

Risk Assessment

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Task:	To help manage the risk of spreading and contracting COVID-19 within the business. Work includes: Office activities, use of HGVs and other equipment to carry out the laying of screed, concrete and yard activities.	Ref:	
Persons Affected:	Employees/operatives, Visitors, Delivery Personnel, Third Party Persons, Members of the Public at their residence that may be clinically vulnerable or clinically Extremely vulnerable.	Site:	

Hazard	Hazard Effect	Risk			Control Measures	Residual Risk		
		S	L	TR		S	L	TR
<p>Planning work before start up:</p> <p>Potential poor planning could lead to more people in close proximity with one another than is necessary including those within vulnerable groups aiding the spread of the virus and risking unnecessary illness</p>	<p>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.</p> <p>Impact of 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.</p>	5	4	20	<ul style="list-style-type: none"> The minimum number of people needed are to be on site (enough to operate safely and effectively), for example, workers deemed necessary to carry out physical works, supervise work, or conduct work in order to operate safely. Office administration has planned allowing only 4 persons in the office at any one time. Signage on the door illustrates this. Staggered arrival and departure times at work (to reduce crowding into and out of the workplace), taking account of the impact on those with protected characteristics. Hand sanitizers are provided for HGVs. It is the employee's responsibility to make sure it is topped up daily from the office supply. Where ever possible workers should travel to their home depot alone, using their own transport. Employees to only come into work if they are well and no one in their household is sick/self-isolating. All non-essential visits / guests will be stopped until further notice. The Directors are working a 2.5 day week to reduce numbers and contact. The operatives are finishing work as early as possible to reduce time and contact. The canteen is closed to any more than 2 people. Working teams are not swapped in HGV's for the foreseeable future. 	5	1	5 L

<p>Work related travel:</p> <p>Persons may be required to travel to the workplace in company vehicles e.g. vans, and/or stay overnight for work further away.</p>	<p>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.</p> <p>Impact of 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.</p>	5	4	20 H	<ul style="list-style-type: none"> • Where ever possible workers should travel to their home depot alone, using their own transport. • Cleaning shared vehicles between shifts or on handover. • Maintaining consistent pairing where two-person work is carried out. • Minimise contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents. 	5	1	5 L
<p>Arriving and leaving work:</p> <p>During shift change over or structured start and finish times, there is an increased number of workers in close proximity at entrance/exit points raising the risk of the spread of the virus</p>	<p>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.</p> <p>Impact of 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.</p>	5	4	20 H	<ul style="list-style-type: none"> • Wash hands using soap and water for 20 seconds upon entry to the premises (stations can be found in the canteen and toilets). • Wash your hands regularly, particularly after blowing your nose, sneezing or coughing, and when leaving the premises. • Where facilities to wash hands are not available hand sanitizer should be used, this can be found in your HGV. It is employee's responsibility to make sure it is topped up daily. • Where ever possible workers should travel to your home depot alone, using their own transport. • The operatives are finishing work as early as possible to reduce time and contact. • The canteen is closed to any more than 2 people. • Working teams are not swapped in HGV's for the foreseeable future. 	5	1	5 L
<p>General working and moving around work:</p> <p>Workers will be required to move around the working area / site to carry out their work, handle materials, waste for general access and egress.</p> <p>This can increase potential</p>	<p>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.</p> <p>Impact of COVID-19 infection is likely to be low unless the person is in a high risk group, has an</p>	5	4	20 H	<ul style="list-style-type: none"> • Reduce the number of people in attendance at site inductions/briefings and consider holding them outdoors wherever possible with social distancing. • Use a consistent pairing system if people have to work in close proximity. • All employees to keep 2 metres apart as much as possible, teams from different vehicles must limit all mixing. • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. 	5	1	5 L

<p>contact with others and surfaces risking the spread of the virus</p>	<p>underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.</p>				<ul style="list-style-type: none"> • All drivers will ensure that no goods or items of technology will be physically handed over to the customer. There should instead be a set drop-off point agreed on arrival. • If people must work face-to-face for a sustained period with more than a small group of fixed partners, then re-assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. • Employees to keep the windows of enclosed machinery, HGV's vehicles or enclosed spaces open for ventilation and be careful to avoid touching their face at all times. • The inside of all cabs should be cleaned daily. • Hands should be washed using soap and water for 20 seconds or where facilities to wash hands are not available, hand sanitiser should be used. • Employees to only come into work if they are well and no one in their household is sick/self-isolating. • All non-essential visits / guests will be stopped until further notice. • The operatives are finishing work as early as possible to reduce time and contact. • The canteen is closed to any more than 2 people. • Working teams are not swapped in HGV's for the foreseeable future. 			
<p>Meetings: Groups of persons can gather for meetings and share equipment, pens etc, this in turn breaches government guidance and can aid the spread of the virus leading to illness.</p>	<p>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.</p> <p>Impact of 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.</p>	5	4	20 H	<ul style="list-style-type: none"> • Use remote working tools to avoid in-person meetings. • Only the absolutely minimum/necessary participants should attend meetings/briefings and should maintain 2m separation throughout. • Avoid sharing pens and or other objects. • Provide hand sanitisers in meeting rooms. • Hold meetings outdoors or in well-ventilated rooms whenever possible. 	5	1	5 L

<p>Common areas:</p> <p>These could be meeting rooms, canteens, rest areas, dry rooms etc.</p> <p>Use of these areas means repeated contact with surfaces and potential close contact with others.</p>	<p>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.</p> <p>Impact of 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.</p>	5	4	20 H	<ul style="list-style-type: none"> Stagger break times to reduce pressure on break rooms or places to eat. Use safe outdoor areas for breaks if possible. The canteen is closed to any more than 2 people 	5	1	5 L
<p>Visits to site by others & In and outbound goods:</p> <p>Drivers may be required to move around the working area / site to delivery, handle materials, waste and general access and egress.</p> <p>This can increase potential contact with others and surfaces risking the spread of the virus</p>	<p>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.</p> <p>Impact of 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.</p>	5	4	20 H	<ul style="list-style-type: none"> Where possible all third-party persons coming into the workplace shall be avoided. Encourage visits via remote connection/working where this is an option. Only works that are classed as essential for the safe operation of the company shall be permitted e.g. deliveries. Where possible and safe, have single workers load or unload vehicles. Where possible, use the same pairs of people for loads where more than one is needed. Enable drivers to access welfare facilities when required, consistent with other guidance. Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways. 	5	1	5 L
<p>Cleaning the site/workplace before work commences where work had stopped or partially operated.</p> <p>Cleaning the workplace generally.</p> <p>Should these standards not be adequate then persons</p>	<p>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.</p> <p>Impact of COVID-19 infection is likely to be low unless the person is in a high risk group, has an</p>	5	4	20 H	<p>Cleaning the Workplace:</p> <ul style="list-style-type: none"> The company will provide hand sanitiser where hand washing facilities are unavailable. Staff are expected to regularly clean the hand washing facilities and check soap and sanitiser levels. Frequent cleaning of work areas and equipment between uses, using standard cleaning products. There will be suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	5	1	5 L

touching surfaces may transfer the virus and spread contamination.	underlying health condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.				<ul style="list-style-type: none"> The inside of all cabs should be cleaned daily. Frequent cleaning of objects and surfaces that are touched regularly, such as buckets, site equipment and control panels etc, make sure there are adequate disposal arrangements. Office Employees may be required to assist with cleaning of surfaces in the workplace. They can be provided with anti-viral wipes and asked to clean down their desk surfaces along with key boards / mice etc. If you are cleaning after a known or suspected case of COVID-19 then refer to the specific guidance. 			
Emergency situations such as fire or First Aid emergencies increasing contact with other persons or surfaces that may be contaminated or may spread the virus to others	<p>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.</p> <p>Impact of 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.</p>	5	4	20 H	<ul style="list-style-type: none"> The government advises: In an emergency, for example, an accident, fire or break-in, people should try but do not have to stay 2m apart if it would be unsafe. Ensure there are adequate numbers of supportive roles (Fire Wardens, First Aiders) and the emergency evacuation plan is adapted for changes during this time. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. Any vulnerable persons (as listed or notified by the NHS) should not be considered as First Aiders. Usual First Aider contamination procedures should be followed. <p>St John's Ambulance advises:</p> <ul style="list-style-type: none"> Where ever possible allow the casualty to treat themselves. Be aware of the risks to yourself and others e.g. when checking airways of a casualty etc. Wear gloves or cover hands when dealing with open wounds. Cover cuts and grazes on your hands with waterproof dressings. Dispose of all waste safely. Do not touch a wound with your bare hand. Do not touch any part of a dressing that will come in contact with a wound. Give early treatment to reduce the risk of it worsening, most cases do not involve getting close to a person. 	5	1	5 L

					<ul style="list-style-type: none"> Keep yourself updated with knowledge and advice. Where CPR and defibrillation maybe required, AND there is a perceived risk of infection, rescuers should place a dry cloth/towel over victims' mouth and nose (only) and attempt compressions only and early defibrillation until ambulance arrives. 			
<p>Hand washing:</p> <p>Inadequate welfare provision can lead to the uncontrolled spread of the virus</p>	<p>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.</p> <p>Impact of COVID-19 infection is likely to be low unless the person is in a hight risk group, has an underlying heath condition or their immune system is otherwise compromised in which case the impact could be very serious up to and including death.</p>	5	4	20 H	<ul style="list-style-type: none"> The company will ensure soap and fresh water is readily available and kept topped up at all times. The company will provide hand sanitiser where hand washing facilities are unavailable. Staff are expected to regularly clean the hand washing facilities and check soap and sanitiser levels. There will be suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Use of signs and poster will to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Where facilities to wash hands are not available hand sanitizer should be used, this can be found in your HGV. It is employee's responsibility to make sure it is topped up daily. Clear use and cleaning guidance set for toilets to ensure they are kept clean and social distancing is achieved as much as possible. (signage to request only 1 person at a time displayed). Where possible, the company will provide paper towels as an alternative to hand dryers in handwashing facilities Employees to maintain good personal hygiene including washing their hands at regular intervals for at least 20 seconds on each occasion. Additional wash breaks to be provided to enable employees to leave the work area frequently throughout the day for the purpose of hand washing. 	5	1	5 L
<p>Personal Protective Equipment and Face coverings.</p> <p>Inadequate provision, use, storage and maintenance of inappropriate PPE can lead to accident and injury or risk contamination and spread of</p>	<p>Accident, injury, occupational ill health along with:</p> <p>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</p>	5	4	20 H	<p>PPE:</p> <ul style="list-style-type: none"> Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so. PPE provided: Snoods and FFP2 rated masks carried within vehicles and surgical gloves to be worn when entering customers properties at each delivery. 	5	1	5 L

COVID	<p>etc.</p> <p>Impact of 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.</p>				<p>A face covering/mask can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is important to use face coverings properly and wash your hands before putting them on and taking them off.</p> <p>Employers should support their workers in using face coverings safely where they are expected to use one. The company have provided snoods for this.</p> <p>This means telling workers:</p> <ul style="list-style-type: none"> • Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. • When wearing a face covering/mask, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • Change your face covering if it becomes damp or if you've touched it. • Continue to wash your hands regularly. • Change and wash your face covering daily. • Practise social distancing wherever possible. 			
Persons in the workplace that are showing signs and symptoms (persistent cough or temperature)	<p>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.</p> <p>Impact of 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.</p>	5	4	20 H	<ul style="list-style-type: none"> • Any workers who have symptoms of COVID-19 - a high temperature, new and persistent cough or anosmia - however mild, should self-isolate for at least 10 days from when the symptoms started and inform their employer. • Workers who have tested positive for COVID-19 should self-isolate for at least 10 days starting from the day the test was taken. Where a worker has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day the symptoms developed. • The company will assist the test and trace service by keeping a temporary record of your staff shift patterns for 21 days and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. • The company will have a plan in case there is a COVID-19 outbreak. This plan nominates: Alan Wells to lead on contacting local Public Health teams. If there is more than one case of COVID-19 associated 	5	1	5 L

					<p>with your workplace, you should contact your local PHE health protection team to report the suspected outbreak : https://www.gov.uk/health-protection-team.</p> <ul style="list-style-type: none"> The company recognises that should the local PHE health protection team declare an outbreak, you will be asked to record details of symptomatic staff and assist with identifying contacts. As such the company will ensure all employment records are up to date. (You will be provided with information about the outbreak management process, which will help you to implement control measures, assist with communications to staff, and reinforce prevention messages). 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. 			
Customers/ third party properties that are showing or have reported signs and symptoms (persistent cough or temperature)	<p>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.</p> <p>Impact of 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.</p>	5	4	20 H	<ul style="list-style-type: none"> Where works are to be undertaken in third party properties / customer sites both the office (upon taking the order and the other driver upon arrival) must ask to establish whether the persons present are currently in self-isolation or unwell before the delivery takes place. Where works are to be undertaken in third party properties where people live then it should be established whether there are any over 70's or vulnerable people present before entry into the property. If it is established that this is the case then non urgent works should be suspended in the first instance. If the works are absolutely essential then suitable social distancing or shielding procedures should be put in place before entering to ensure that a minimum of 2m distance can be maintained between the worker and the relevant third party or evacuation of the property until work and then a deep clean have been carried out. If third parties are identified as being in self-isolation then no workers should be permitted into the property to carry out routine works and the works should be suspended until a later date. All HGV's are issued with hand-sanitiser, blue nitrile gloves and FFP2 masks/Snoods to be carried at all times and used during / after each customer delivery. 	5	1	5 L
Lack of communication to employees leading to workers not understanding the risks and controls in place and therefore contracting or spreading the		5	4	20 H	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.	5	1	5 L

virus					<ul style="list-style-type: none"> • Provide signage to inform the public on what work you are doing. • Provide signage at entrances to the worksite to remind the public and workers to maintain social distancing. • Provide signage on rights of way that cross your workplace to remind the public to maintain social distancing. • Signage displayed on site to limit numbers into the offices and toilets. • Establish host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors. • Provide clear, consistent and regular communication to improve understanding and consistency of ways of working. • Engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. • Develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work. • Use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language. • Use visual communications, for example, whiteboards or signage, to explain safe working practices around the working site to reduce the need for face-to-face communications. 			
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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																																						
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Legal Requirements																																						
The Health and Safety at Work Etc Act 1974 The Management of Health and Safety at Work Regulations 1999																																						
Assessor Name:	Catherine Pollard DipRSA, CMIOSH	Date:	5.2.2021																																			
Signature:																																						
Review Date:	In line with government guidance changes	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.																																				

Next steps:

1. Consult with your workforce to ensure you have involved all relevant parties to make the controls as effective as possible.
2. Review and update the assessment regularly and where necessary.
3. You should share the results of your risk assessment with your workforce and gain signatures as evidence of formal communication.
4. If possible, you should consider publishing the results on your website (and we would expect all employers with over 50 workers to do so).
5. Display, sign and date the COVID-19 Secure notice in your workplace to show you have followed this guidance.

