouth and nose to protect the wearer.

Ideally wearers are clean shaven.

To minimise the risk of transmission of COVID-19 all face masks - one use to be disposed of safely when use has ended and where masks may be have multiple uses to be thoroughly washed at end of use and before being re-used.

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		<u>DRIVERS</u> Procedures in place for Drivers to adequate welfare facilities available during their work. https://www.hse.gov.uk/news/drivers-transport-deliverycoronavirus.htm Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.	Communicate with companies we deliver to / from to ensure the welfare facilities will be available to our drivers.Allowing delivery drivers adequate breaks to avail of proper welfare facilities.		
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		<u>MENTAL HEALTH</u> Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. https://www.mind.org.uk/information-support/coronavirus-and-yourwellbeing/	regular communication of mental health information and an open door policy for those who need additional support.		
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Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to the H&S competent person.

Information notes to be sent out and updates communicated in a timely manner to all of the workforce.

To include letting all persons know about symptoms and actions the medical professionals are advising people to take.

Any colleague who has isolated for 14 days is unable to return to work until the appropriate 'fit to work' papers are provided by their GP / healthcare provider to demonstrate they are fit to return to the workplace.

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