

# **GENERAL RISK ASSESSMENT & SAFE SYSTEM OF WORK**

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Working during Covid-19

May-2020

# General Risk Assessment

|  |                                 |                 |  |             |  |
|--|---------------------------------|-----------------|--|-------------|--|
| Company  | Geographical Area or Department | Assessment Date |  | Review Date |  |
|  |                                 | Assessor Name   |  | Signature   |  |
| <p>These assessment findings are based on the observations made at the time of the assessment and the information provided to the assessors. The signatures above do not necessarily signify that the activities are completely safe and without risk. The assessments will require continual development and monitoring. Where the control is not confirmed in place the action required is to take appropriate action to confirm in place or for the assessor to state why it is not required. This document will be provided as a editable and it is the client's responsibility to carry out the actions and update this assessment.</p> |                                 |                 |  |             |  |

| Activity / situation   | Hazards   | People at Risk | Control measures in place   | Further action necessary to control risk | Action by whom? | Action by when? | Date completed |
|--|---|----------------|---|--|-----------------|-----------------|----------------|
| Sharing transport with colleagues travelling to and from work and driving at work. | Employees may breach social distancing guidelines whilst completing tasks. Causing unintentional infections through breath or contaminated surfaces | Employees      | <ul style="list-style-type: none"> <li>Wherever possible workers should travel to sites / customers alone using their own or company transport. The use of public transport should where possible be avoided and only used as a last resort. If used stagger timings and avoid peak times.</li> </ul> <p>If workers have no option but to share transport:</p> <ul style="list-style-type: none"> <li>Journeys should be shared with the same individuals and with the minimum number of people at any one time</li> <li>Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission</li> <li>The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces</li> <li>Employees must wash their hands at entrances with soap / warm water or as minimum sanitiser gels.</li> <li>Managers and supervisors are to challenge people that fail to follow the guidance</li> <li>Use of PPE, gloves, masks</li> <li>Provision of sanitizer or other means of cleaning hands in vehicle</li> </ul> |  |                 |                 |                |
| Access Points  | Allowing a possibility of infected person access into offices and transmitting the virus to others  | Employees      | <ul style="list-style-type: none"> <li>Stop all non-essential visitors</li> <li>Consider introducing staggered start and finish times to reduce congestion and contact at all times</li> <li>Allow plenty of space between people waiting to enter offices / buildings. Use signage: such as floor markings, to ensure 2 metre distance is maintained between people when queuing, signs reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow government guidelines.</li> <li>Remove or disable entry systems that require skin contact (e.g. fingerprint scanners / access coded locks etc.) unless they are cleaned between each individual use</li> <li>Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times and take alternative measures to prevent visitors 'signing in'</li> </ul>   |  |                 |                 |                |

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|---|---|------------------------|---|--|-----------------|-----------------|----------------|
|   |   |                        | <ul style="list-style-type: none"> <li>Managers / supervisors monitoring compliance.</li> <li>PPE to be required</li> </ul>   |  |                 |                 |                |
| Signing for (or collecting) delivery notes      | Employees may breach social distancing guidelines whilst completing tasks. Causing unintentional infections through breath or contaminated surfaces | Employees and visitors | <ul style="list-style-type: none"> <li>Delivery drivers should sign and retain own tickets to reduce contact with employees</li> </ul>  |  |                 |                 |                |
| Breakdown, Inspections and Repairs to equipment | Employees may breach social distancing guidelines whilst completing tasks. Causing unintentional infections through breath or contaminated surfaces | Sub-contractors        | <ul style="list-style-type: none"> <li>Engineers and service personnel shall wear disposable gloves at all times as a minimum NO EXCEPTION and after all operations ensure hands are washed.</li> <li>No more than one person to work on any item unless it is possible to maintain the 2m social distancing rule. RPE worn where 2m cannot be maintained</li> <li>PPE must be worn at all times, and disposable PPE to be disposed of correctly</li> <li>All personnel should challenge individuals that fail to follow guidance and report to supervisors if measures are not being met</li> </ul>                |  |                 |                 |                |
| Interaction with clients                        | Employees may breach social distancing guidelines whilst completing tasks. Causing unintentional infections through breath or contaminated surfaces | All                    | <ul style="list-style-type: none"> <li>Employees should avoid physical contact with clients where possible and always act professionally.</li> <li>Maintain the 2m social distancing rule at all times.</li> <li>Use video messaging media for meetings where possible</li> </ul>   |  |                 |                 |                |
| First Aid                                       | Employees may breach social distancing guidelines whilst completing tasks. Causing unintentional infections through breath or contaminated surfaces | All                    | <ul style="list-style-type: none"> <li>People presenting with the symptoms of COVID-19 should not be treated but arrangements made to remove from site as appropriate, next of kin details may be required to collect operative.</li> <li>Employee should be isolated, 111 contacted so that testing can be arranged, people who have been in contact with the person identified room cleaned immediately afterwards</li> <li>People presenting with non Covid-19 related problems should be treated in using as little close contact as possible with PPE including Masks, gloves and clothes coverings</li> </ul> |  |                 |                 |                |

| Activity / situation                                | Hazards   | People at Risk  | Control measures in place   | Further action necessary to control risk | Action by whom? | Action by when? | Date completed |
|---|---|---|---|--|-----------------|-----------------|----------------|
| Using welfare facilities (including eating)         | Employees may breach social distancing guidelines whilst completing tasks. Causing unintentional infections through breath or contaminated surfaces | All   | <p>Toilet Facilities</p> <ul style="list-style-type: none"> <li>• Wash or sanitise hands (wash for at least 20 seconds with warm water and soap) before and after using the facilities</li> <li>• 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</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Employees must wash their hands with soap and water prior to and after using any welfare facility: Eating, Smoking</li> </ul> <p>Break out area</p> <ul style="list-style-type: none"> <li>• Break times should be staggered to reduce congestion and contact at all times</li> <li>• Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves</li> <li>• Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area</li> <li>• A distance of 2 metres should be maintained between users, wherever possible</li> <li>• All rubbish should be put straight in the bin with a lid and not left for someone else to clear up</li> <li>• Tables should be cleaned between each use. Crockery, eating utensils, cups etc. should be loaded into the dishwasher immediately after use</li> <li>• Managers / Supervisors available for increased monitoring of compliance.</li> </ul> |  |                 |                 |                |
| Vulnerable / higher risk employees in the workplace | Employees with pre-existing conditions and health issues are more vulnerable to Covi1-19  | New and expectant mothers, those registered as 'critically extremely vulnerable and those 'shielding' | <ul style="list-style-type: none"> <li>• We will ensure employees who are in a vulnerable group are strongly advised to follow <u>social distancing guidance</u></li> <li>• We will ensure employees who are in an extremely vulnerable group and should be <u>shielded</u> are supported to stay at home</li> <li>• We will consider whether we need to put in place any particular measures or adjustments to take account of your duties under the equality's legislation.</li> <li>• We will make reasonable adjustments to avoid disabled workers being put at a disadvantage and assess the health and safety risks for new or expectant mothers.</li> </ul>  |  |                 |                 |                |
| Coming to and leaving work                          | Employees may breach social distancing guidelines whilst arriving and departing work causing  | Employees   | <ul style="list-style-type: none"> <li>• We will stagger arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.</li> <li>• We will provide additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible.</li> </ul>   |  |                 |                 |                |

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|-----------------------------|---|----------------|---|--|-----------------|-----------------|----------------|
|                             | unintentional infections through breath or contaminated surfaces  |                | <ul style="list-style-type: none"> <li>We will limit passengers in company vehicles</li> <li>We will reduce congestion, for example, by having more entry points to the workplace.</li> <li>We will introduce one-way flow at entry and exit points.</li> <li>We will provide handwashing facilities, or hand sanitiser where not possible, at entry/exit points and not using touch-based security devices such as keypads.</li> <li>We will provide alternatives for entry/exit points where appropriate.</li> </ul>  |  |                 |                 |                |
| Moving around the workplace | Employees may breach social distancing guidelines whilst completing tasks. Causing unintentional infections through breath or contaminated surfaces | Employees      | <ul style="list-style-type: none"> <li>We will reduce movement by discouraging non-essential trips within buildings and sites.</li> <li>We will introduce more one-way flow through buildings.</li> <li>As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.</li> <li>We will regulate use of high traffic areas including stairs and walkways to maintain social distancing.</li> </ul>  |  |                 |                 |                |
| Workplaces and workstations | Employees may breach social distancing guidelines whilst completing tasks. Causing unintentional infections through breath or contaminated surfaces | Employees      | <ul style="list-style-type: none"> <li>We will adapt layouts and processes to allow people to work further apart from each other.</li> <li>Where it is not possible to move workstations further apart, we will arrange people to work side by side or facing away from each other rather than face-to face.</li> <li>We will manage occupancy levels to enable social distancing.</li> <li>We will avoid the use of hot desks and spaces and, where not possible, cleaning workstations between different occupants including shared equipment.</li> </ul>   |  |                 |                 |                |
| Meetings and gatherings     | Employees may breach social distancing guidelines whilst completing tasks. Causing unintentional infections through breath or contaminated surfaces | Employees      | <ul style="list-style-type: none"> <li>We will use remote working tools to avoid in-person meetings.</li> <li>Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout whilst transmission during meetings, for example, avoiding sharing pens and other objects.</li> <li>We will provide hand sanitiser in meeting rooms.</li> <li>We will hold meetings outdoors or in well-ventilated rooms whenever possible.</li> <li>Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</li> </ul> |  |                 |                 |                |
| Common areas                | Employees may breach social distancing guidelines   |                | <ul style="list-style-type: none"> <li>We will stagger break times to reduce pressure on break out areas.</li> <li>We will use safe outside areas for breaks where possible.</li> </ul>   |  |                 |                 |                |

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|---------------------------|---|----------------|--|--|-----------------|-----------------|----------------|
|                           | whilst completing tasks. Causing unintentional infections through breath or contaminated surfaces |                |  |  |                 |                 |                |
| Cleaning and sanitisation | Lack of cleaning and sanitisation may spread  |                | <ul style="list-style-type: none"> <li>• We will frequently clean work areas and equipment between uses, using usual cleaning products.</li> <li>• We will frequently clean objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.</li> <li>• We will frequently clean workspaces and remove waste and belongings from the work area at the end of a shift.</li> <li>• We limit or restrict the use of high-touch items and equipment, for example, printers or whiteboards.</li> <li>• We will use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</li> <li>• We will provide regular reminders and signage to maintain personal hygiene standards.</li> <li>• We will provide hand sanitiser in multiple locations in addition to washrooms.</li> <li>• We will establish clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</li> <li>• We will enhance cleaning for busy areas.</li> <li>• Where possible we will provide paper towels as an alternative to hand dryers in handwashing facilities.</li> <li>• We will introduce enhanced cleaning of all facilities regularly during the day and at the end of the day.</li> </ul> |  |                 |                 |                |
| Face coverings / PPE      | Wearing face coverings incorrectly or not adopting good hygiene may promote the spread of virus'  | Employees      | <p>We will support workers in using face coverings safely if they choose to wear one. This means we will tell workers:</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> </ul>   |  |                 |                 |                |

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|----------------------|---------|----------------|--|--|-----------------|-----------------|----------------|
|                      |         |                | <ul style="list-style-type: none"> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change your face covering if it becomes damp or if you have touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste.</li> <li>• Practise social distancing wherever possible.</li> </ul> |  |                 |                 |                |

# Safe System of Work

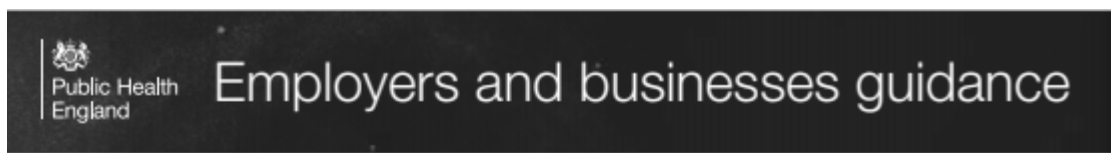
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|                                       |   |
|---------------------------------------|---|
| Work location:                        |   |
| Supervisor name:                      |   |
| Summary of task / activity:           | Working during Covid-19 pandemic. Normal work may continue only where social distancing measures can be adopted. Tasks where this is not possible must cease and be reassessed. |
| Equipment required:                   | Various   |
| Summary of associated hazards:        | Those commensurate with the original task plus exposure to viral infection.   |
| PPE requirements:                     | Those commensurate with the original task   |
| Testing and maintenance requirements: | Those commensurate with the original task   |

The following safe system of work must be followed when performing this task:

The same rules / procedures / safety measures for carrying out the task you are undertaking must continue to be followed in addition to the below social distancing measures.

Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the job to continue, and, if so, take all the mitigating actions possible to reduce the risk of transmission. If in doubt speak with your supervisor / manager.



Common symptoms of coronavirus (COVID-19)



new and continuous cough

or



high temperature

If **you have symptoms** of coronavirus, you need to **self-isolate for 7 days**

If **you live with someone who has symptoms**, you need to **self-isolate for 14 days** from the day their symptoms started

Only use **NHS 111** if your symptoms get worse or are no better after home isolation

## Stop the spread of coronavirus



**Wash your hands more often and for 20 seconds**

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away



All staff are to wash their hands frequently using soap and water for 20 seconds, and especially after blowing their nose, sneezing or coughing, on arrival at work, before and after eating, after using public transport, and when they arrive home. Where facilities to wash hands are not available, hand sanitiser should be used. Staff should also wash their hands each time before getting into enclosed areas with others and wash their hands every time they leave. To help with this, we have provided additional pop-up handwashing stations or facilities, providing soap, water and/or hand sanitiser.

All staff to keep 2 metres apart as much as possible.

You should plan work to 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.

You should keep the windows of enclosed spaces open for ventilation and be careful to avoid touching your face at all times. The inside of vehicles and desks etc. should be regularly cleaned, particularly between use by different operators.

You should try to use stairs in preference to lifts. Where lifts must be used, you should lower their capacity to reduce congestion and contact at all times, and regularly clean touchpoints, such as doors and buttons.

We will remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.

All employees must follow the 'control measures in place' as identified in this risk assessment. If you are unable to then your line manager should be informed immediately.

## Training Declaration

|                        |   |
|------------------------|---|
| <b>Task / Activity</b> | Working during Covid-19 pandemic. Normal work may continue only where social distancing measures can be adopted. Tasks where this is not possible must cease and be reassessed. |
|------------------------|---|

|                             |
|-----------------------------|
| <b>Employee Declaration</b> |
|-----------------------------|

1. I have been shown, trained and understand the safe system of work procedures of the above task/activity.
2. I agree to follow the safe system of work as documented at all times.
3. I have been made aware and understand the risks associated with this task, and the consequences if this SSoW is not adhered to.

| Print Name (Employee) | Employee Signature | Date |
|-----------------------|--------------------|------|
|                       |                    |      |

|                            |
|----------------------------|
| <b>Trainer Declaration</b> |
|----------------------------|

1. I the trainer have trained the above person in the procedures laid out in this Safe Systems of Work.
2. I am satisfied that the person has shown competency in the task/activity/equipment by way of

|                         |  |
|-------------------------|--|
| Practical demonstration |  |
| Verbal questioning      |  |
| Theory Test             |  |
| Other (please state)    |  |

Please provide details of criteria/method used below

| Training / Testing Criteria / Methods / Documentation   |
|---|
| Please indicate below the criteria/documentation used to test employee competence and if appropriate attach to this SSoW. |

| Print Name (Trainer) | Trainer Signature | Date |
|----------------------|-------------------|------|
|                      |                   |      |