

COVID-19 Risk Assessment

This Risk assessment considers the general risk posed by the current COVID-19 pandemic. Special consideration has been given to employees considered “At Risk” in a separate document (COVID-19 Risk Assessment – At Risk Employees). Both documents should be read together.

Note: “Staff” refers to any employees or sub-contractor working for us or under our supervision.

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	<ul style="list-style-type: none"> Employees Customers Sub-Contractors 	<ul style="list-style-type: none"> Follow government guidance for handwashing / sanitizing Ensure supply of hand sanitizer in work vehicle for employees Use toolbox talks to communicate how to properly wash hands and the importance of the measures. Check if sites have suitable handwashing facilities for employees. 	<ul style="list-style-type: none"> Conduct toolbox talks on regular basis to inform workers when and where to wash their hands. Ensure stock of hand sanitizer does not become depleted in vehicles. Make sure people are checking their skin for dryness and cracking and tell them to report to Line Manager if problem. 	Installation Manager	Immediate and ongoing
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet	<ul style="list-style-type: none"> Employees Sub-Contractors 	<ul style="list-style-type: none"> Contact sites prior to attendance and confirm control measures in place. 	<ul style="list-style-type: none"> Monitor and ensure that our staff are following the controls put in place. 	<ul style="list-style-type: none"> Installation Manager Project Manager 	Immediate and ongoing

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas		<ul style="list-style-type: none"> Communicate control measures for different sites to staff. 			
Getting or spreading coronavirus through Employees travelling to sites together	<ul style="list-style-type: none"> Employees Sub-Contractors 	<ul style="list-style-type: none"> Group staff together into cohorts as much as possible to prevent teams mixing. 	<ul style="list-style-type: none"> Discuss principle with staff and plan projects in advance to minimise cross team mixing. 	<ul style="list-style-type: none"> Installation Manager Project Manager 	Immediate and ongoing
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	<ul style="list-style-type: none"> Employees Customers Visitors Sub-Contractors 	<ul style="list-style-type: none"> Frequently clean shared equipment and tools between each use. Regularly clean down surfaces e.g desks, interior of van. Minimise touching of surfaces e.g door handle by propping doors open (not fire doors) or asking customers to leave doors open. Send documents electronically, rather than using paperwork. Ensure ready supply of suitable cleaning products e.g wipes available in work van. 	<ul style="list-style-type: none"> Conduct toolbox talks to communicate cleaning requirements, frequency and methods to staff. Senior staff to monitor staff to ensure cleaning procedures are taking place. Staff to report on stock levels of cleaning products and items requiring replenishment. Senior staff to also monitor levels and replenish as necessary. 	<ul style="list-style-type: none"> Installation Manager Staff 	Immediate and ongoing

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<ul style="list-style-type: none"> Ensure suitable means of disposal for cleaning products e.g separate rubbish bags. If a member of staff test positive for COVID19, all surfaces to be cleaned and all shared tools to be sanitized. 			
Mental health and wellbeing affected through isolation or anxiety about coronavirus	<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> Keep in regular contact with employees and encourage them to talk openly about any concerns relating to COVID19. 	<ul style="list-style-type: none"> Consider and implement, if possible, requests and suggestions by employees to help them with their concerns. 	<ul style="list-style-type: none"> Installation Manager Director 	Immediate and Ongoing
Contracting or spreading the virus by not social distancing	<ul style="list-style-type: none"> Employees Customers Sub-Contractors 	<ul style="list-style-type: none"> Staff will often not be able to maintain social distancing while working. Staff are to follow guidelines to mitigate all risks as best as possible by increasing cleaning regime frequency, working in cohorts and working side to side rather than face to face (see 	<ul style="list-style-type: none"> Distribute and communicate “Staff Safety Guidelines” to all staff. Senior staff to monitor Employees to ensure guidelines are being followed. Provide regular toolbox talks to reinforce dangers and necessary precautions. 	<ul style="list-style-type: none"> Installation Manager Senior Staff Project Manager 	Immediate and Ongoing

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		COVID19 staff safety guidelines). <ul style="list-style-type: none"> Customers will be reminded to maintain social distancing from staff at all times. 	<ul style="list-style-type: none"> Contact customers in advance and ask them to maintain social distancing. 		
Poor workplace ventilation leading to risks of coronavirus spreading	<ul style="list-style-type: none"> Employees Customers Sub-Contractors 	<ul style="list-style-type: none"> Where possible, increase ventilation in all work areas. In work van, travel with windows ajar for duration of journey if possible. In customers homes, ask if customers can open windows while work takes place. On site, liaise with site Managers to request as much ventilation as possible. 	<ul style="list-style-type: none"> Communicate measures to staff and remind them regularly via toolbox talks Contact customers and site Managers in advance to request increased ventilation. 	<ul style="list-style-type: none"> Installations Manager Project Manager Staff 	Immediate and Ongoing
Increased risk of infection and complications for vulnerable employees	<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> Identify and monitor which staff are at increased risk. Where affected staff remain on site, increased mitigating measures to be taken at all times. 	<ul style="list-style-type: none"> Communicate to staff that they are to notify us if they are at increased risk. Monitor and regularly undertake specific risk assessment to consider risk to staff member. 	<ul style="list-style-type: none"> Director Installation Manager Staff Project Manager 	Immediate and Ongoing

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
		<ul style="list-style-type: none"> Remove staff from site where risk cannot be controlled. 			
<p>High levels or rapid rise in infection per population.</p>	<ul style="list-style-type: none"> Employees Customers Sub-Contractors 	<ul style="list-style-type: none"> Delay all non-essential works, Furloughing staff if necessary, to help prevent infection and spread. Of essential work, prioritise lone working and quiet sites. Minimise the use of Sub-Contractors to minimise contact with others. 	<ul style="list-style-type: none"> Regularly monitor the infection rate throughout the country with specific attention paid to where staff live and where projects are located. Regularly consider whether all other mitigating risks have been taken and discuss with staff if they are happy to work. 	<ul style="list-style-type: none"> Director Installation Manager Project Manager 	<p>Immediate and Ongoing</p>
<p>Hospitals at Capacity or Incident Level</p> <p>-Poor access to general emergency healthcare due to slips, trips, fall and other incidents.</p> <p>-Poor access to life saving care for those At Risk should they become infected.</p>	<ul style="list-style-type: none"> Employees Customers Sub-Contractors 	<ul style="list-style-type: none"> Delay all work where possible to ensure staff safety. 	<ul style="list-style-type: none"> Monitor status of hospitals and regularly review if it is safe to work. Maintain communication with Staff. 	<ul style="list-style-type: none"> Director 	<p>Immediate and Ongoing</p>