

Covid-19 Risk Assessment



Title / Task / Process:	Working during the Covid-19 Pandemic	Rev No	22
Department / Location:	Company Wide		
RA carried out by:	Peter Gregg		
Date of Assessment:	Monday 9 th August 2021	Proposed Review Date:	Monday 20 th September 2021

Symptoms of Covid-19

- A high temperature; this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- A new, continuous cough; this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than normal)
- A loss or change to your smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal.

If you have been notified by Edgewater or PHA / PHE as a close contact, you must self-isolate in the location where you are – you must not travel to a new location.

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	All	<p>Meetings To be conducted through Teams, Zoom or similar going forward where possible.</p> <p>Hand Washing 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>	2	3	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><u>Cleaning</u> 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. 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><u>Social Distancing</u> Redesigning processes to ensure social distancing in place. Social distancing also to be adhered to in canteen / changing areas and smoking area. Rigorous checks will be carried out by line & site managers to ensure that the necessary procedures are being followed. Staff to be reminded of the importance of social distancing both in the workplace and outside of it. All operatives to remain in their work area and not unnecessarily travel through the workplace.</p> <p><u>Wearing of Gloves</u> 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><u>RPE</u> From 19th July 2021, there is no longer a legal requirement to wear face coverings in indoor settings or on public transport. We expect and recommend that members of the public continue to wear face coverings in crowded and enclosed spaces where you come into contact with people you don't normally meet. For example, on public transport. You should use your judgement in deciding where you should wear one. Businesses, including transport operators, can also ask their employees and customers to wear face coverings. You should check with operators of services, venues, and settings that you use.</p> <p><u>Drivers</u> 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.</p> <p><u>1st Aid</u> In an emergency, for example, an accident or fire people do not have to stay apart. Masks and gloves should be worn for general 1st aid.</p>	2	3	6
--------------------------------	---	---	---	--	--	---	---	---

Spread of Covid-19 Coronavirus	3	3	9		<p><u>Working in Occupied Domestic Premises</u> Edgewater site management to confirm the owner / occupier is happy for Edgewater to enter to carry out works. Minimal number of people will be sent to carry out the works / repairs. Number of visits will be kept to a minimum. A record of who visits the property will be maintained. The occupier will be asked if they have had symptoms / or are self-isolating, if so, only essential works will be completed such as leaks / power outages. Other non-essential works will be conducted when self-isolation is finished.</p> <p><u>Getting home if you feel unwell</u> Should an operative develop symptoms of Covid-19 while at work they must request a face covering from their supervisor (while social distancing) and then return home immediately.</p> <p><u>Return to Work / Start of a Project</u> All operatives are required to complete the Pre-Works Screening Assessment. This must be completed accurately. No person deemed at higher risk will be asked to return to work. They will be supported to work remotely.</p> <p><u>Testing</u> Coronavirus tests are booked online; www.gov.uk/apply-coronavirus-test The test involves taking a swab of the nose and back of the throat. GP / PHA advice to be followed. Each case to be treated on an individual basis. Tests are available on the project, these are to be ordered with H&S Dept.</p>	2	3	6
Returning to Work after Covid Test	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>If an operative has been notified by their employer, Edgewater or NHS / PHA they have been a 'close contact' they must leave site or office / not come to work. They must self-isolate for 10 days and then return to work provided they have no symptoms. Before returning to work they must notify their employer and Edgewater who will confirm the Return to Work.</p> <p>From 16th August, if a worker has been fully vaccinated, they will be exempt from the requirement to self-isolate if they are a contact of a positive case. They will instead be advised to take a PCR test as soon as possible. If they test positive, they will then have to self-isolate.</p>	2	3	6

Description of Hazard	Risk Rating (before controls applied)			Persons Affected & How	Control Measures	Risk Rating (after controls applied)		
	L	S	RR			L	S	RR
Adverse effect on Mental Health	3	2	6	All Employees	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Reference:- https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</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><u>Communication</u> 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 / CLC guidelines.