

No. COV 19	Rev B	Title/Process: Covid 19 (Corona Virus)	Date 06/08/2020
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Who May Be Harmed:			
X Operatives	X Public	X Vulnerable Workers	X Others all site users All Persons.....
Site.-			

Significant Hazards: Transfer of virus to others, Contracting virus.

Possible Harm: Flu like symptoms, Irreversible lung damage, Respiratory distress, Death.

Controls:	L	S	R
In all cases where it is possible to work from home then you must do so.	1	5	L
Where the work cannot be carried from home ensure social distancing measures are implemented. This means that persons who do not live in the same household MUST maintain a distance of 2.0 metres (6, Feet 6 inches) from others around you.	1	5	L
During this period of the Covid pandemic, it is not compulsory but is recommended that canteens are not used. The advice is that eating lunches and drinking fluids can take place in the vehicle that you used to travel to work. Lunches and drinks should be brought from home where possible to reduce unnecessary travel and reduce impact on local services.	2	5	M
If you shared a vehicle with someone other than someone who lives in the same household it is advisable to stagger breaks, keep to the same seating location as the one you used to travel to work.	2	5	M
Where it is possible travel to work in a separate vehicle.	1	5	L
Where travelling to work separately is not possible try and sit with at least 2.0 meters distance from the person who you are sharing travel. Where this is not possible reduce the numbers that travel in each vehicle so there is a space between you and the person you are travelling with. No persons t to travel in a vehicle where there is a likelihood of bodily contact with fellow workers. The wearing of face coverings is mandatory when sharing vehicles with someone outside of your own household (Drivers must not wear visors as this may impair vision). If anyone travelling in the vehicle feels they need to sneeze then where possible the vehicle must attempt stop in a safe location and the person must exit to sneeze. Always use tissues to blow noses or when sneezing and follow government advice of, catch it, kill it, bin it. Please ensure soiled tissues are binned in a suitable plastic bin liner. Good personal hygiene is key to stopping the virus, ensure no spitting on site.	2	5	M
When entering and leaving site during this period you must make the site manager aware whilst maintaining social distancing, the site manager will sign you in when entering and sign you out when leaving site during this period.	1	5	L
When taking deliveries ask the driver to turn off the engine to discuss the delivery arrangements and signalling whilst maintaining social distancing, as usual vehicle marshallers to direct vehicles to the delivery point, During this period do not sign dockets and do not approach the driver, but please do give your full name to the driver for them to write on their paperwork and allow drivers to use welfare facilities if required	1	5	L
Wear gloves where possible, avoid sharing tools. Wash hands before eating, smoking, drinking. If you are in the at-risk groups, or live or care for anyone who is classed in the at-risk group, you should follow government advice and maintain 2.0 social distancing and where possible use a separate vehicle to travel to work, and remain vigilant. Where a venerable person feels not secure with the current covid measures then they must remove themselves from the workplace and report their concerns to their line manager immediately	1	5	L
Where it is possible other duties away from the main work will be given to those most at risk. i.e. plant operations.	1	5	M
Each customer care job will require prior planning and a thorough assessment of the risks before work commences in addition to this assessment to ensure the safety of the client and the worker alike.	3	5	H
When unblocking drains ensure RPE, face shields, disposable suits, fully coated gloves are used and disposed of appropriately. Boots, tools and equipment used must be disinfected using disinfectant after each use. Ensure hand washing takes place	2	5	M
When using any shared facilities, equipment, before eating, smoking, drinking, touching of the face always wash your hands, wash for at least 20seconds, in water above 25 centigrade, use soap, drying your hand on an unused paper hand towel, use the paper hand towel to turn off the tap and open the door before disposal. Avoid touching your face, nose, eyes and mouth but wash your hand before and after if this cannot be avoided.	3	5	H
If you or anyone around you develops a new cough or temperature you need to distance from each other and inform your manager immediately. If you are in transport on your own you will be requested to leave site and self-isolate at home. If you are travelling with someone we will need to try and contact a close family	1	5	L

member from the same household to collect you from site. When home follow advice by using a computer, tablet or smart phone at https://111.nhs.uk/ or if you do not any of these devices dial 111. Never go straight to a hospital, GP or Clinic as you may inadvertently spread the virus.			
Any vehicle/premises that is to be used by anyone who has shown symptoms and is suspected of having the virus, the vehicle/premises must undergo a professional deep clean before use by others. Tests have shown the virus can live for many days in certain circumstances.	2	5	M
Work activities where social distancing cannot be followed in the first instance must be assessed to see if there is an alternative way of undertaking the work irrespective of reasonable cost and time but never at increased risk. If the work must continue then there must never be any bodily contact take place, full eye covering must be worn i.e. Goggles EN166B or face shields, face fitted RPE if clean shaven, or positive pressure RPE if facial hair is present or no face fit in place to FFP3 standards, Skin must be covered and clothing washed or disposed appropriately on site after task (Do not take possible contamination home). Also gloves must be worn and disposed of after task appropriately.	1	5	L
First Aid must carry on as normal, Mouth to mouth resuscitation should not take place but continue with chest compressions in the usual way if required. In recent years mouth to mouth has been vastly reduced due to this making little difference over just carrying out chest compressions. Where it is practicable wear the same PPE as when social distancing is not possible with waterproof disposable gown and gloves. In an emergency situation never place yourself at risk if possible exposure through the Eyes, mouth or nose then ensure PPE is worn before dealing with the casualty, it this is not likely then First aiders can deal with the casualty then dispose of clothing after the casualty has received treatment.	2	5	M
Sites where we have welfare must set up a after each use cleaning rota for those using facilities. Toilets, canteens, drying rooms must be disinfected daily along with door handles, touchable surfaces and stair rails leading to every office/welfare building. Shared electrical equipment should be wiped down before and after use with appropriate disposable wipes.	2	5	M

Additional Controls
Level of Risk After Additional Controls:

***NOTE. COVID 19 is a virus that attacks the airway and lungs it is imperative now more than ever that you all look after your lungs by ensuring adequate protection from the risks posed from Respirable Crystalline Silica. Face fitted RPE to clean shaven or Positive Pressure filter systems will keep your lungs healthy and offering a better level of recovery should anyone contract the virus.**

Date of Review (Office Based Generic Review)	07/08/2020	Date Checked on site	/ /
Interval before next review (Site specific Review)	Max 6 Mts	Note* Review intervals will be documented on Doc. –RARR1	
Signature of Review/Author		Checked by (Position)	Site Manager
Name of Review/Author	JI	Initial to confirm suitability	

Risk assessments require a review every six months or after changes to the working pattern.