

Risk Assessment – Covid-19



Management of Health and Safety at Work Regulations 1999 RISK ASSESSMENTS

Legal Requirements

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires employees to make suitable and sufficient assessments of the risks to health and safety of their workers, or any other person who may be affected by their undertakings and to record the significant findings of the assessments. This requirement relates also to the self-employed.

The recorded assessment should be an effective statement of hazards and risks, which then leads management to take the relevant action to ensure health and safety. It is part of the employers overall approach to health and safety.

1. All relevant hazards and risks should be addressed
2. Consider what normally happens in the workplace or during work activity
3. Consider who might be affected
4. Take into account existing precautionary measures
5. Show what control measures are to be put into place to ensure a safe system of work

Format

The enclosed form has been designed to assist in meeting the above requirements. A number of operations related to our work have been identified, together with associated risks, hazards and recommended control measures in generic form. The assessor is invited to select from those generic assessments suggested, to indicate whether they are applicable and to add others as necessary.

Quantative Evaluation

This is obtained by expressing in number form the probability of injury occurring during the proposed work and then the possible severity of such an injury.

SEVERITY	PROBABILITY
1 NO RISK	1 IMPROBABLE – only a risk under freak conditions
2 MINOR – INJURY < 3 DAY or TREATMENT BY FIRST AIDER	2 REMOTE – only a risk if other factors present
3 MEDIUM – INJURY > 3 DAY or HOSPITAL TREATMENT	3 POSSIBLE – only a risk if other factors precipitate it e.g. fire exit obstructed.
4 MAJOR INJURY – HOSPITALISATION (Broken bones, amputation)	4 PROBABLE – a risk if effects humans or other factors e.g. oil spill
5 FATAL INJURIES	5 LIKELY – a certain accident e.g. defective brakes or unsecured handrails
RISK RATINGS: 1 -10 LOW 11 -15 MEDIUM 16 – 25 HIGH	RESIDUAL RISK LEVELS ASSUME FULL IMPLEMENTATION OF CONTROL MEASURES

Owner: Elisabeth Barnard	Issue Date: 12/10/2020	Version: 7
Title: NVFA Risk Assessments – Covid -19	Revision Date: 11/10/2021	Reviewer: David Tyrrell

Risk Assessment – Covid-19

RA019 – This risk assessment is accurate as at 21/09/20 based on the latest government advice and industry best practice which can be found at <https://www.gov.uk/coronavirus>
<https://assets.publishing.service.gov.uk/media/5eb967e286650c2791ec7100/working-safely-during-covid-19-other-peoples-homes-200910.pdf>
<http://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/07/Site-Operating-Procedures-Version-5.pdf>

TASK/ ACTIVITY	HAZARDS	WHO IS AT RISK?	S	P	RISK		CONTROL MEASURES	S	P	R. RISK	
					SxP	LMH				SxP	LMH
					All Survey & Install Works / Travel to site - Exposure to COVID - 19	Ill health caused by exposure to COVID -19.				Employees & other building occupants / visitors who are not considered 'vulnerable'.	5
Owner: Elisabeth Barnard			Issue Date: 12/10/2020			Version: 7					
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Risk Assessment – Covid-19



						<p>Do not enter a private residence if the occupants are clinically extremely vulnerable. These residences are to undergo a separate risk assessment based on information to be obtained from the relevant Client representative.</p> <p>Do not enter a dwelling if the occupant is self-isolating.</p> <p>Notify all clients in advance of your arrival.</p> <p>Travel alone in company vans or with a maximum of two people observing distancing measures where possible and ensuring all surfaces are disinfected after touching them. Keep vans well ventilated during use by opening windows where possible. No other passengers are to be transported in company vans.</p> <p>On arrival at site, all operatives are to wash their hands using soap and water for 20 seconds. Operatives should wash their hands regularly, particularly after blowing their nose, sneezing or coughing, and when leaving the property. Where facilities to wash hands are not available, hand sanitiser should be used, and operatives should carry this with them at all times.</p> <p>Ensure good ventilation in the area where you are working, including opening the window or door where possible and with the occupant's permission.</p> <p>Wipe down all work surfaces before commencing works. Do not use liquids on electrical equipment.</p> <p>Prevent exposure to the general public, building occupants and residents by ensuring you keep at least two meters away</p>			
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Risk Assessment – Covid-19



						<p>from all people with whom you do not share a household, at all times.</p> <p>Prevent exposure to company staff by ensuring all equipment and materials are loaded into vans by the company Stock Coordinator only.</p> <p>Observe the government’s recommended social distancing requirements when on site whilst still ensuring communication is possible with other operatives and that there is no lone working. In practical terms, this means staying at least 2 meters away from each other whilst still ensuring you can speak to each other from a distance.</p> <p>If works require operatives to be closer than 2m in distance, a separate risk assessment is to be undertaken based on the particulars of the task, environment and operative.</p> <p>Use stairs where possible instead of internal lifts or hoists to reach work sites.</p> <p>There is to be no shouting on site. All secondary noise should be kept to a minimum to allow for conversation at speaking volumes. Refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. Ensure use of noisy tools is kept to a minimum with regular breaks to avoid shouting.</p> <p>Prevent the spread of infection by:</p> <ul style="list-style-type: none"> • covering your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. See Catch it, Bin it, Kill it 			
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							<ul style="list-style-type: none"> • put used tissues in the bin straight away. Do not use bins within private dwellings, rather use those provided by Nene Valley for disposal at head office. • wash your hands with soap and water often – use hand sanitiser gel provided by the company if soap and water are not available. See hand washing guidance. Wash hands and forearms before eating, drinking, smoking, using the telephone, taking medication, inserting contact lenses etc. • clean and disinfect frequently touched objects and surfaces including company vehicles, tools and equipment • do not touch your eyes, nose or mouth if your hands are not clean <p>Use the following PPE provided ensuring PPE is applied before works commence:</p> <ul style="list-style-type: none"> • Disposable overalls • Disposable surgical gloves • Safety glasses • Hand sanitiser • Anti-bacterial wipes • FFP3 face masks <p>All single use PPE including wipes etc to be discarded in same bag then double bagged then disposed of accordingly. All non-single use PPE to be cleaned with anti-bacterial wipes before and after every use.</p>				
		Clinically Extremely Vulnerable People (https://www.gov.uk/government/publications)	5	5	25	H	As above.	1	1	1	L

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Risk Assessment – Covid-19



		ons/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#definition)									
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RA020 – All Install Works within private residences / Travel to site
This Risk Assessment has been retired and is now incorporated into RA019.

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Risk Assessment – Covid-19

RA021 – This risk assessment is accurate as at 21/09/20 based on the latest government advice and industry best practice which can be found at <https://www.gov.uk/coronavirus>
<http://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/07/Site-Operating-Procedures-Version-5.pdf>

TASK	HAZARDS	WHO IS AT RISK?	S	P	RISK		CONTROL MEASURES	S	P	R. RISK	
					SxP	LMH				SxP	LMH
All Work Within / Travel to Main Office & Warehouse - Exposure to COVID - 19											
Commuting to work and entering the building	Contract the virus on their commute to work/bringing the virus into work	All employees, contractors and visitors attending the office	5	3	15	M	<p>All staff, contractors, visitors and members of their household must be well and must not be displaying any symptoms of infection from the COVID-19 virus if attending the company office or facilities.</p> <p>Symptoms include a new continuous cough, a high temperature, a loss of, or change in your normal sense of taste or smell. If you or a member of your household experience any of the symptoms of the COVID-19 virus;</p> <ul style="list-style-type: none"> Remove yourself to outdoors and contact your Contract Manager or Line Manager by phone. Agree suitable and safe transportation home with your Manager. Do not go directly to your GP or other healthcare environment. Arrange to get a test https://www.gov.uk/get-coronavirus-test Ensure you and all members of your household self-isolate as directed by NHS guidance. <p>All staff, contractors and visitors must follow government guidelines including observing any Local Restrictions as given at https://www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19</p>	5	2	10	L

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							<ul style="list-style-type: none"> • All employees should travel straight from their home to the office and not interact with other people during the commute. • All employees must leave a parking space between each car giving employees space to exit their vehicles at a safe distance to other vehicles and people. • All employees should enter the building using the exit closest to their designated work area to reduce to time and space travelled to their work area. • All employees must use hand sanitiser/ wash their hands with soap and water upon arrival at work. • Employees will be able to check their temperature upon arrival at work and at any time during work if they so wish, this is not mandatory to enter the work premises. 				
Working in the office	Contracting the virus from fellow employees	All employees, contractors and visitors attending the office	5	4	20	H	<ul style="list-style-type: none"> • Employees have been split between working in the office and working at home (where possible) to reduce the number of employees using the office. • Employees must only use the workstation allocated to them. These are to be arranged to allow back-to-back or side-to-side working (rather than face-to-face). • The printer should be disinfected after the touch screen is used. • All desks and work areas must be disinfected daily, and a bottle of hand sanitiser be readily available in reaching distance. • Any desks/ working areas which will be used by a difference employee on a different day should have a deep clean before the new employee enters the office. • All working employees' desks must be 2 metres apart and no desks should block an exit route for another 	5	2	10	L

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								<p>employee or encroached on their 2-metre working space.</p> <ul style="list-style-type: none"> • Employees must dispose of all personal food and general waste in the bins provided to ensure no contamination will occur when emptying bins. • Employees must clean down all equipment after use including forklift. • All meetings must take place 2 metres apart or via video link if possible. • All deliveries to work should be dealt with at a safe distant of 2 metres from the delivery driver and all packages disinfected before entering the building. Where a package has already entered the building, any area the package has touched should be disinfected. • There is to be no shouting in the office. All secondary noise should be kept to a minimum to allow for conversation at speaking volumes. Refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. Ensure use of noisy tools is kept to a minimum with regular breaks to avoid shouting. • Where possible, Microsoft Teams should be used to hold meetings to avoid the need to hold face to face meetings in person. Where meetings must be face to face, they are to be held in well ventilated areas and for the minimum time necessary. 				
Break Times	Contracting the virus from fellow employees	All employees, contractors and visitors attending the office	5	4	20	H	<ul style="list-style-type: none"> • Employees are encouraged to remain in the office once they have arrived and only leave for important tasks which must be completed. 	5	2	10	L	

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Exiting the building and commuting home	Contract the virus on their commute to home/bringing the virus home	All employees, contractors and visitors attending the office	5	3	15	M	<ul style="list-style-type: none"> • Before exiting the building, the employee’s workstation must have a deep clean, especially before a different shift of employees will be entering the building (Tuesdays and Fridays) • When leaving the building, the employees should leave by the same exit they enter through and disinfect their hands once exited the building. 	5	2	10	L

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Coronavirus

Wash your hands with soap and water more often for 20 seconds



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

Use a tissue to turn off the tap.
Dry hands thoroughly.



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