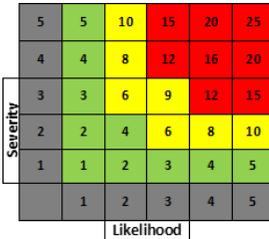


SMS002/01 WORKPLACE RISK ASSESSMENT

Location:	Various sites and offices	Project No.:	NA	Risk Assessment Reference No.:	RA131
Assessed by:	Keith Kelsey	Date:	March 2020	Activity: Site and office work	Working with the risk of infection of Covid-19
Review date:	Reviewed and updated by Keith Kelsey on the: <ul style="list-style-type: none"> 17th April 2020 based on updated government information and the Construction Leadership Council standard operating procedures Version 3. 23rd April to include the Welsh Government guidance of 'Reasonable Measures' when working. 12th May 2020 based on updated official guidance. 20th May 2020 based on the Construction Leadership Council standard operating procedures Version 4. 1st July 2020 based on updated government information and the Construction Leadership Council standard operating procedures Version 5. 				

What are the hazards? <small>(something that has the potential to cause harm)</small>	Who might be harmed and how?	Risk rating <small>Prior to controls in place (1 to 5, S x L=R)</small>			Evaluation of Risk Rating = Likelihood (L) x Severity(S)	Residual Risk rating <small>After controls in place (1 to 5, S x L=R)</small>		
		Severity	Likelihood	Rating		Severity	Likelihood	Rating
Coronavirus (Covid-19)	Employees and contractors infected with virus leading to symptoms including possible respiratory problems.	5	3	15	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Control measures <small>(actions required to reduce risk)</small></p> <p>Note: Attention must be made to the daily updates by the government and other official sources to control the spread of the virus. The main message is to work from home where you can.</p> <p>Daily activity briefings (DAB's) or toolbox talks are to be used to update the workforce as information changes.</p> <p>To protect your staff, you should remind staff daily to only come into work if they are well and no one in their household is self-isolating. Employees are to stay at home if unwell and have symptoms.</p> <p>Employees are to make their line managers aware of any health conditions that may affect their safety and possible vulnerability to infection.</p> <p>Follow the guidance on Staying Alert and Safe (Social Distancing).</p> <p>The best way to prevent infection is to avoid being exposed to the virus. Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:</p> </div>	5	1	5

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					<ul style="list-style-type: none"> Cover your mouth and nose with a tissue or crook of your arm (not your hands) when you cough or sneeze. Put used tissues in the bin straight away, see Catch it, Bin it, Kill it Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser if that's all you have access to. See handwashing guidance . Where facilities to wash hands are not available, hand sanitiser should be used. Those in the category of vulnerable groups as defined by the government to make themselves known to the site management. try to avoid close contact with people who are unwell or other vulnerable groups as identified by the government. clean and disinfect touched objects and surfaces. Avoid touching your eyes, nose or mouth with your hands. <p>Social Distancing Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission for example use of RPE, eye protection and gloves. Follow the current Construction Leadership Council standard operating procedures (CLC SOP) for construction and other outdoor work and company guidance note GN1. Further information can be found here.</p> <p>The objective for social distancing is ensuring workers maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), wherever possible, including arriving at and departing from work, while in work and when travelling between sites. Social distancing applies to all parts of the business, not just the place</p>																																								

SMS002/01 WORKPLACE RISK ASSESSMENT

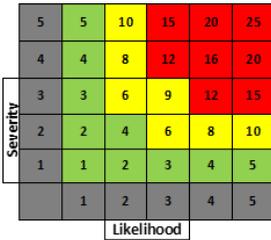
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					<p>where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. Where the social distancing guidelines cannot be followed in full in relation to a particular activity, consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.</p> <ul style="list-style-type: none"> Plan work to: 1). Limit numbers on site and in offices. 2). Minimise contact between workers and avoid skin-to-skin and face-to-face contact. Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. Barriers, Back-to-back or side-to-side working to be adopted. Work from home where it is possible to do so. Any return to work in offices must be agreed by Ben Williams. Keep at least 2 metres apart from others. Where working less than 2m is not viable 1+m working or closer must have a separate risk assessment with measures to reduce the risk of the transfer of infection. As much as possible, keep groups of workers working together in teams that are as small as possible. For example, you keep vehicle crews working together, rather than mixing crew members on different shifts. Mark out floor and ground areas to identify 2m distances. Where applicable, try to use stairs in preference to lifts or hoists. Where lifts or hoists must be used, you should lower their capacity to reduce congestion and contact at all times. Avoid social events to prevent coming into contact with infected persons or infecting others. Avoid travelling to other offices. 																																											

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					<ul style="list-style-type: none"> Use own transport where necessary to avoid public transport particularly for operational staff on sites. Consideration is to be made in avoiding peak travel times where possible particularly on the rail/tube and bus services. (05:45 - 8:15 and 16:00 - 17:30). Face coverings are mandatory on all types of public transport. Offices to be set up so that distancing measures can be deployed e.g. workstations, desks and seating, rest areas. Microsoft Teams to be used for meetings and communication. Display information signage. Provide signage at entrances to the worksite to remind visitors and workers to maintain social distancing. <p>Visitors:</p> <ul style="list-style-type: none"> Provide signage at entrances to the worksite to remind visitors to maintain social distancing. Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. Encouraging visits via remote connection/working where this is an option. Limit the number of visitors at any one time. Maintain a record of all visitors. Encourage visitors to use hand sanitiser or handwashing facilities as they enter the site. Drivers to be allowed to use welfare facilities <p>Hygiene</p> <ul style="list-style-type: none"> Ensure greater levels of personal hygiene within the business and robust cleaning regimes in welfare areas and offices. Regularly clean touchpoints, such as doors, 																																											

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					<p>handles and buttons. Ensure a good supply of the appropriate materials e.g. detergent, bleach, soap etc. on sites and offices to maintain good hygiene.</p> <ul style="list-style-type: none"> • Allow for hand cleaning/sanitising stations at entrances and exits to sites, welfare areas and offices. Monitor use and ensure that water hand washing is at least 20 seconds. • If gloves are not in use then machine operators should wash their hands each time before getting into enclosed machinery (such as diggers) and every time they get out. To help with this, add additional pop-up handwashing stations or facilities, providing soap, water and/or hand sanitiser. • Keep the windows of enclosed machinery or enclosed spaces open for ventilation and be careful to avoid touching their face at all times. The inside of cabs should be regularly cleaned, particularly between use by different operators. • Install temporary barriers/partitions. • Consideration should be given to using outdoor spaces for breaks, ensuring suitable chairs and tables are available. • Keep offices well ventilated where possible to allow fresh air. • Wash hands when arriving and leaving sites, offices and home. • Avoid sharing items e.g. pens, phones etc. • Display information signage. <p>External communication.</p> <ul style="list-style-type: none"> • Liaise with clients to communicate and align processes. • Communicate with external providers to check that: 1). Service levels can be maintained to minimise disruption or negative impacts on business operations. 2). Processes for distancing measures are aligned such as deliveries to offices and sites. 																																											

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					<p>The most common symptoms of coronavirus (COVID-19) are the recent onset of a new continuous cough and/or high temperature follow the Gov.uk guidelines https://www.nhs.uk/conditions/coronavirus-covid-19/.</p> <p>Use video link below to show how to wash your hands correctly - https://youtu.be/bQCP7waTRWU please use this to undertake toolbox talks and display handwashing instruction notice.</p> <p>When working on sites in Wales the requirements for 'reasonable measures' need to be adopted for social distancing https://gov.wales/taking-all-reasonable-measures-maintain-physical-distancing-workplace</p> <p>All employees and those working on JFHR sites shall adhere to these control measures and their responsibilities as identified in the Health and Safety at work etc. Act, Section 7 that they <i>'take reasonable care of the health and safety of themselves and others who may be affected by their acts and omissions at work'</i>.</p>										

Associated risk assessments (these must be used in conjunction with this risk assessment).

Reference no.	Title
	Point of Work Risk Assessment (POWRA) to check if any additional controls are required. Any close working within 2m to be assessed and mandatory PPE to be used e.g. RPE, eye protection and gloves.