

# Covid-19 Risk Assessment



<b>Title / Task / Process:</b>	Working during the Covid-19 Pandemic	<b>Rev No</b>	13
<b>Department / Location:</b>	Company Wide		
<b>RA carried out by:</b>	Peter Gregg		
<b>Date of Assessment:</b>	Friday 2 <sup>nd</sup> October 2020	<b>Proposed Review Date:</b>	Friday 30 <sup>th</sup> October 2020

### Symptoms of Covid-19

If anyone becomes unwell with a high temperature, new continuous cough or a loss / change to sense of smell or taste in the workplace, they will be sent home and advised to follow the stay at home guidance.

Line managers will maintain regular contact with staff members during this time.

If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited another work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.

### General Notes

*Office* - Remote working where possible in line with NI Executive Coronavirus Recovery Timeline dated 6<sup>th</sup> August 2020.

*Sites* – All now live

### Further Information:-

Northern Ireland

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-regulations-guidance-and-what-they-mean-you>

Scotland

[file:///C:/Users/Peter.Gregg/Downloads/scotlands-route-map-through-out-crisis-phase-3-update-9-july-2020%20\(1\).pdf](file:///C:/Users/Peter.Gregg/Downloads/scotlands-route-map-through-out-crisis-phase-3-update-9-july-2020%20(1).pdf)

England

<https://commonslibrary.parliament.uk/research-briefings/cbp-8875/>

Wales

<https://gov.wales/sites/default/files/publications/2020-07/the-health-protection-coronavirus-restrictions-no-2-wales-regulations-2020.pdf>

### Risk Evaluation

Likelihood		Harm / Consequence			Likelihood x Severity = Risk Rating
		1 = Minor	2 = Serious	3 = Major	
1	Unlikely	1	2	3	1 – 3 = Low risk (tolerable)
2	Likely	2	4	6	4 – 6 = Medium risk (monitor and maintain strict control)
3	Highly Likely	3	6	9	9 = High risk (not acceptable – introduce better control)

Description of Hazard	Risk Rating (before controls applied)			Persons Affected & How	Control Measures	Risk Rating (after controls applied)		
	L	S	RR			L	S	RR
Spread of Covid-19 Coronavirus	3	3	9	<p>Staff</p> <p>Visitors to our premises</p> <p>Cleaners</p> <p>Contractors</p> <p>Drivers</p> <p>Vulnerable groups; Elderly, Pregnant workers, those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with you in relation to your business</p> <p>Supply Chain</p>	<p><b>Meetings</b> To be conducted through Teams or similar going forward where possible.</p> <p><b>Hand Washing</b> Hand washing facilities with soap and hot water in place, Hand sanitisers in any area where washing facilities are not readily available. Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. No shared towels to be used for drying hands, hand dryers / paper towels will be used. Washing / sanitising facilities will be provided at building entrance / exits and on all working levels.</p> <p><b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, handrails, reception/sign in areas using appropriate cleaning products and methods. Cleaning increased on all offices and sites, focusing on the shared spaces such as toilets, canteen and sign in points. The cleaner’s details must be recorded on the C-19 Compliance Check Sheet daily. Hard surfaces to be cleaned with a disposable cloth and warm soapy water, dried off with blue roll, then sprayed with disinfectant and dried again with blue roll. The blue roll must be bagged and tied. Cleaners to wear gloves and aprons when cleaning. When the PPE is removed the cleaner need to wash their hands for a minimum of 20 seconds with soap and water.</p> <p><b>Social Distancing</b> Reducing the number of persons in any work area to comply with social distancing guidelines. Anyone working 1m or less from another person must wear a face covering. Taking steps to review work schedules including start &amp; finish times / break times, working from home etc. to reduce number of workers on site at any one time. Each site will have a specific ‘Coronavirus Working Procedure’, this will detail the maximum number of operatives allowed on each site. Also relocating workers to other tasks. Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings. Social distancing also to be adhered to in canteen / changing areas and smoking area.</p>	2	3	9
			6					

Spread of Covid-19 Coronavirus	3	3	9	<p>Staff</p> <p>Visitors to our premises</p> <p>Cleaners</p> <p>Contractors</p> <p>Drivers</p> <p>Vulnerable groups; Elderly, Pregnant workers, those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with you in relation to your business</p> <p>Supply Chain</p>	<p>Rigorous checks will be carried out by line &amp; site managers to ensure that the necessary procedures are being followed. C-19 Compliance Officers to record findings on C-19 Compliance Check Sheet daily. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. One-way systems will be implemented where possible.</p> <p><b><u>Wearing of Gloves</u></b> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Staff and sub-contractors to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p><b><u>RPE</u></b> <b>England</b> - People aged over 11 must wear a face covering on public transport and in shops unless they have a “reasonable excuse” not to. <b>Scotland</b> - People aged over 5 must wear a face covering on public transport and in shops unless they have a “reasonable excuse” not to. <b>Wales</b> - People aged over 11 must wear a face covering on public transport unless they have a “reasonable excuse” not to. <b>Northern Ireland</b> - People aged over 13 must wear a face covering on public transport unless they have a “reasonable excuse” not to.</p> <p>Where RPE is a requirement for risks associated with the work undertaken proper fitting respirators such as disposable FFP3 masks and reusable half masks will be worn, these rely on having a good seal with the wearer’s face. Wearers must be clean shaven. <b>KN95 masks will not be used.</b> Subcontractors are asked to provide RPE for their own operatives as supplies are limited. When the 1m rule cannot be maintained a “Permit-to-Work” must be obtained from the area manager and RPE worn for the task.</p> <p><b><u>Permit to Work</u></b> Where the 1m rule cannot be maintained for a task it must be determined if the task is essential, if determined it is the works must be controlled under a Permit to Work system – this will be issued by Edgewater area / site management.</p> <p><b><u>Drivers</u></b> Persons should not share vehicles or cabs where possible. If workers have no option but to share transport; journeys should be shared with the same individuals and maximum of 2 in the front of van. The vehicles will be cleaned regularly using gloves and standard cleaning products, with particular emphasis on shared surfaces such as door handles. We have communicated with our freight companies to ensure they know welfare facilities will be available to all drivers. Freight companies asked to allow drivers adequate breaks to avail of proper welfare facilities.</p>	2	3	6
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	3	3	<p>Staff</p> <p>Visitors to our premises</p> <p>Cleaners</p> <p>Contractors</p> <p>Drivers</p> <p>Vulnerable groups; Elderly, Pregnant workers, those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with you in relation to your business</p> <p>Supply Chain</p>	2	3	6	

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	L	S	RR			L	S	RR
Adverse effect on Mental Health	3	2	6	All Employees	<p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Reference:-  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.  Regular communication of mental health information and an open-door policy for those who need additional support.</p> <p>Regular toolbox talks will be held on all sites.</p> <p><b>Communication</b>  Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees.</p> <p>Employees have been provided with office furniture, IT equipment and server access so they can work from home.</p> <p>This risk assessment will be shared with the workforce and is available on our website.</p>	1	2	2

**Note:**  
All sub-contractors must submit new / updated Risk Assessments detailing how they will work on each specific site and meet the government / PHA guidelines such as 1 metre distancing, manual handling, travelling to site and acknowledgement of the Permit to Work system for closer than 1m working.