

## Fundamentals COVID-19 Risk Assessment

Area: External and site workers – Issue 3 – 27/10/2020

### **What are the significant hazards?**

Passing on COVID-19 by clients/ contractors/ employees/ visitors who have attended work with symptoms or who are asymptomatic. Coming into contact with members of the public whilst staying away or travelling to work.

### **Who might be harmed and how?**

- Staff
- Clients
- Cleaners
- Contractors
- Drivers
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes into contact with you in relation to your business

Category of Hazard/Risk	What is being done to control this risk now?	Can you do anything else to lower the risk further?	If so, who will action this?	By when?	Completed on?
Location of work	<p>Where possible all staff must work from home, only those who need to attend the office, workshop or site to perform their role must travel to work.</p> <p>All people working from home to complete a risk assessment (RA) of their workstation, any problems identified to be reviewed with line manager. Regular contact by manager. Home RA to be lodged with HR.</p> <p>Where work requires attendance at client sites, Risk Assessments are issued to clients for the work assignment that now includes a Covid-19 related element. This document provides more general information including travel and staying away.</p> <p>Where overnight accommodation is required, self-catering accommodation should also be considered.</p> <p>Phone ahead to check any specific requirements or local situations eg local Covid hotspot.</p> <p>Always be cautious of others working at the location who may not be as strict adhering to social distancing and hygiene rules</p>				
Returning to work	<p>See &amp; sign (using HR system) must be complete prior to return to work or continue working</p> <p>RAs produced for Swindon Office, External and Site, Ferranti activities</p> <p>COVID-19 induction when returning to work with applicable department risk assessments review. Due to the specific nature of this risk this will be done with the team manager</p>				

Category of Hazard/Risk	What is being done to control this risk now?	Can you do anything else to lower the risk further?	If so, who will action this?	By when?	Completed on?
Rest breaks	<p>Where feasible, a team will take rest breaks at the same time, not using communal areas with other teams on site</p> <p>Use outdoor areas and exercise when possible in breaks while maintaining social distancing</p> <p>Team leaders to consider as part of site risk assessment</p>				

Category of Hazard/Risk	What is being done to control this risk now?	Can you do anything else to lower the risk further?	If so, who will action this?	By when?	Completed on?
Hygiene and hand washing	<p>While staying in accommodation, Hand washing facilities with soap and water should be in place but be prepared and take soap as a precaution.</p> <p>When travelling, wash hands before and after using facilities, sanitise hands before eating, sanitise again when re-entering vehicle</p> <p>On site, use available hand washing facilities frequently when using communal areas.</p> <p>Take food and snacks for the day and consume separately in own vehicle, make sure you have a bag or bin in the van to store rubbish until you can dispose of it properly. Sanitise hands before eating</p> <p>See hand washing guidance.  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Drying of hands with disposable paper towels.  <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p>Staff encouraged to protect the skin by applying moisturiser cream regularly  <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></p> <p>Gel sanitisers in any area where washing facilities not readily available</p>				

Category of Hazard/Risk	What is being done to control this risk now?	Can you do anything else to lower the risk further?	If so, who will action this?	By when?	Completed on?
Employee Communication	<p>Impress upon the employees the seriousness of the disease and that they all have a responsibility to themselves and others to act responsibly and identify areas of concern</p> <p>If you consider something unsafe or dangerous 'STOP'</p> <p>Create near miss or incident notification, by email to 'better@' or 'operations@'</p>				
Cleaning	<p>Use disinfectant wipes on tools on each work session.</p> <p>Use disinfectant wipes on van surfaces each time entering van</p> <p>When staying away or visiting other locations, be cautious on surfaces, handles and taps as it may have contaminated touch points that have been missed by cleaners</p>				
Multiple touchpoint locations and items	<p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly</p> <p>Keep personal tools/items segregated from other people's</p> <p>Sanitise hands before contact with surfaces other people will touch to prevent contamination, especially equipment used by multiple people e.g. isolators, test equipment</p>				

Category of Hazard/Risk	What is being done to control this risk now?	Can you do anything else to lower the risk further?	If so, who will action this?	By when?	Completed on?
Social Distancing (2m)	<p>Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Public Health Agency  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>If someone is already on the stairs, wait</p> <p>No visitors to site work areas unless deliveries where no contact must be used or needed for critical tasks</p> <p>If working in close proximity never work face-to-face and stagger positions</p> <p>Do not break social distancing rules, if there is a situation where you consider you would break it STOP, speak to your line manager. If it is a specific task there should be a risk assessment, or one needs to be done before progressing</p> <p>Social distancing to be maintained when accepting deliveries with no signing for any items</p>				

Category of Hazard/Risk	What is being done to control this risk now?	Can you do anything else to lower the risk further?	If so, who will action this?	By when?	Completed on?
Travel	<p>Only 1 person to travel in a vehicle unless it is a person from the same household</p> <p>If the choice is between public transport or car sharing and it is deemed preferable to car share, wear a face covering and sit as far apart as possible.</p> <p>If public transport is required wear a face mask and sanitise as soon as you leave the transport</p> <p>Business travel to be agreed by a member of the exec</p> <p>Only travel for business reasons if essential. The Covid-19 incidence varies in different locations and infection hotspots will continue to emerge. Take note of government guidance on medium, high and very high areas</p> <p>No business international travel or flights</p>				

Category of Hazard/Risk	What is being done to control this risk now?	Can you do anything else to lower the risk further?	If so, who will action this?	By when?	Completed on?
Travelling or staying away	<p>While staying in accommodation, Hand washing facilities with soap and water should be in place but be prepared and take soap as a precaution.</p> <p>When travelling, wash hands before and after using facilities, sanitise hands before eating, sanitise again when re-entering vehicle. At other locations, use available hand washing facilities frequently. Avoid using communal areas where possible. Sanitiser, moisturiser and tissues available to all employees</p> <p>In communal areas such as motorway services and site toilets, if available, use paper towels rather than hand dryers. Try not to touch areas that will be used by multiple people. Regularly sanitise hands</p> <p>Respect social distancing measures offered in settings such as motorway services</p> <p>Where feasible, do not enter toilet areas if occupied by others</p> <p>Take food and snacks for the day and consume separately in own vehicle, make sure you have a bag or bin in the van to store rubbish until you can dispose of it properly. Sanitise hands before eating</p>				
Cohorts	Where possible maintain the same people working together in teams that are isolated from other teams				
PPE	<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 PPE is a requirement for risks associated with the work undertaken the normal guidelines must be followed.</p> <p>During a work assignment, the site Risk Assessment will have considered the need for PPE and additional precautions during any part of the work where social distancing cannot be maintained.</p>				



Category of Hazard/Risk	What is being done to control this risk now?	Can you do anything else to lower the risk further?	If so, who will action this?	By when?	Completed on?
Symptoms of Covid-19	<p>If anyone becomes unwell in the workplace with a new continuous cough, loss of taste or smell or a high temperature they should immediately return home and advise their line manager and follow the stay at home guidance. If applicable the line manager must advise the site manager so they can implement appropriate measure to mitigate risks. Line managers will maintain regular contact with staff members during this time.</p> <p>If anyone develops symptoms outside work then do not come to any work premises or site and follow NHS guidance. Notify HR and line manager. Line managers maintain regular contact throughout.</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 work site), 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 take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>				

## Document Change Control

Date Reviewed	Next review date	Issue No.	Changes (most recent first)	Process owner	Approver
27/10/2020	27/01/2021	3	Updated to reflect completed actions	Operations	Martin Harris
07/07/2020	07/10/2020	2	Updated to reference Covid hotspots and local requirements	Operations	Martin Harris
09/06/2020	09/09/2020	1	Initial issue	Operations	Martin Harris