

# COVID 19 RISK

<b>Contract Ref:</b>		<b>Contract Name:</b>	
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<b>Task Title:</b>	<b>All Activities</b>
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Score	Likelihood		Severity		
	Definition	Chances	Health	Safety	Environment
5	Very Likely	> 90%	Multiple Deaths	Multiple Deaths	Irreversible Environmental Incident
4	Likely	51% to 90%	Life Shortening Health Effect	Single Death or Multiple Major Injuries	Significant Environmental Impact (e.g. contamination of water source)
3	Possible	11% to 50%	Irreversible Health Effect or Serious Illness with Full Recovery	Major Injury or Over 3-Days Absence	Moderate Environmental Impact (e.g. fuel tank spillage)
2	Unlikely	1% to 10%	Reversible Health Effect (e.g. minor dermatitis)	Minor Injury or One Days Absence	Local Environmental Impact (e.g. excess inert waste left overnight)
1	Highly Unlikely	< 1%	Mild Health Effect ~ No Lost Time (e.g. local skin irritation)	First Aid Case, No Lost Time	Minor Environmental Impact (e.g. minor oil spill)

		RISK RATING					KEY to Table		
LIKELIHOOD	5	5	10	15	20	25	<b>12 to 25 Unacceptable</b>	<b>Critical/High Risk</b>	Critical Level – Do not permit activity to commence.
	4	4	8	12	16	20	<b>6 - 10</b>	<b>Moderate Risk</b>	Risk must be mitigated and risk level reduced to Green (4-5) or White (1-3).
	3	3	6	9	12	15	<b>4 – 5</b>	<b>Minor Risk</b>	Investigate controls to minimise reliance on PPE. Provide supervision and monitoring of agreed controls until accepted as routine.
	2	2	4	6	8	10	<b>1-3 Low Risk</b>	<b>Low Risk</b>	Acceptable risk. Review when process changes, or when circumstances change.
	1	1	2	3	4	5			
		1	2	3	4	5			
		<b>SEVERITY</b>							

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Hazard	Risk	Prior to control measures			Control measure	After control measures			Persons at Risk
		L	S	RR		L	S	RR	
Briefings and meetings at site	Contraction of Covid-19	3	3	9	<ul style="list-style-type: none"> <li>Agree your meet up point and time with the site management team you're travelling to for inductions, briefing or setting to work prior travelling</li> <li>Park up at your arrival location and inform your line manager / supervisor via telephone or other means of communication to achieve social distancing</li> <li>Remain in your vehicle until instructed by your line manager / supervisor. DO NOT group together and keep your social distancing of 2mtrs</li> <li>All briefings to be done in groups no larger than 4 people (including the briefer), keeping at least 2mtrs apart for all members of staff. First preference should always be via phone call or conferencing where practical.</li> <li>All discussions to be held one on one, keeping at least 2mtrs apart. You should also clean your hands after any social interaction.</li> </ul>	1	3	3	Employees & Third Parties
Staff using vehicles for travel and site support, keyholding – maintaining 2-metre separation and hygiene standards	Contraction of Covid-19	3	3	9	<ul style="list-style-type: none"> <li>Clean your vehicle down prior travelling with antiseptic wipes, including steering wheel, controls and handles (interior and exterior). Avoid using other person's vehicles (a vehicle has been assigned per person). If required ensure you wipe down and use disposable gloves. Carry wipes and sanitising gel with you if possible.</li> <li>All staff should ensure you have enough food, water and or hot drinks for the day ahead. Avoid shopping or stopping on route to the project.</li> <li>If journeys are a longer distance where stopping is unavoidable, then maintain a minimum distance of 2mtrs, wash your hands thoroughly when leaving the facilities for 20 seconds using soap and warm water, once returned to vehicle clean your hands the vehicle handles and controls using antibacterial wipes prior continuing your journey.</li> <li>All Personnel attending the project will travel in individual vehicles.</li> <li>Ensure hands are cleaned regularly, including when touching surfaces, gates and keypads. Use hand sanitizer each time you return to your vehicle.</li> <li>Always keep 2mtrs away from people at fuel stations, whilst using the disposable gloves provided. Consider chip and pin or window service where possible.</li> </ul>	1	3	3	Employees

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Hazard	Risk	Prior to control measures			Control measure	After control measures			Persons at Risk
		L	S	RR		L	S	RR	
<b>Sharing office Workspace - maintaining 2-metre separation and hygiene standards</b>	<b>Contraction of Covid-19</b>	3	3	9	<ul style="list-style-type: none"> <li>• Only essential staff to be travelling to work and those who cannot work from home</li> <li>• One-way system for accessing the offices, where practical with an entry and exit door.</li> <li>• Entry and exit to be orderly – one at a time with a 2m radius.</li> <li>• Strictly no access to site for visitors. All customer/supplier or other meetings to be conducted by suitable conferencing facilities,</li> <li>• Delivery drivers to site should be appointed a delivery / drop off area, with clear instructions given by security of restricted access to the site. Liaise with the site management team for clearance, prior to entry to the building.</li> <li>• Desks in use to be separated minimum 3mtr apart in office space</li> <li>• Equipment including computers &amp; desk phones shall be allocated to one user. If handover is necessary, they must be disinfected before the handover.</li> <li>• Hand wash, tissues and hand sanitisers to be widely available across all work areas. All used cleaning products to be put in the available bins immediately.</li> <li>• Signs in place advising of Covid-19 and to keep social distancing.</li> </ul>	1	3	3	Employees
<b>Use of welfare facilities – maintaining 2-metre separation and maintaining hygiene standards</b>	<b>Contraction of Covid-19</b>	3	3	9	<ul style="list-style-type: none"> <li>• Restrict the number of people using toilet facilities at any one time to ensure the 2 metre separation can be maintained.</li> <li>• Wash hands before and after using the facilities using the 20 second rule</li> <li>• Always clean toilet facilities at the start of the day and before and after every use, particularly door handles, locks and the toilet flush</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Ensure an enhanced cleaning regime is implemented by agreement with site management.</li> <li>• Hand wash, tissues and hand sanitisers to be widely available across all work areas. All used cleaning products to be put in the available bins immediately</li> </ul>	1	3	3	Employees

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Hazard	Risk	Prior to control measures			Control measure	After control measures			Persons at Risk
		L	S	RR		L	S	RR	
Rest and food break periods – maintaining 2-metre separation and hygiene standards	Contraction of Covid-19	3	3	9	<ul style="list-style-type: none"> <li>Maintain at least 2mtrs separation</li> <li>Stagger break times for workforce to help social distancing and reduce contact</li> <li>Try to take breaks in outdoor areas where possible, keeping 2mtrs apart, or alone in your vehicle – DO NOT have more than 1 person in your vehicle (unless from same household) and don't sit in other persons vehicles for break.</li> <li>Do not share cutlery, crockery or cups</li> <li>Table tops, door handles and mess facilities should be cleaned down before and after each individual's breaks.</li> <li>Mess facilities limited use to one person at a time</li> <li>All cutlery personalised</li> <li>Recorded cleaning regime for each building.</li> <li>All waste should be bagged immediately and disposed of, not left in the vehicle seating area.</li> <li>Kitchen areas are to be cleaned down regularly, particularly before preparing food or drink. Areas such as kettle and fridge handles should be wiped down with disinfectant wipe.</li> <li>Where possible and location allows, management team to arrange for additional cleaning facilities to be delivered to site locations.</li> <li>Hand wash, tissues and hand sanitisers to be widely available across all work areas. All used cleaning products to be put in the available bins immediately</li> </ul>	1	3	3	Project Staff
Use of welfare facilities – maintaining 2-metre separation and maintaining hygiene standards	Contraction of Covid-19	3	3	9	<ul style="list-style-type: none"> <li>Restrict the number of people using toilet facilities at any one time to ensure the 2 metre separation can be maintained.</li> <li>Wash hands before and after using the facilities using the 20 second rule</li> <li>Always clean toilet facilities at the start of the day and before and after every use, particularly door handles, locks and the toilet flush</li> <li>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>Ensure an enhanced cleaning regime is implemented by agreement with site management.</li> <li>Hand wash, tissues and hand sanitisers to be widely available across all work areas. All used cleaning products to be put in the available bins immediately</li> </ul>	1	3	3	Project Staff