

RISK ASSESSMENT – CORONAVIRUS-RETURNING TO WORK

Risk assessment - topic/area covered	
Location(s):	All Sites
Department/staff:	All
Tasks/activities:	Returning to work during the coronavirus pandemic
Other information:	

Risk assessment sign off					
Prepared by:	Ian Billings	Signature:		Date:	28/05/2020
Reviewed by:		Signature:		Date:	
Date for review:	28/06/2020				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks

Distribution schedule				
Registered number	Issue number	Date	Name	Designation

--	--	--	--	--

Key								
L: Likelihood	5	5	10	15	20	25	High risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	4	4	8	12	16	20		
	3	3	6	9	12	15	Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	2	2	4	6	8	10		
	1	1	2	3	4	5	Low risk: 1-6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
		1	2	3	4	5		
S: Severity				DR: Degree of risk			RR: Residual risk	
Guidance.	<ol style="list-style-type: none"> 1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.) 							

PPE assessment		Note. In many instances you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:						
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
				Yes			Yes (see note)	
Additional requirements:	Gloves should be worn whenever it is practicable to do so. sneeze nscreens Please refer to the latest Government advice regarding the use of face masks.							
Note. PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
	Staff, contractors, visitors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> You must follow the government's guidance on working during the pandemic. (https://www.gov.uk/coronavirus) <p>Hand Washing</p> <p>All workers/visitors to wash their hands before entering and leaving the workplace.</p>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Spread of Covid-19 Coronavirus						<p>Hand washing facilities with soap & water in place. Stringent hand washing taking place. Drying of hands with disposable paper towels.</p> <p>Gel sanitisers in any area where washing facilities not readily available.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>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> <p>Tissues to be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme.</p> <p>To help reduce the spread of coronavirus (COVID-19) remind everyone of the public health advice -</p>			
Spread of Covid-19 Coronavirus	Staff, contractors, visitors and others	Serious ill-health conditions	3	5	15	<p>Cleaning</p> <p>Before reopening</p> <p>Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</p> <p>Most air conditioning systems do not need adjustment, however where systems serve multiple buildings, or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, photocopiers, printers, reception area using appropriate cleaning products and methods. Consider purchasing additional equipment such as printers to allow limited people using.</p>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						<p>Cleaning areas and surfaces thoroughly after every visitor.</p> <p>Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed.</p>			
Spread of Covid-19 Coronavirus	Staff, contractors, visitors and others	Serious ill-health conditions	3	5	15	<p><u>Social Distancing</u></p> <p><i>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap</i></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> <p>Always consider if the task can be performed differently without having to breach the 2m social distancing rule.</p> <p>Using markings and introducing one-way flow at entry and exit points.</p> <p>Reducing job and equipment rotation.</p> <p>Introducing one-way flow through buildings.</p> <p>Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways.</p> <p>Limit face to face working and work facing away from each other when possible.</p> <p>Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins.</p> <p>Consider introducing an enhanced authorisation process (permit to work) for activities where less than 2m distance may be required.</p> <p>Provide additional supervision to monitor distancing.</p> <p>Staff to conduct dynamic (on the job) risk assessments whilst completing the work and notify management if there is a safer</p>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						<p>way of completing the task.</p> <p>All equipment to be thoroughly cleaned prior and after using it. It is important to keep a record of this.</p> <p>Increased ventilation to be provided within enclosed spaces.</p> <p>Workplaces can consider the use of a face covering mask where your industry has been advised to do so.</p> <p>Workers deemed clinically vulnerable should never work within 2m of persons.</p> <p>Take 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>Do not approach delivery staff, allow packages to be left on the doorstep. Use signage if necessary.</p> <p><u>Workstations</u></p> <p>Workstations should be assigned to one individual as much as possible.</p> <p>If they need to be shared they should be shared by the smallest possible number of people.</p> <p>If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk.</p> <p>Reviewing layouts, line set-ups or processes to allow people to work further apart from each other.</p> <p>Using floor tape or paint to mark areas to help workers keep to a 2m distance.</p>			

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						<p>Only where it is not possible to move workstations further apart, arranging people to work side-by-side or facing away from each other rather than face-to-face.</p> <p>Only where it is not possible to move workstations further apart, installing screens to separate people from one another.</p> <p>Using a consistent pairing system if people have to work in close proximity, for example, during 2-person working, lifting or maintenance activities that cannot be redesigned.</p> <p><u>Meetings</u></p> <p>Using remote working tools to avoid in-person meetings.</p> <p>Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.</p> <p>Avoiding transmission during meetings, for example, from sharing pens and other objects.</p> <p>Providing hand sanitiser in meeting rooms. Holding meetings outdoors or in well-ventilated rooms whenever possible.</p> <p>For areas where regular meetings take place, using floor signage to help people maintain social-distancing</p> <p><u>Working in other people's homes or other properties</u></p> <p>Reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)</p> <p>Discussing with households ahead of a visit to ask that a 2m distance is kept from those working, if possible. Asking that households leave all internal doors open to minimise contact with door handles.</p> <p>Identifying busy areas across the household/properties where people travel to, from or through, for example, stairs and corridors, and minimising movement within these areas.</p>			

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						<p>Bringing your own food and drink to other properties and having breaks outside where possible.</p> <p>Limit the number of workers within a confined space to maintain social distancing.</p> <p>Using a fixed pairing system if people have to work in close proximity. For example, during two-person assembly or maintenance.</p> <p>Allocating the same workers to a household where jobs are repetitive.</p> <p>Employers and agencies should introduce fixed pairing to have the same individuals allocated to a household where jobs are repetitive in nature.</p> <p>Using remote working tools to avoid in-person appointments.</p> <p>Only absolutely necessary participants should attend appointments and should maintain 2m separation where possible.</p> <p>Avoiding transmission during appointments, for example, from sharing pens and other objects.</p> <p>Holding meetings outdoors or in well-ventilated rooms whenever possible.</p> <p>Work space/routes</p> <p>As far as possible, where workers are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.</p> <p>Identifying areas where people have to directly pass things to each other and find ways to remove direct contact such as by using drop-off points or transfer zones.</p>			

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Spread of Covid-19 Coronavirus	Staff, contractors, visitors and others	Serious ill-health conditions	3	5	15	<p><u>Use of PPE</u></p> <p>Reusable PPE should be thoroughly cleaned after use and not shared between workers.</p> <p>These should be stored in suitable places.</p> <p>Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor).</p> <p><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these to be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p><u>RPE</u></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></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 must be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.</p> <p>Wearers must be clean shaven.</p> <p>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).</p> <p>Test face pieces that cannot be adequately</p>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						<p>disinfected (e.g. disposable half masks) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure.</p>			
Spread of Covid-19 Coronavirus	Drivers/ Staff	Serious ill-health conditions	3	5	15	<p><u>Drivers & Vehicles</u></p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm COVID-19-guidance on freight transport.</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities</p> <p>Avoid multiple occupancy vehicles where safe to do so</p> <p>Vehicles should not be shared if possible</p> <p>If it is not possible to keep a 2m distance in a vehicle, consider additional safety measures such as:-</p> <ul style="list-style-type: none"> Clear signage to outline social distancing measures in place Single person or contactless refuelling where possible Using physical screening, provided this does not compromise safety, for example, through reducing visibility Sitting side-by-side not face-to-face and increasing ventilation where possible Using a fixed pairing system if people have to work in close proximity, for example in a vehicle. <p>Making sure vehicles are well-ventilated to</p>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						<p>increase the flow of air, for example, by opening a window.</p> <p>Ensure regular cleaning of vehicles, in particular between different users.</p>			
Spread of Covid-19 Coronavirus	Staff, contractors, visitors and others	Serious ill-health conditions	3	5	15	<p><u>General travel to and from work</u></p> <p>All staff encouraged to limit their use of public transport. Where travel is essential, use private single occupancy where possible, cycle or walk.</p>	1	5	5
Spread of Covid-19 Coronavirus	Staff, contractors, visitors and others	Serious ill-health conditions	3	5	15	<p><u>Common areas - exposure from large numbers of persons</u></p> <p>Staff should stay in the workplace once they have entered it and not use local shops to limit contact with others.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area.</p> <p>Using safe outside areas for breaks.</p> <p>Creating additional space by using other parts of the worksite or building that have been freed up by remote working.</p> <p>Using protective screening for staff in receptions or similar areas.</p> <p>The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home.</p> <p>Workers should sit 2 metres apart from</p>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						<p>each other whilst eating and avoid all contact.</p> <p>t</p> <p>Where catering is provided on site, it should provide pre-prepared and wrapped food only - Payments should be taken by contactless card wherever possible and Crockery, eating utensils, cups etc. should not be used.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>Tables should be cleaned between each use.</p> <p>All rubbish should be put straight in the bin and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>			
Spread of Covid-19 Coronavirus	Staff, contractors, visitors and others	Serious ill-health conditions	3	5	15	<p><u>Use of Changing facilities,</u></p> <p>Introduce staggered start and finish times to reduce congestion and contact at all times.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Consider increasing the number or size of facilities available on site if possible.</p> <p>Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Spread of Covid-19 Coronavirus	Staff, contractors, visitors and others	Serious ill-health conditions	3	5	15	<p>Manual handling - dual lifting</p> <p>Always consider if the task can be performed with one person using mechanical aid.</p> <p>Ensure the individual(s) are fit for work prior to commencing task.</p> <p>Break down the load where possible so that one person can comfortably carry.</p> <p>Assess your route so you can maintain 2m social distance whilst moving the load.</p> <p>Where dual lifts cannot be avoided, lift facing away from each other or side by side rather than face to face where possible.</p> <p>Where teams are used, try to keep to fixed teams / partnering to prevent cross over of workers.</p> <p>Where PPE is to be used, this is on an individual issue and items should not be shared.</p>	1	5	5
Spread of Covid-19 Coronavirus	Staff, contractors, visitors and others	Serious ill-health conditions	3	5	15	<p><u>Access & Egress</u></p> <p>Where possible, please consider and implement the following practices:</p> <p>Ensure all vulnerable persons do not attend the workplace.</p> <p>Stop all non-essential visitors.</p> <p>Log all visitors to site.</p> <p>Introduce staggered start and finish times to reduce congestion and contact at all times.</p> <p>Monitor workplace access points to enable social distancing.</p> <p>Remove or disable entry systems that require skin contact e.g. code entry and look to increase cleaning or removal of common 'touch points' .</p> <p>Require all workers to hand sanitise or clean their hands before entering or leaving the site.</p> <p>Allow plenty of space (two metres) between people waiting to enter site</p>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						<p>Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.</p> <p>Reduce the number of people in attendance at inductions and consider holding them outdoors or via video call wherever possible.</p> <p>Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</p> <p>Designate walking routes and one way systems with signage to help maintain social distancing.</p> <p>Additional parking and cycling facilities to be implemented to encourage those to avoid using public transport when travelling to work.</p>			
Spread of Covid-19 Coronavirus	Staff, contractors, visitors and others	Serious ill-health conditions	3	5	15	<p>Deliveries</p> <p>Revising pick-up and drop-off collection points, procedures, signage and markings.</p> <p>Minimising unnecessary contact at gatehouse security, yard and warehouse.</p> <p>For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.</p> <p>Considering methods to reduce frequency of deliveries, for example, by ordering larger quantities less often.</p> <p>Where possible and safe, having single workers load or unload vehicles.</p> <p>Where possible, using the same pairs of people for loads where more than one is needed.</p> <p>Enabling drivers to access welfare facilities when required, consistent with other guidance.</p> <p>Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.</p>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						<p><u>Deliveries to other sites</u></p> <p>Put in place procedures to minimise person-to-person contact during deliveries to other sites.</p> <p>Maintain consistent pairing where two-person deliveries are required.</p> <p>Minimise contact during payments and exchange of documentation, for example by using electronic payment methods and electronically signed and exchanged documents.</p>			
Spread of Covid-19 Coronavirus	Staff, contractors, visitors and others		3	5	15	<p><u>Mental Health</u></p> <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>Regular communication of mental health information and open door policy for those who need additional support.</p>	1	5	5
Spread of Covid-19 Coronavirus	Staff, contractors, visitors and others	Serious ill-health conditions	3	5	15	<p><u>Suspected case of coronavirus in the workplace</u></p> <p>If a worker develops any of the symptoms of coronavirus such as a high temperature, loss of taste or smell or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> Return home immediately Avoid touching anything Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> <p>The work area should receive deep cleaning and social distancing maintained.</p>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Spread of Covid-19 Coronavirus	Staff, contractors, visitors and others	Serious ill-health conditions	3	5	15	<p><u>Communications & Training</u></p> <p>Provide clear, consistent and regular communication to improve understanding and consistency of ways of working.</p> <p>Engage with worker and worker representatives through existing communication routes and worker representatives to explain and agree any changes in working arrangements.</p> <p>Develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.</p> <p>Staff must be made aware of all procedures and control measures in this risk assessment.</p> <p>Risk assessment to be published on website where there are more than 50 employees</p> <p>This risk assessment to be kept under constant review and amended where Government advice changes</p> <p>Staff must be kept informed of any amendments</p> <p>Ongoing engagement with workers (including through trade unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.</p> <p>Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).</p> <p>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.</p> <p>Use visual communications, for example whiteboards or signage, to explain changes to production schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.</p>	1	5	5

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.			