



RISK ASSESSMENT

FOR002

PROJECT / PREMISES:	WORK AREA: All QLL Sites
TASK / ACTIVITY: Coronavirus Covid-19	Job no:
PERSON / GROUP AT RISK: Operatives, Contractors, Members of Public, Visitors	

Hazard	Risk? Fatal/Major/Minor	Initial Risk H/M/L	Risk Control Measures (Identify measures to eliminate, reduce or control hazard or as requested by others)	Residual Risk H/M/L
Persons bringing the Corona virus into the workplace	Fatal/Major infection of self and others	H	<p>All employees are to follow Government and Public Health England (PHE) advice regarding prevention of spread of the virus. www.gov.uk/coronavirus</p> <p>This includes:</p> <p>Stay at home (self-isolation) if you have symptoms of the virus (high temperature and/or new continuous cough or loss of taste and smell)</p> <p>Ensure social distancing of 2m, or 1m with risk mitigation if 2m is not viable.</p> <p>Do not travel to work unless absolutely necessary. Work from home if at all possible.</p> <p>Avoid touching eyes, mouth, nose and ears as these are points of entry to the body</p> <p>Wash hands frequently with soap and water or alcohol-based hand wash (minimum 60% alcohol content).</p> <p>Follow the 3 simple actions: Hands – Face – Space</p> <p>Download the local NHS Covid-19 App to record where you have been and follow advice shown</p> <p>Provide additional hand washing facilities around the site including entrances and exits from buildings, offices etc. e.g. pop-up wash stations.</p> <p>Those persons classed as Clinically Extremely Vulnerable (those informed by Doctor, those with underlying medical conditions, those from a BAME background and those over 70 years old) are to take note of their local area COVID alert levels and take precautions as advised. If that person must travel between areas i.e. for work purposes, then the higher level of alerts must apply. Refer to:</p>	L

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			<p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Provide monitoring of access points and wash facilities regularly during the day.</p>	
<p>Employees/persons falling ill at work with symptoms of Covid-19</p>	<p>Major infection of others</p>	<p>M</p>	<p>Symptoms of the Covid-19 disease include High fever and a new continuous cough, or loss of taste and smell. If this occurs:</p> <p>Isolate the person away from all other employees immediately.</p> <p>The affected person is to return home directly, preferably using their own transport, or if not possible, using public transport, but that person must:</p> <ul style="list-style-type: none"> ✓ Wear a face covering (surgical type paper mask, scarf or other type of mask that covers nose and mouth), ✓ Be informed not to touch any surfaces wherever possible, ✓ Be informed that should they sneeze or cough that they should do so into a tissue or crook of the arm to help prevent the spread of the virus. <p>If the person requires the toilet facilities, they are to use a designated facility which is to be cordoned off from all other staff members.</p> <p>Once the person has left the premises, all surfaces, objects, and potentially contaminated high contact areas, such as toilets, door handles and telephones, will be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>The symptomatic person will be required to contact NHS 111 to discuss their symptoms and next steps. This will include a drive through COVID-19 test or being sent a test kit.</p> <p>The symptomatic person is to self-isolate themselves at home and follow Government guidance on isolation (minimum of 10 days if symptomatic or 14 days if you have been in contact with a symptomatic person or contacted by the NHS test and trace team).</p> <p>The site manager is to ensure that contact details of all employees and visitors to the site are maintained in the event of a request to Track and Trace from Public Health England.</p>	<p>L</p>

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Visitors to sites	Fatal/Major infection of self and others	H	<p>Wherever possible, visitors are to be discouraged from visiting any sites.</p> <p>Meetings are to be held using the conference call facilities such as Microsoft Teams.</p> <p>If a meeting is to be held on site, ensure that the minimum persons attend and a 2m separation is observed (or 1m with risk mitigation where 2m is not viable)</p> <p>Visitors are to be encouraged to work from home whenever possible.</p> <p>Visitors must provide contact details when arriving on site.</p> <p>Employees working at site locations are to maintain a 2m separation whenever possible (or 1m with risk mitigation where 2m is not viable). Site Managers must plan site activities to ensure the 2m separation is observed. This may mean that some trades are requested to leave site whilst other work is carried out.</p> <p>Employees and visitors to site locations are to be reminded and encouraged to maintain social distancing and employ enhanced hand cleaning regularly.</p>	L
Travelling to work using private vehicles	Fatal/Major infection of self and others	H	<p>Travelling to work in private vehicles may contribute to the spread of the Covid-19 virus due to poor cleanliness of surfaces in the vehicle. Therefore:</p> <p>Consider working from home where possible,</p> <p>Consider conference call facilities,</p> <p>If you must travel using private vehicles, use medicated wipes to clean all surfaces regularly in contact with breath condensation or touch especially before commencing your journey and when completing your journey. This includes steering wheel, controls, handbrake, windscreen and side windows, door handles, gear stick, glove box, rear view mirror, boot opening handles, passenger door handles, seat belt components, internal light switches etc.</p> <p>Do not carry passengers wherever possible.</p> <p>If you must carry passengers:</p> <p>Ensure they use medicated handwash before they touch any surfaces.</p> <p>Journeys should be shared with the same individuals and with the minimum number of people at any one time</p>	L

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			<p>Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission</p> <p>Passengers must use face masks (as per public transport rules) to prevent transmission of the virus through breath, coughing or sneezing.</p>	
Travelling to work using public transport	Fatal/Major infection of self and others	H	<p>Travelling on public transport must be discouraged due to the high risk of passing the virus between passengers.</p> <p>If you must travel on public transport, consider using transport in non-peak hour times (05:45 – 08:15 and 16:00 – 17:30)</p> <p>Plan your journeys to minimise public transport i.e. Using bicycles or walk.</p> <p>Carry medicated handwash and use regularly</p> <p>Use of face coverings is mandatory on public transport.</p> <p>Wherever possible, do not touch surfaces.</p> <p>You must clean your hands immediately before signing in and after entering a site. This is vital to help prevent the spread of the virus on a site.</p>	L
Passing through site access points	Fatal/Major infection of self and others	H	<p>Non-essential visitors to site are to be prevented from entering the site.</p> <p>Staggered starts and finishing are to be introduced for contractors to reduce congestion and contact.</p> <p>Introduce additional access points to reduce contact and congestion.</p> <p>Use signage (can be found on Huddle>SHEQ Management System>Folder 13>Posters) such as floor markings and wall posters:</p> <ul style="list-style-type: none"> • Do not attend work if you have symptoms of COVID-19. • Maintain 2m social distancing between each other markings, to ensure 2 metre distance is maintained between people when queuing. • Wash hands regularly for 20 seconds. 	L

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			<ul style="list-style-type: none"> • Maximum capacity of this room is <p>Remove or disable entry systems that require skin contact e.g. fingerprint scanners and introduce a security guard to sign persons in/out. This will reduce contact with pens, paper etc.</p> <p>Require all workers to wash or clean their hands before entering or when leaving the site.</p> <p>Clean common contact areas regularly.</p> <p>Allow plenty of space (two metres) between people waiting to enter site.</p> <p>Reduce numbers of people attending site inductions or hold multiple sessions.</p> <p>Site management are to regularly monitor access points.</p>	
Contaminated surfaces	Fatal/Major infection of self and others	H	<p>All commonly touched surfaces such as tables in offices and welfare areas, chair seats and legs, sinks, taps, door handles, fridge doors, microwaves etc are to be regularly thoroughly washed with warm water and soap.</p> <p>All shared tools are to be washed daily with either warm soapy water or wiped down using medicated wipes by each user before use. The Team Supervisor is to monitor the cleaning of equipment and record where necessary. The Team Supervisor is to ensure that sufficient stocks of cleaning materials are available at all times.</p> <p>All employees should wipe down internal surfaces in their private vehicles especially steering wheels, controls, and handbrake.</p> <p>All plant operators are to carry out a clean of all regularly touched surfaces and controls on equipment before use and regularly during the working day. This is to be recorded on the daily checklist.</p>	L
Communal areas where employees would normally congregate	Fatal/Major infection of self and others	H	<p>Restrict the number of people using toilet, canteens and changing facilities at any one time e.g. use of clear signage or use an attendant to control entry to the facility and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing.</p> <p>Consider increasing the number or size of facilities to help reduce congestion and post signs with the capacity allowed at any one time.</p> <p>Wash hands before and after using the facilities.</p>	L

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			<p>Enhance the cleaning regimes for toilet and canteen facilities particularly door handles, locks and the toilet flush, tables, chairs, kettles, refrigerators, and microwaves etc.</p> <p>Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Break times are to be staggered to reduce congestion.</p>	
Working in areas with multiple trades or persons	Fatal/Major infection of self and others	H	<p>Plan all works to ensure that social distancing is maintained, or teams work in “bubbles”.</p> <p>Where it is not possible to follow social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission such as but not limited to:</p> <ul style="list-style-type: none"> • Minimise the frequency and time workers are within 2 metres of each other, • The work must be carried out with the minimum amount of personnel. Where possible, groups of workers should be kept together i.e. working in teams. • Workers should work side by side, or facing away from each other, rather than face to face, • Daily activity briefings must be given to all workers reminding them of their specific control measures. • No skin to skin or face to face contact • Where face to face working is essential to carry out a task when working within 2 metres: <ul style="list-style-type: none"> ○ Keep this activity as short as possible or less where possible ○ Consider introducing an enhanced authorisation process for these activities (permit to work) ○ Face masks/coverings to be worn to prevent inhaling droplets etc from others • Provide additional supervision to monitor and manage compliance • Good ventilation in the area • Do not share personal tools • Any shared tools must be disinfected using soap or wipes in between users. 	L

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			<ul style="list-style-type: none"> Wash hands regularly before and after tasks. 	
Deliveries of materials	Fatal/Major infection of self and others	H	<p>Delivery of materials from suppliers come from multiple sources and there is no knowledge of the personal cleanliness of previous handlers so particular caution is to be applied to this:</p> <p>The site logistic plan is to include how deliveries will be made to reduce personnel interaction i.e. vehicles with a tail lift and pallet trucks to convey to storage areas, lorry mounted cranes to lift loads to the ground, use of site lifting equipment to handle loads without human interaction.</p> <p>Consider the type of material protection. If plastic sheeting is used can it be cleaned prior to opening, etc</p> <p>If a delivery requires a signature which requires close interaction, all persons should wear PPE such as a face covering and disposable gloves to reduce possible contamination between each other. Clean hands immediately after taking delivery.</p> <p>Employees handling fresh deliveries are to wear disposable gloves and a mask where required.</p> <p>Where possible, wipe down surfaces with a spray detergent or medicated wipes.</p> <p>Try to hold packages etc away from the body to prevent contamination of clothing.</p> <p>Receivers of packages should take precautions such as cutting wrapping rather than tearing wrapping.</p>	L

COMPLETED BY: K Abrehart	DATE: 31.07.20
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SIGNATURE: <i>K Abrehart</i>	REVIEW DATE: as per CLC updates.