

Coronavirus Site Risk Assessment & Site Operating Procedure

Site: Various

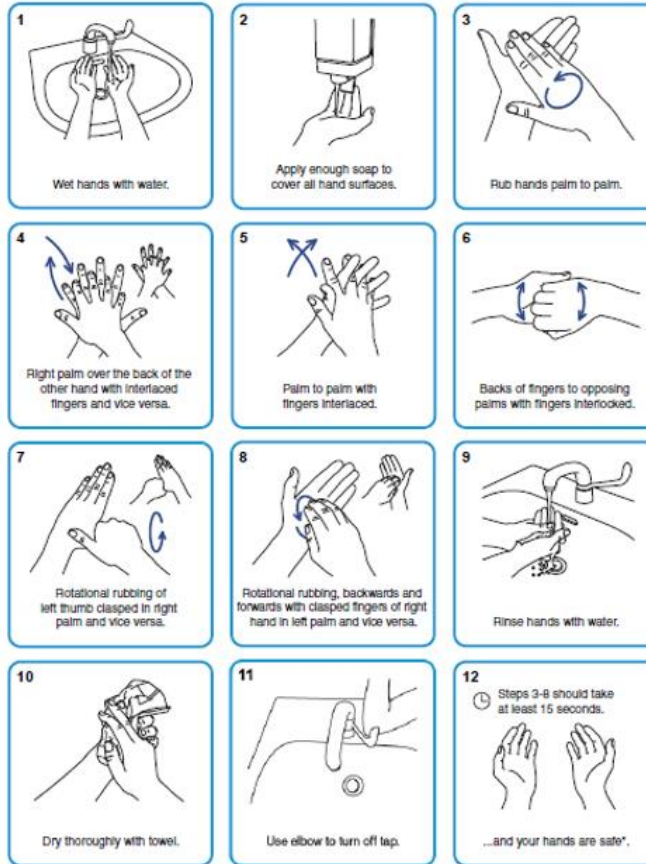
Date: 15 September 2020 Rev 3

HAZARDS/RISKS:	EXISTING CONTROLS:	S	L	R	FURTHER CONTROLS REQUIRED:	Modified		
						S	L	R
<p>COVID-19 (Coronavirus)</p>	<p>The company will provide updated advice from government sources to operatives where necessary in the form of toolbox talks, information sheets etc.</p> <p>All non-essential travel by private or works vehicle should be avoided. Where travel is essential, operatives will travel in separate vehicles to and from the place of work wherever possible. If this cannot be achieved then operatives must sit as far apart within the vehicle cabin as possible (<i>for example, if 2 people are sharing a vehicle with front and rear seats then one person should sit in the rear seat diagonally opposite the driver</i>).</p> <p>Time spent in vehicles should be kept to a minimum - no 'stop offs' etc. External handles on vehicles should be opened using either a gloved hand, disinfectant wipes or disposable paper</p>	4	2	H	<p><i>All employees and visitors to be made aware of this risk assessment and operating procedure (attached below at Appendix 1) at induction sessions.</i></p> <p><i>Ongoing review of this risk assessment and operating procedure to be carried out by competent persons (currently on a weekly basis).</i></p> <p><i>During reviews and before making changes / amendments to this risk assessment or the operating procedure, the Company will consider both the conditions on sites and the information provided on the</i></p>	4	1	L

	<p>towel. In addition, wherever possible, use disinfectant wipes to sanitize any areas of the vehicle that hands may typically touch including the steering wheel, gear stick, handbrake, indicator and wiper control arms etc.</p> <p>Whilst on site generally, operatives will, wherever possible, maintain at least a 2m (6.6ft) distance between themselves and other persons.</p> <p>Where operatives must work in close proximity of one another - within 1 metre / 3.3ft (<i>note that this strictly only applies where the works are deemed <u>essential</u> in order for the Project to continue</i>), a specific risk assessment will need to be prepared and the following controls must be implemented as a minimum:</p> <ul style="list-style-type: none"> • <i>Operatives must wash and dry hands thoroughly before putting on a suitable face covering and appropriate eye protection in a clean environment;</i> • <i>Clean nitrile / vinyl / PU / PVC gloves to be put on before leaving the clean area;</i> • <i>Operatives must remove gloves and wash hands using the guidance shown below before touching/removing any face worn PPE on site. Preferably, the removal</i> 			<p>government website - link below, along with other suitable information sources.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19</p>		
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	<p><i>should be carried out once the task is complete and the full 2 metre (6.6ft) social distancing can be achieved;</i></p> <ul style="list-style-type: none"> • <i>Reusable PPE to be thoroughly washed with soap and water and dried with paper towels or similar before re-use;</i> • <i>Disposable items to be double bagged and stored in a designated area for a minimum of 72hrs prior to disposal in normal waste.</i> <p>For all general works, operatives will be provided with disposable nitrile / vinyl / PU or PVC gloves which should be worn at all times and changed at regular intervals.</p> <p>Break times for operatives will be staggered wherever possible to prevent close contact with others.</p> <p>During the day, sanitize the hands regularly either by handwashing with soap and water (<i>for at least 20 seconds</i>) or using hand sanitizer if available, every time you get into or out of the vehicle, every time you blow your nose, sneeze or cough, eat or handle food.</p>							
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	<p>All operatives are strongly encouraged to follow the handwashing regime detailed below:</p> <p><i>Before performing hand hygiene:</i></p> <ul style="list-style-type: none"> • <i>expose forearms (bare below the elbows).</i> • <i>remove all hand and wrist jewelry (a single, plain metal finger ring is permitted but should be removed (or moved up) during hand hygiene).</i> • <i>ensure fingernails are clean and short.</i> • <i>cover all cuts or abrasions with a waterproof dressing.</i> <p><i>Best practice advice on hand washing is shown below (via government guidelines on infection prevention).</i> Note that operatives should also ensure that they thoroughly wash their hands (<i>using the guidance above</i>) on returning home from work at the end of the working day.</p>							
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Frequently touched communal areas, including door handles to site offices, welfare facilities etc. will be cleaned using suitable disposable wipes wherever possible.



	<p><i>Any operative who may be showing coronavirus symptoms (cough, sore throat, fever, breathing difficulties, chest pain) should report to a Director by telephone and stay at home and do not leave your house for 7 days from when your symptoms started (if you live alone), or 14 days (if you live with someone who has symptoms). You do not need to call NHS 111 to go into self-isolation.</i></p>							
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KEY

S - Severity	1. First Aid	2. Reportable	3. Permanent Disablement	4. Fatality	5. Multiple Fatality
L - Likelihood	1. Negligible	2. Low but possible	3. Possible but unlikely	4. Reportable	5. Highly Likely
RISK RATING = Severity multiplied by Likelihood					
Risk Rating	Requirements for Control Measures		Residual Controls to be Implemented		
1 - 4 (Low)	Low level of control measure required: adequate supervision, training and information.		Review regularly to ensure that the risk does not increase.		
5 - 7 (Medium)	Moderate level of control measures; as above but with engineering and management safety systems in place.		Review to assess whether the risk can be reduced: ensure competence levels for safe working or operation.		
Over 7 (High)	This level of risk is unacceptable as there is a high probability of major harm occurring. High level of control is required; permits to work, specialist safety equipment, strict supervision, etc.		Alternative methods should be used that remove or reduce the risk wherever possible. This high risk must be strictly controlled and only authorised competent persons allowed in and around the hazard.		



Who is affected (<i>Highlight in Green</i>)					Numbers Exposed:	A	B	C
Operatives	Sub-Contractors	Suppliers	Children	Young Persons				
Lone Workers	General Public	Visitors	Disabled	Intruders	A = 1 - 4; B = 5 -10; C = 11 - 20;			
Specific assessment required (<i>Highlight in Green</i>)								
Noise	Vibration	COSHH	Manual Handling	PPE	Lifting Operations	Fire	Lead	Young Persons
Personal Protective Equipment required (<i>Highlight in Green</i>)								
Safety Helmet to BSEN 397	Safety Footwear To BSEN ISO 20345	High Visibility Clothing to BSEN 471	Protective Gloves (Nitrile / Vinyl / PU / PVC)	Eye Protection to BSEN 166	Hearing Protection to BSEN 352	Respiratory Protection	Full Body Safety Harness	
Other PPE required (<i>state</i>):								



Appendix 1

General Safe Working & Site Operating Procedure

Whilst G&K sites are operating during the COVID-19 pandemic, we must ensure that we protect our workforce and minimise the risk of the spread of infection. This guidance is intended to introduce consistent measures on all of our sites in line with the Government's recommendations on social distancing. *Note that general health and safety requirements of general activities must also not be compromised at any time.*

Self-Isolation:

Any person who meets one of the following criteria should not come to site:

- *Has a high temperature or a new persistent cough-follow the guidance on self-isolation. Fixed temperature cameras in situ.*
- *Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant).*
- *Is living with someone in self-isolation or a vulnerable person.*

Procedure if Someone Falls Ill:

If a worker develops a high temperature or a persistent cough while at work, they should:

- *Return home immediately.*
- *Avoid touching anything.*
- *Cough or sneeze into a tissue and put it in a waste bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.*

They must then follow the guidance on self-isolation above and not return to work until their period of self-isolation has been completed.

Travel to Site:

- *Wherever possible workers should travel to site alone using their own transport and sites need to consider:*
- *Parking arrangements for additional cars and bicycles.*
- *Other means of transport to avoid public transport e.g. cycling.*



- *Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available.*
- *How someone taken ill would get home.*

Site Access Points:

- *Stop all non-essential visitors.*
- *Introduce staggered start and finish times to reduce congestion and contact at all times.*
- *Monitor site access points to enable to reduce congestion or decrease to enable monitoring.*
- *Require all workers to wash or clean their hands before entering or leaving the site.*
- *Regularly clean common contact surfaces in offices, and delivery areas - telephone handsets, desks, particularly during peak flow times.*
- *Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.*
- *Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.*

Hand Washing:

- *Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site*
- *Ensure soap and fresh water is readily available and kept topped up at all times.*
- *Provide hand sanitiser where hand washing facilities are unavailable.*
- *Regularly clean the hand washing facilities and check soap and sanitiser levels.*
- *Provide suitable and sufficient waste bins for hand towels with regular removal and disposal.*
- *Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.*

Toilet Facilities:

- *Restrict the number of people using toilet facilities at any one time.*
- *Wash hands before and after using the facilities.*
- *Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.*



- *Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently.*
- *Provide suitable and sufficient waste bins for hand towels with regular removal and disposal.*

Canteens & Eating Arrangements:

Note that where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc - then these should be removed from use.

The workforce should also be required to stay on site once they have entered it and not use local shops.

- *Dedicated eating areas should be identified on site to reduce food waste and contamination.*
- *Break times are staggered to reduce congestion and contact at all times.*
- *Only four people allowed at any one time in the canteen.*
- *Hand cleaning facilities or hand sanitiser is available at the entrance of any room where people eat and shall be used by workers when entering and leaving the area.*
- *The workforce have been asked to bring pre-prepared meals and refillable drinking bottles from home.*
- *Workers should sit 2 metres apart from each other whilst eating and avoid all contact.*
- *Crockery, eating utensils, cups etc. should not be used.*
- *Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.*
- *Tables should be cleaned between each use.*
- *All waste shall be put straight in the bin and not left for someone else to clear up.*
- *All areas used for eating will be thoroughly cleaned at the end of each break and shift, including chairs, door handle etc.*

Changing Facilities & Drying Rooms:

- *Introduce staggered start and finish times to reduce congestion and contact at all times.*
- *Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.*
- *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.*
- *Provide suitable and sufficient waste bins in these areas with regular removal and disposal.*

Avoiding Close Working - General Principles:

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres, therefore:

- *Non-essential physical work that requires close contact between workers should not be carried out.*
- *Work requiring skin to skin contact should not be carried out.*
- *Where works are deemed to be essential by the Site Manager, the control measures detailed in the above risk assessment must be strictly implemented.*
- *When staff leave their workstations face masks must be worn (Introduced 27/07/20)*
- *New one- way system introduced (15/09/20)*

Regularly Clean Touchpoints, Doors, Buttons etc:

- *Increase ventilation in enclosed spaces.*
- *Regularly clean the inside of vehicle cabs and between use by different operators.*

Site Meetings:

- *Only absolutely necessary meeting participants should attend.*
- *Attendees should be two metres apart from each other.*
- *Rooms should be well ventilated / windows opened to allow fresh air circulation.*
- *Consider holding meetings in open areas where possible.*

Cleaning:

- *Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:*
- *Taps and washing facilities.*
- *Toilet flush and seats.*
- *Door handles and push plates.*
- *Handrails on staircases and corridors.*



- *Lift and hoist controls (where applicable).*
- *Machinery and equipment controls.*
- *Food preparation areas and eating surfaces.*
- *Telephone equipment.*
- *Keyboards, photocopiers and other office equipment.*
- *Waste collection and storage points should be increased and emptied regularly throughout and at the end of each day.*

First Aid Provision:

- *A supply of suitable protective gloves (nitrile / vinyl / PU / PVC) suitable eye protection and clean, disposable FFP3 type mask will be provided at first aid locations which can be easily accessed by the attending first aider.*
- *In the event that a first aid situation occurs, a supply of suitable hand sanitiser will be provided at the first aid location (for where it is not practicable to access the facilities to wash the hands using soap and water prior to attending the injured person).*
- *Emergency services are under increased pressure currently and there may be delays in responses therefore, any works which may be classed as 'high risk' will be re-scheduled wherever possible.*

Signed: *Ian Crawford*

Name: Ian Crawford **Position:** Group Operations Director

Review date: 15/09/20

Reviewing Procedures:

Further to the review due date indicated above, should any of the Company's standard working practices change significantly and/or new regulations and legislation come into force before that date, then this document will be reviewed and altered accordingly to take into account those changes.