

Risk Assessment - Site Working During Coronavirus



CMX/HSE/RAMS/036 Site working during coronavirus

Author:	Dorothy Butters	Date:	January 2021	Next Review	July 2021
---------	-----------------	-------	--------------	-------------	-----------

ACTIVITY	HAZARDS	AT RISK	INITIAL RISK			CONTROL MEASURES	RESIDUAL RISK			MANAGING RESPONSIBILITY
			L	S	RS		L	S	RS	
Working during Coronavirus (COVID-19)	Showing symptoms and/or being positively diagnosed with COVID-19	All	4	4	16	<p>All Comex employees who develop symptoms obtain a Coronavirus test.</p> <p>Follow government advice and obtain a test as soon as possible. Stay at home and do not attend a workplace until test results have been received. All household and bubble members to remain at home until results have been received.</p> <p>Employees should self-isolate if tested positive for coronavirus for 10 days and confirm anyone they have been in close contact with using latest government guidance.</p> <p>If an employee lives with someone (or within support bubble) who has tested positive for Coronavirus. They should self-isolate for 14 days. If they develop</p>	1	4	4	All Comex personnel and sub-contractors

Risk Assessment - Site Working During Coronavirus



ACTIVITY	HAZARDS	AT RISK	INITIAL RISK			CONTROL MEASURES	RESIDUAL RISK			MANAGING RESPONSIBILITY
			L	S	RS		L	S	RS	
						<p>symptoms in that period, then a test should be obtained.</p> <p>An employee should self-isolate for 10 days if requested to do so by the NHS test and trace team.</p> <p>Line Managers update Croner Simplify with absence identifying Coronavirus and manage absence in line with company policies / procedures. Also comply with individual client requirements to update on any positive cases.</p>				
Working during Coronavirus (COVID-19)	Employees who are deemed clinically extremely vulnerable (CEV).	Vulnerable groups	3	4	12	<p>Employees who have been issued with a government letter who are defined as CEV must inform the Line Manger, HR and coronavirus@comex2000uk.com so a review of work practices can be assessed.</p> <p>When workers receive a vaccine they must inform HR on coronavirus@comex2000uk.com</p>	2	3	6	All Comex personnel and sub-contractors
Working during Coronavirus (COVID-19)	Travelling to site during COVID-19	All	4	4	16	<p>If crews are to travel in a vehicle together the following controls must be maintained:</p> <ul style="list-style-type: none"> Managers to ensure all journeys to be shared with the same individual at all times using 'fixed teams or partnering'. No more than 2 people in a vehicle at any time 	1	4	4	All Comex personnel and sub-contractors

Risk Assessment - Site Working During Coronavirus



ACTIVITY	HAZARDS	AT RISK	INITIAL RISK			CONTROL MEASURES	RESIDUAL RISK		MANAGING RESPONSIBILITY	
			L	S	RS		L	S		RS
						<ul style="list-style-type: none"> Regular washing of hands for 20 seconds using soap and water or hand sanitiser before getting in and out the vehicle Sit as far away from the other person as possible leaving the seat in between driver and passenger free. Good ventilation to be maintained throughout the journey by opening windows. Passengers should face away from one another whilst travelling and wear a face covering. The vehicle should be cleaned daily using the gloves and cleaning products paying particular attention to handles, stereo controls, steering wheel, gear stick and other areas where passengers may touch surfaces. Smoking, vaping, eating or drinking is prohibited in all company vehicles. It is vitally important that you are only in a Comex vehicle for the purpose of the journey and remain outside the vehicle at all other times. If someone with confirmed or suspected coronavirus has been in the vehicle then it should be deep cleaned following the company guidance. 				

Risk Assessment - Site Working During Coronavirus



ACTIVITY	HAZARDS	AT RISK	INITIAL RISK			CONTROL MEASURES	RESIDUAL RISK			MANAGING RESPONSIBILITY
			L	S	RS		L	S	RS	
Working during Coronavirus (COVID-19)	Working on site during COVID-19 maintaining social distance.	All	4	4	16	<p>Managers to print additional / personal copies of documents so crews are not required to share them.</p> <p>Managers to plan work to reduce the number of staff on site and reduce close interaction maintaining social distancing rule (2m or 1m+ with additional controls in place e.g. face covering).</p> <p>Maintain social distancing from other employees and members of the public. Ensure barriers are connected so the public cannot stray into work area.</p> <p>Workers should work side by side, or facing away from each other, rather than face to face</p> <p>Where possible two person lifting operations should be eliminated, if task is unavoidable the frequency must be reduced, time limited and PPE worn (Masks & Gloves).</p> <p>Where workers are required to engage with customers they should always wear a face covering and confirm prior to work commencing that there are no known positive Covid cases at the address.</p>	1	4	4	All Comex personnel and sub-contractors

Risk Assessment - Site Working During Coronavirus



ACTIVITY	HAZARDS	AT RISK	INITIAL RISK			CONTROL MEASURES	RESIDUAL RISK			MANAGING RESPONSIBILITY
			L	S	RS		L	S	RS	
Working during Coronavirus (COVID-19)	Working on site during COVID-19 where activities require working within 2 metres from colleagues.	All	4	4	16	Where working within 2 metres is required onsite the following practices will be followed: <ul style="list-style-type: none"> • Remain within the same team. • Ensure the team is kept to as few people as possible. • Work side by side, or facing away from each other, rather than face to face. • Wash or sanitise hands before and after using equipment. • Work duration should be no more than 15 minutes • Face masks/covering to be worn during the activity. 	1	4	4	
Working during Coronavirus (COVID-19)	Poor hygiene - Personal		4	4	16	Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. Ensure that 2m or 1m+ additional controls social distancing is maintained during lunch breaks and clean hands thoroughly before and after eating / drinking. Crews are not to enter the offices in workwear as this could contaminate the office environment.	1	4	4	All Comex personnel and sub-contractors

Risk Assessment - Site Working During Coronavirus



ACTIVITY	HAZARDS	AT RISK	INITIAL RISK			CONTROL MEASURES	RESIDUAL RISK			MANAGING RESPONSIBILITY
			L	S	RS		L	S	RS	
						<p>Ensure all PPE is cleaned and stored as to not pick up any contamination.</p> <p>Only use your own cups, cutlery at lunch and ensure it is cleaned thoroughly before and after use.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p>				
Working during Coronavirus (COVID-19)	Poor hygiene – work plant and equipment.	All	4	4	16	<p>Cleaning regime of personal tools/equipment to be increased in frequency and to be carried out thoroughly.</p> <p>Do not use equipment unnecessarily and limit the number of users (i.e. only digger driver needs to enter cab)</p>	1	4	4	All Comex personnel and sub-contractors
Working during Coronavirus (COVID-19)	Working or entering the warehouse or yard – additional controls.	All	4	4	16	<p>All employees to follow the control measures as listed above.</p> <p>In addition: -</p> <ul style="list-style-type: none"> Crews to stagger entry and exit times to avoid overcrowding in the yard / warehouse. Avoid entering the office areas. 	1	4	4	

Risk Assessment - Site Working During Coronavirus



ACTIVITY	HAZARDS	AT RISK	INITIAL RISK			CONTROL MEASURES	RESIDUAL RISK		MANAGING RESPONSIBILITY
			L	S	RS		L	S	
						<ul style="list-style-type: none"> Do not use other persons plant/equipment. Keep your own plant, equipment & vehicles clean. Carry sufficient supplies of anti-bacterial wipes and hand gel. <p>If for manual handling tasks it is not possible to maintain social distancing then PPE must be worn (gloves & face mask) with a maximum time of 15 minutes spent doing the close contact activity (see section above on working within close proximity to another).</p> <p>Do not use other persons PPE and keep your own equipment clean and stored as to not get contaminated.</p>			

Risk assessment – site working during coronavirus



Guidance

The Risk Score has been classed as:

1 – 3 Low Risk	Low risk and largely acceptable but reasonable actions and control measures should still be taken to try to further reduce associated risks	Worst case scenario – first aid at work.
4 – 9 Medium Risk	Medium risk but efforts should be made to mitigate the risk through the implementation of further control measures.	Worst case scenario – minor injuries causing short-term incapacity
10 – 12 High Risk	Work activities will not be started until the risk has been mitigated with all recommended control measures implemented	Worst case scenario - Major injuries causing long term incapacity or disability
15 – 25 Significant Risk	Work will not be started or continued until the risk has been mitigated. If it is still not possible to mitigate the risk even with unlimited resources and control measures, then the work must remain prohibited.	Worst case scenario – death.

The Frequency has been classed as:

Likelihood of Harm	1	2	3	4	5
Frequency	Rare: No history of event occurring over a period of years, but may occur in exceptional circumstances	Unlikely: The event would be expected to occur annually	Possible: This could occur monthly, as such it has a reasonable chance of occurring	Likely: Expected to occur at least weekly, the event will occur in most situations	Certain: Expected to occur almost daily, it is more likely to occur than not.

The Severity of the injury has been classed as:

Severity of Harm	1	2	3	4	5
Likely injury	Minor Injury not requiring first aid, or no apparent injury	Minor injury or illness, first aid treatment required but not requiring a hospital visit	An injury requiring hospital treatment or a visit to a GP	Major injuries (loss of a limb, loss of sight in one eye etc.) long term incapacity or disability	Major injuries (loss of a limb, total loss of sight) permanent incapacity or severe disability, death

The Likelihood versus Severity Matrix has been classed as:

		Severity of Harm				
		Trivial (1)	Minor (2)	Moderate (3)	Major (4)	Fatal (5)
Likelihood of Harm	Rare (1)	1	2	3	4	5
	Unlikely (2)	2	4	6	8	10
	Possible (3)	3	6	9	12	15
	Likely (4)	4	8	12	16	20
	Certain (5)	5	10	15	20	25

Risk assessment – site working during coronavirus



Appendix

I have read and understood the contents of this Risk Assessment and will comply with these instructions.

Name	Signature	Company	Date