

# Site Specific Risk Assessment – Coronavirus (COVID-19)



QUENSH Management System

Client: All Clients	Site: All Sites	Date of Assessment: 1 <sup>st</sup> June 2020	Risk Assessment Ref: FT082 Site Specific Risk Assessment COVID-19 V2
Assessor Name: Mark Appleton		Assessors Signature:	Task: Working during the Coronavirus (Covid-19) outbreak.

The competent person will undertake this risk assessment to ensure that all the significant risks are adequately controlled before commencement of work

If, with all measures in place, the work is still considered to be unsafe, the competent person should seek advice from their Line Manager.

Level of Likelihood	Severity of Hazard
1. Extremely unlikely	1. Minor injury no lost time or damage
2. Unlikely	2. Minor injury, non-reportable minor damage
3. Likely	3. Reportable injury, 7+ days lost time, disruption to operation
4. Very Likely	4. Major injury, amputation, damage
5. Certain	5. Fatality, major damage.

Risk Rating		
Low Risk:		Not significant
Medium Risk:		Needs controls to reduce risk.
High Risk:		Eliminate, avoid or introduce controls to reduce risk.

X		Severity (S)				
		1	2	3	4	5
Likelihood (L)	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

**Formula:** *Likelihood x Severity = Risk Rating*

**Who is at Risk:** E = Employee / C = Contractor / V = Visitor / P = Public (Tick all that are relevant)

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Hazards	Who is at risk?				Risks	Initial risk			Control measures	Risk rating			Safe to work Y/N
	E	C	V	P		L	S	R		L	S	R	
<p><b>Coronavirus / COVID-19 - Catching the virus from colleagues or in public areas.</b></p>	Y	Y	Y	Y	<ul style="list-style-type: none"> <li>Respiratory Infection</li> <li>Flu like symptoms, illness, potential fatality or more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions (e.g. asthma, diabetes, cancer and chronic lung disease).</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>All employees are to be aware of the main symptoms of Covid-19 including new persistent cough, high temperature and loss or change to your sense of smell or taste.</li> <li>At start of the shift, each employee if they are displaying any of the symptoms of Covid-19 above must not attend works and inform their line manager immediately to confirm isolation period.</li> <li>Observe and maintain the 2 metre social distancing when moving throughout all facilities</li> <li>Avoid contact with others where possible – e.g. refrain from shaking hands. Report immediately to your Supervisor / Manager if you and / or others that live with you show any signs of the above flu-like symptoms.</li> <li>Observe good hygiene standards at all times. Wash your hands for 20 seconds with soap and water, especially before eating, drinking or smoking as well as the use of hand sanitisers / hand wipes whilst working (where available). Avoid touching eyes, nose or mouth with unwashed hands / contaminated gloves. Clean tools and other objects with alcohol based liquid / wipes (60-95%) that may have been contaminated whilst working – e.g. left on canteen tables.</li> <li>All employees are to read and understand the symptoms of and the control measures in place to mitigate the spread of COVID-19 as provided by the company (issued via MiHub, emails, noticeboards, TBT's, briefings) PHE and the Government.</li> <li>All surfaces are to be wiped down with anti-bacterial wipes where deemed necessary (including desks, equipment and the inside of cabs in vehicles) and that bins are emptied daily.</li> <li>Hand wash facilities MUST be available (alternative alcohol hand wipes can be used (over 60% in volume)).</li> </ul>	2	5	10	Y
<p><b>Less than 2m Social Distancing</b></p>	Y	Y	Y	Y	<ul style="list-style-type: none"> <li>Contracting COVID-19</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Avoid all physical contact with colleagues or customers where possible. Practice social distancing; keep 2 metres away from others, hold meetings using electronic communications, stagger breaks and rest periods.</li> <li>People must <b>not</b> congregate in kitchens, canteens, mess rooms, restrooms and offices. There will only be one person allowed in a room at a time in these spaces, unless a distance of two metres can be maintained.</li> <li>If social distancing is not possible due to the nature of the task, we will be looking at the best approach with teams locally, considering appropriate PPE, limiting exposure and ensure good hand hygiene practices are followed before and after.</li> <li>Don't shake hands, or tap elbows. It feels rude, but we are getting used to new social rules</li> <li>Where the work risk is low, then employees are to work alone</li> </ul>	2	5	10	Y

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							<p>(Lone Working Procedures will apply) – e.g. when working at heights, there must be an existing safe place of work (collective measures, no risk of a fall when alone).</p> <ul style="list-style-type: none"> <li>▪ Teams must be kept together and not swapped around by sites where possible. Avoid mixing teams to help avoid COVID-19 spreading throughout the workforce.</li> <li>▪ Employees must stay at home out of work hours to reduce the risk of catching the virus from another.</li> <li>▪ Any employee feeling unwell overnight or any member of their household that shows symptoms of the virus the next day, the IWS Operative must self-isolate and not go anywhere near work colleagues in the vehicle. They must contact their Line Manager ASAP to inform them of the situation.</li> <li>▪ Refrain from any physical contact with your work colleagues or anybody else – e.g. do not shake or touch hands etc. Do not touch your face.</li> <li>▪ Wash hands thoroughly for 20 seconds before entering your vehicle and use disposable gloves when filling up at petrol stations.</li> <li>▪ Cover your nose and mouth with tissue and / or your inner arm and catch any coughs and sneezes so to prevent them from becoming airborne, dispose of any contaminated tissues in the correct manner.</li> <li>▪ Distance yourself from others working on site – e.g. follow the social distancing advice issued by the Government.</li> <li>▪ Where employees are still concerned then they should consider using RPE for the journey or speak to their Line Manager and consider other options offered to them – e.g. self-isolation.</li> <li>▪ If working in / around residential properties, advance calls must be made before attendance to identify if occupants are in self-isolation or are high risk (over 70 / medical conditions) and thus in mandatory self-isolation. If yes, then works must be postponed. Note: All ongoing work is subject to active daily review by the SMT.</li> <li>▪ If employees arrive at site at residential locations to find occupants are in self-isolation or are high risk, then management should be contacted immediately for further advice and guidance. Note: This will generally involve postponing works if access within the premises is needed.</li> <li>▪ If access inside a premises is absolutely necessary (e.g. emergency repairs / leaks), then the following must be complied with: 1. Where possible, the owner / tenant is to isolate and move into a different room / remain 2 metres away and must not enter the work area. 2. Where possible / necessary, the employee is to wear FFP3 respiratory protection, appropriate gloves and eye protection. 3. Offers of food / drinks should be politely declined.</li> </ul>			
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Travelling to and from Site	Y	N	N	N	<ul style="list-style-type: none"> <li>Contracting COVID-19</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Where possible travel 1 person per vehicle (consider using additional vehicles). When two men are required on site due to the risk, wherever possible, two vehicles should be used. The Site Manager / Operations Manager to consider 2<sup>nd</sup> employee using their own vehicle but this must be roadworthy and have sufficient insurance for commuting to / from the place of work.</li> <li>Keep the time spent in vehicles to a minimum – do not stop off or take the 'long route' to site.</li> <li>Sanitise all vehicle keys at the start and end of shifts.</li> <li>At the start of all shifts, clean the external handles and locks / catches on the vehicle with soap and water or antibacterial spray. If this is not practicable, then open external door handles using either a gloved hand, antibacterial wipe or disposable paper towel.</li> <li>Sanitise items of work equipment that may have been used in the cabin of the vehicle such as mobiles, tablets and cameras. Avoid passing these between occupants or using these inside the vehicle unless essential (use mobile phones in hands free mode where possible even when not driving to avoid hand / face contact.</li> <li>Inside work vehicles, wear 'a clean' pair of nitrile gloves – Ensure they have adequate grip and dexterity to allow safe driving. DO NOT wear your work gloves.</li> <li>Keep the windows at least partially open whilst travelling and the climate control system switched to blow external air to ensure continuous air change within the cabin area.</li> <li>During the day, sanitise your hands regularly by handwashing with soap and water for at least 20 seconds or using hand sanitiser if available, every time you get into or out of the vehicle. Every time you blow your nose, sneeze, cough, eat or handle food.</li> <li>Always sanitise your hands after cleaning your vehicle – if your hands are dirty you are putting germs right back onto the clean surface.</li> <li>Do not eat or drink in the vehicle. Do not store food or drink directly on the surface in the cab unless you know that part of the cab and the food packaging has been cleaned beforehand.</li> <li>Ensure you have a supply of tissues / paper towels and a waste bin / bag in your vehicle. Catch your cough or sneeze in a tissue, then throw the tissue in the bin and sanitise your hands. Remove the bin bag at the end of your shift and dispose of it.</li> <li>Put on your work gloves and close the door using the outside of the door only – do not touch the inside of the vehicle. At the end of the shift, take your clean gloves out of the vehicle with you and sanitise the external surface of the gloves by washing with soap and water.</li> </ul>	2	5	10	Y