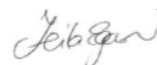





Site: UK Wide		Activity: All Site Work during the COVID-19 Pandemic		Persons conducting assessment: Feila Egan Reviewed by: Joanna O'Connell, Maurice O'Mahony and Michael Dowling	
Risk Assessment No.	Review Date: 13 th May	Revision No. 3	Name: Feila Egan		Date: 20/04/2020
Persons Exposed:	Employees <u>√</u>	Other Workers: <u>√</u>	Public/Visitors: <u>√</u>	Vulnerable Persons: <u>√</u>	Total at Risk – All staff

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5

<u>Likelihood</u>		<u>Severity</u>
Rating 1 = Very unlikely		Rating 1 = No injury
Rating 2 = Unlikely		Rating 2 = Minor injury or illness
Rating 3 = Likely		Rating 3 = "7 day" injury or illness
Rating 4 = Very likely		Rating 4 = Major injury or illness
Rating 5 = Almost certain		Rating 5 = Fatality, disabling injury, etc

Likelihood		Acceptable		Further review		Unacceptable Risk
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Risk = Likelihood x Severity

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a **Generic Risk Assessment** for dealing with the current Covid-19 situation in the workplace. This version has been designed to **complement the already existing Danny Sullivan Group Risk Register.**

It is not likely to cover all scenarios and each worksite should consider their own unique circumstances. Much more specific assessments, such as that for vulnerable workers or work which cannot abide by the 2m distancing rules may look quite different although many of the principles would still be relevant. These specific risk assessments should be completed on a site level as they have the full understanding of the task and controls at hand. To keep up to date with HSE advice to workplaces in this fast changing situation visit <https://www.hse.gov.uk/news/coronavirus.htm>.

It is extremely important that all guidance in the latest Construction Leadership Council Site Operating Procedures and Government advice are abided by and monitored to reduce the risk of spread <https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/04/Site-Operating-Procedures-Version-3.pdf>

[Government Advice - working-safely-during-covid-19-construction-outdoors-110520.pdf](#)

[Government Advice - working-safely-during-covid-19-offices-contact-centres-110520.pdf](#)

What are the Hazards?	Who might be harmed and how?	Risk	What are you already doing?	Additional Controls?	Residual Risk	Action by who?	Action by when?
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to the premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to 	12	<p>Meetings, Office Staff Workers</p> <p>Only Staff that cannot work from home to attend the office.</p> <p>Office staff workstations will be kept at a minimum of 2 meters apart.</p> <p>Teams to work in isolation of other teams e.g. Payroll to stay together in back office only.</p> <p>All meetings will be conducted via skype or a similar app.</p> <p>Hygiene</p> <p>It is the responsibility of all individuals to ensure that they are maintaining high levels of personal hygiene. Government advice must be followed. Washing hands with water and soap for at least 20 seconds on a regular basis is advised.</p>	<p>At present minimal staff are in the office. When the office returns to normal or a larger capacity a further office specific Risk assessment will be completed.</p> <p>A one way system will be introduced to the office and welfare facilities. If there is a potential for someone to pass another person common curtesy must be observed and one person must give way.</p> <p>Canteens / Welfare areas</p> <p>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.</p>	8	Directors, Operations Managers, Employees , Site Management Teams	Ongoing

	your business	<p>Sinks with running water and soap and hand sanitiser have been provided. All individuals are to wash their hands thoroughly after touching surfaces that are likely to have been touched by others and also before eating, drinking and touching their own face.</p> <ul style="list-style-type: none"> • Paper towels/hand driers for drying of hands • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Gel sanitisers in any area where washing facilities not readily available <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>When returning to full capacity in the office the office will need a regular regime of deep cleaning.</p> <p>All cleaners are to wear appropriate PPE and operatives on site are to wear hand protection as normal.</p> <p>Cleaning regimes will be increased further, with regular cleaning of desks, office work equipment, toilets, door handles and the like. Chairs and tables within the canteen must be disinfected after each use by the resident canteen cleaner.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p>			
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		<p>https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/04/Site-Operating-Procedures-Version-3.pdf</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p>Wearing of Gloves 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.</p> <p>RPE Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19</p>	<p>Management checks to ensure this is adhered to.</p> <p>Site specific Risk Assessments for social distancing to be in place.</p> <p>Office risk assessment in place for when returning to office environment.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional</p>			
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		<p>relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p> <p>(FFP3 and FFP2 Masks to be used. FRSM (surgical masks) are not sufficient and should be prioritised for NHS).</p> <p>Drivers To help prevent the spread of Coronavirus public transport must not be used where possible to travel to site. All staff and trades will be encouraged to walk, cycle or drive to site. If driving, you must come on your own. Wherever possible workers should travel to work alone using their own transport.</p> <p>Procedures in place for Drivers to ensure adequate distancing whilst commuting to and from work .</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>Guidance document created and sent to all DSG</p>	<p>measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>- Where there is a necessity to travel in a group 2m distance between persons must always be maintained Best Practice is 1 driver per 2 passengers in a 9 seater van. This may not always be possible e.g. on highways jobs however each case should be individually risk assessed by the Operations Managers and where 2m cannot be achieved FP3 Masks, gloves should be worn. Use hand sanitiser before entering and after exiting vehicle Take 10 minute breaks in journey every 30 to 45 minutes</p>			
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		<p>Drivers.</p> <p>Meetings, Training and Briefings</p> <ul style="list-style-type: none"> • Morning briefings to be undertaken outside where 2m distancing can be observed • No large face to face meetings will take place <p>Interface between tasks</p> <p>Interface between tasks</p> <ul style="list-style-type: none"> • Non-essential physical work that requires close contact between workers should not be carried out • Work requiring skin to skin contact should not be carried out • Plan all other work to minimise contact between workers • Re-usable PPE should be thoroughly cleaned after use and not shared between workers • Single use PPE should be disposed of so that it cannot be reused • Stairs should be used in preference to lifts or hoists. <p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>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 other 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</p>	<p>Any safety critical training needs to be risk assessed to ensure no further transmission.</p> <p>As per guidance issued 12th May meetings / training should be avoided if at all possible unless critical.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			
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		<p>take advice on any actions or precautions that should be taken. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/</p> <p>Identifying Vulnerable People https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <ul style="list-style-type: none"> - Exercise carried out to identify all staff over 60 and with pre-existing medical conditions. This was sent to all Operations to ensure they are aware of any conditions their teams may face. - DSG emailed all staff to encourage vulnerable staff on the shielding procedure outlined by PHE and Gov guidelines. Need to advise vulnerable staff to stay at home. - Ops Managers emailed to ensure they understand the importance of encouraging high risk to stay at home 	<ul style="list-style-type: none"> - Back to Work Forms to be filled in for those returning to work so that we can identify who is high risk - DSG to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; <p>Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them.</p>			
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		<p>First Aid Precautionary measures require everyone to avoid getting infected via these transmission routes through handwashing, not touching your face and social distancing. First Aiders should identify at-risk situations and in any non-emergency situation, the potential for symptoms should be assessed prior to giving advice/administering First Aid and where possible, should be delivered while maintaining a distance of >2 m. Where distancing of > 2m is not possible, Personal Protective Equipment (PPE) should be worn.</p> <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Clients must consider first aid and potential for severe injuries, as emergency services will be limited. The first aid room will be available throughout the period on site.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>			
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