

<b>Work Activity / Task</b>	<b>COVID-19 RISK ASSESSMENT</b>				
<b>Location</b>					
<b>Name of Assessor</b>	Jim Smith	<b>Date</b>	20.05.20	<b>Date for Review</b>	20.05.21 <i>(or after significant change or event)</i>

### Information & Guidance:

Construction sites and offices operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their staff, workforce and others who may visit the site or office in order to minimise the risk of spread of infection.

This guidance is intended to introduce consistent measures on sites and offices of all sizes in line with the Government's recommendations on social distancing.

**These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus at all times.**

The health and safety requirements of any work activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel and adequate competent supervision being available or social distancing being implemented, it must not take place. Where social distancing is difficult to implement, numbers of operatives on site must be reduced to allow for this to be implemented successfully. Whilst this may impact on progress, the health, safety and well being of all on our sites must take precedent.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Sites must remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

**COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called coronavirus.**

COVID-19 virus is expelled as droplets from the respiratory tract of an infected individual (e.g. during coughing and sneezing) directly onto a mucosal surface or conjunctiva of a susceptible individual(s) or environmental surface(s). Droplets travel only short distances through the air; a distance of at least 1 metre has been used for deploying droplet precautions. However, the advice from the government and medical experts is a 2-metres social distance which must be followed at all times.

**If a site or office is not consistently implementing the measures set out below, prior to aborting any work or closing the site, Site Manager, Contracts Manager, SHEQ Dept., Operations Director and Construction Director must consider appropriate alternative controls. The Board of Directors will have final approval on any decision.**

### Symptoms of coronavirus

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature
- loss of taste or smell

For most people, coronavirus (COVID-19) will be a mild infection

### How coronavirus is spread

Because it's a new illness, we do not know exactly how coronavirus spreads from person to person. Similar viruses are spread in cough droplets. It's very unlikely it can be spread through things like packages or food.

### Contamination of Surfaces:

Human coronaviruses can survive on inanimate objects and can remain viable for up to 5 days at temperatures of 22-25°C and relative humidity of 40-50% (which is typical of air-conditioned indoor environments). Survival on environmental surfaces is also dependent on the surface type. An experimental study using a SARS-CoV-2 strain reported viability on plastic for up to 72 hours for 48 hours on stainless steel and up to 8 hours on copper.

### Decontamination:

A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm available chlorine (av.cl.)); or  
A general-purpose neutral detergent in a solution of warm water followed by a disinfectant solution of 1,000ppm av.cl.  
Products must be prepared and used according to the manufacturers' instructions and recommended product "contact times" and PPE/COSHH requirements MUST be followed.

### How to avoid catching or spreading germs

There are things you can do to help stop viruses like coronavirus spreading.

- DO**
- ✓ wash your hands with soap and water often – do this for at least 20 seconds
  - ✓ always wash your hands when you get home or into work
  - ✓ use hand sanitiser gel if soap and water are not available
  - ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
  - ✓ put used tissues in the bin immediately and wash your hands afterwards
  - ✓ try to avoid close contact with people who are unwell

- DO NOT** × Do not touch your eyes, nose or mouth if your hands are not clean

Where the measures in this Risk Assessment cannot be achieved, prior to aborting any work or closing the site, Site Managers must inform their Contracts Manager, SHEQ Dept., Operations Director and Construction Director who will consider appropriate alternative controls. The Board of Directors will have final approval on any decision.

Risk Matrix						
0 – 5 = Low Risk		Severity of the potential injury / damage				
6 – 10 = Medium Risk		(1) Insignificant – no injury or damage to property	(2) Minor injury, minor loss of process or slight damage to property	(3) Moderate injury, loss of process or limited damage to property	(4) Major injury, critical loss of process / damage to property	(5) Fatalities / catastrophic loss of business
11 – 25 = High Risk						
Likelihood of the hazard happening	(5) Very Likely	5	10	15	20	25
	(4) Likely	4	8	12	16	20
	(3) Fairly Likely	3	6	9	12	15
	(2) Unlikely	2	4	6	8	10
	(1) Very Unlikely	1	2	3	4	5

Hazard Checklist						
Slip/Trip hazards		Equipment Failure		Biological hazard (disease, contaminated waste)	✓	Hazardous Substances (COSHH)
Working at height		Air fed/gas operated tools		Weather Conditions		Noise
Dropped / moving loads		Heat / Fire		Environmental (Wind, temperature etc)		Manual Handling
Moving Machinery		Electricity		Adjacent Activities		Asbestos
Operator Error		Vibration		Other		Display Screen Equipment

Hazard	Consequences (Who might be harmed?) (if none identified enter N.A.)	Existing Risk Level			Control Measures	Residual Risk		
		L	S	Score		L	S	Score
Travel to Site	Contract or spread of Covid-19 on site and within the wider community.  Site staff, operatives, visitors and their families.	5	5	25	<p><b>If someone is displaying symptoms of Coronavirus, they must not under any circumstances, travel to site.</b></p> <p>When travelling to work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should:</p> <ul style="list-style-type: none"> <li>• Share with the same individuals and with the minimum number of people at any one time</li> <li>• Wherever possible maintain a distance of two metres and avoid touching their faces</li> <li>• If there is more than one person in a vehicle good ventilation must be maintained (i.e. keeping the windows open) and face covering must be worn at all times</li> <li>• Users of the vehicle must wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle</li> <li>• Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey</li> </ul> <p>Site should consider:</p> <ul style="list-style-type: none"> <li>• Parking arrangements for additional vehicles and bicycles</li> <li>• Other means of transport to avoid public transport e.g. cycling</li> <li>• Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available.</li> <li>• How someone showing symptoms of COVID-19 shall get home safely,</li> <li>• Update all next of kin details</li> </ul> <p>Where public transport is the only option for workers, you should consider:</p> <ul style="list-style-type: none"> <li>• Changing and staggering site hours for individuals to reduce congestion on public transport</li> <li>• How someone taken ill would get home needs to be considered and a solution confirmed</li> </ul>	2	5	10

Hazard	Consequences (Who might be harmed?) (if none identified enter N.A.)	Existing Risk Level			Control Measures	Residual Risk		
		L	S	Score		L	S	Score
<b>Access to Site / Office</b>	<p>Contract or spread of Covid-19 on site and within the wider community.</p> <p>Site staff, operatives, visitors and their families.</p>	5	5	25	<ul style="list-style-type: none"> <li>• Stop all non-essential visitors</li> <li>• Plan access points to enable social distancing – you will need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring</li> <li>• Remove or disable entry systems that require skin contact e.g. fingerprint scanners</li> <li>• Use signage to ensure 2m distance is maintained between people when queuing. Reminding workers not to attend if they have symptoms of Coronavirus (COVID-19) and to follow guidelines on self-isolation</li> <li>• Personnel and visitors will be logged in/out by an attendant who will remain a minimum distance of 2m from other personnel at all times.</li> <li>• Require all workers to wash or sanitise their hands before entering or leaving the site</li> <li>• Ensure a 2m gap between people waiting to enter site</li> <li>• Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times</li> <li>• Limit new site inductions to those that are necessary at this time, maintaining social distancing at all times throughout this process</li> <li>• Delivery drivers must remain in their vehicles if the load will allow it and must wash or sanitise their hands before unloading goods and materials.</li> </ul>	2	5	10

Hazard	Consequences (Who might be harmed?) (if none identified enter N.A.)	Existing Risk Level			Control Measures	Residual Risk		
		L	S	Score		L	S	Score
<b>Poor Hygiene</b>	Contract or spread of Covid-19 on site and within the wider community.  Site staff, operatives, visitors and their families.	5	5	25	<ul style="list-style-type: none"> <li>Provide additional hand washing/sanitising facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site</li> <li>Allow regular breaks to wash/sanitise hands.</li> <li>Additional cleaning of washing facilities should be implemented.</li> <li>Ensure soap and fresh water is readily available and kept topped up at all times</li> <li>Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable</li> <li>Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>Provide suitable and sufficient rubbish bins (with liners) for hand towels with regular removal and disposal.</li> <li>Sites &amp; offices will need extra supplies of bin liners, soap, hand sanitiser and paper towels and these must be securely stored.</li> </ul>	2	5	10
<b>Toilet Facilities</b>	Contract or spread of Covid-19 on site and within the wider community.  Site staff, operatives, visitors and their families.	5	5	25	<ul style="list-style-type: none"> <li>Additional cleaning of toilet areas should be implemented, particularly door handles, locks and the toilet flush.</li> <li>Restrict the number of people using toilet facilities at any one time to ensure the 2m social distance rule is maintained - additional signage to limit numbers allowed in toilet at any one time</li> <li>Wash or sanitise hands before and after using the facilities</li> <li>Portable toilets must be avoided wherever possible, but where in use these must be cleaned and emptied more frequently. Materials to be provided by McTaggart Group to allow users to clean before and after each use</li> <li>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> </ul>	2	5	10

Hazard	Consequences (Who might be harmed?) (if none identified enter N.A.)	Existing Risk Level			Control Measures	Residual Risk		
		L	S	Score		L	S	Score
<b>Sharing Canteen</b>	Contract or spread of Covid-19 on site and within the wider community.  Site staff, operatives, visitors and their families.	5	5	25	<ul style="list-style-type: none"> <li>Where possible, workers should be encouraged to bring their own food. They should also be requested to stay on site once they have entered it and avoid using local shops.</li> <li>Additional cleaning of canteen areas should be implemented, including chairs, door handles.</li> <li>Everyone will be asked to bring pre-prepared meals, hot beverages (in a Thermos flask for example) and drinking water (in refillable drinking bottles) from home.</li> <li>Break times must be staggered to reduce congestion and contact at all times.</li> <li>Hand cleaning facilities or hand sanitiser must be available at the entrance of any room where people eat and must be used by workers when entering, before touching appliances, etc. and leaving the area</li> <li>Everyone will be asked to bring refillable drinking bottles from home for water</li> <li>Workers must sit 2 metres apart from each other whilst eating and avoid all contact – furniture should be repositioned to allow for this to be implemented naturally.</li> <li>Personnel should be requested to take their break within their own vehicle if possible (multiple personnel must not sit together at the same time).</li> <li>Shared crockery, eating utensils, cups etc. must not be used.</li> <li>Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves.</li> <li>Drinking water should still be provided with cleaning measures of the tap mechanism introduced to ensure that it is cleaned between each use.</li> <li>Cleaning materials can be placed within the canteen for operatives to clean their area and appliances immediately after use.</li> <li>All rubbish must be put straight in the bin and not left for someone else to clear up</li> </ul>	2	5	10
<b>Shared Changing Facilities / Shower / Drying Rooms</b>	Contract or spread of Covid-19 on site and within the wider community.  Site staff, operatives, visitors and their families.	5	5	25	<ul style="list-style-type: none"> <li>Additional cleaning of all facilities should be implemented.</li> <li>Consider increasing the number or size of facilities available on site if possible</li> <li>Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of at least two metres</li> <li>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</li> </ul>	2	5	10

Hazard	Consequences (Who might be harmed?) (if none identified enter N.A.)	Existing Risk Level			Control Measures	Residual Risk		
		L	S	Score		L	S	Score
<b>Working in Close Proximity to Others</b>	Contract or spread of Covid-19 on site and within the wider community.  Site staff, operatives, visitors and their families.	5	5	25	<p>If a task cannot be carried out whilst maintaining a two metre distance, consideration should be given as to whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance:</p> <p><b>Eliminate:</b></p> <ul style="list-style-type: none"> <li>Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace</li> <li>Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)</li> <li>Avoid skin to skin and face to face contact</li> <li>Stairs should be used in preference to lifts or hoists and consider one way systems</li> <li>Consider alternative or additional mechanical aids to reduce worker interface</li> </ul> <p><b>Site Meetings</b></p> <ul style="list-style-type: none"> <li>Only absolutely necessary meeting participants should attend</li> <li>Attendees should be at least two metres apart from each other</li> <li>Rooms should be well ventilated / windows opened to allow fresh air circulation</li> <li>Consider holding meetings in open areas where possible</li> <li>All meetings that can be completed via electronic media such as Skype or Face time, Teams etc. should be.</li> </ul> <p><b>Reduce:</b></p> <p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> <li>Minimise the frequency and time workers are within 2 metres of each other</li> <li>Minimise the number of workers involved in these tasks</li> <li>Workers should work side by side, or facing away from each other, rather than face to face</li> <li>Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times</li> <li>Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.</li> <li>Increase ventilation in enclosed spaces</li> <li>Workers should wash their hands before and after using any equipment</li> </ul> <p><b>Isolate:</b></p> <p>Keep groups of workers that have to work within 2 metres:</p> <ul style="list-style-type: none"> <li>Together in teams e.g. (do not change workers within teams)</li> </ul>	2	5	10



					<ul style="list-style-type: none"> <li>As small as possible</li> <li>Away from other workers where possible</li> </ul> <p><b>Control:</b> Where face to face working is essential to carry out a task when working within 2 metres:</p> <ul style="list-style-type: none"> <li>Keep this to 15 minutes or less where possible</li> <li>Consider introducing an enhanced authorisation process for these activities</li> <li>Provide additional supervision to monitor and manage compliance</li> </ul> <p><b>PPE:</b> Sites should not use RPE or face coverings for Coronavirus (Covid-19) where the 2m social distancing guidelines are met.</p> <ul style="list-style-type: none"> <li>Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that personal protection measures are the last resort in the hierarchy</li> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between workers</li> <li>Single use PPE should be disposed of so that it cannot be reused</li> <li>Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (Covid-19) risk</li> </ul> <p><b>Behaviours:</b> The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. An open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed is encouraged</p>			
<b>Office &amp; Meeting Areas</b>	Contract or spread of Covid-19 on site and within the wider community.  Site staff, operatives, visitors and their families.	5	5	25	<p>All offices and meeting areas must take the following into consideration to allow for the 2-metre social distancing discipline to be maintained:</p> <ul style="list-style-type: none"> <li>Employees desk areas should be arranged in a way that 2 metre social distancing can be maintained</li> <li>Employees timetable for using office areas should be split so that not all are in the office at the same time</li> <li>Meeting rooms should be set up to allow for social distancing and meetings kept to a minimum in terms of frequency and duration i.e. no longer than 1 hour</li> <li>All offices and meeting rooms must be well ventilated</li> <li>Where required, temporary screens may be fixed between desks</li> <li>Regular user cleaning of desks and equipment must be carried out.</li> </ul>	2	5	10

Hazard	Consequences (Who might be harmed?) (if none identified enter N.A.)	Existing Risk Level			Control Measures	Residual Risk		
		L	S	Score		L	S	Score
<b>Cleaning Communal Areas</b>	Contract or spread of Covid-19 on site and within the wider community.  Site staff, operatives, visitors and their families.	5	5	25	Additional cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> <li>• Taps and washing facilities</li> <li>• Toilet flush and seats</li> <li>• Door handles and push plates</li> <li>• Handrails on staircases and corridors</li> <li>• Lift and hoist controls</li> <li>• Machinery and equipment controls</li> <li>• All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs and door handles.</li> <li>• Telephone equipment</li> <li>• Keyboards, photocopiers and other office equipment</li> <li>• Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.</li> </ul>	2	5	10
<b>Respiratory &amp; Cough Hygiene</b>	Contract or spread of Covid-19 on site and within the wider community.  Site staff, operatives, visitors and their families.	5	5	25	<ul style="list-style-type: none"> <li>• <b>‘Catch it, bin it, kill it’</b></li> <li>• McTaggart staff, workers and visitors must be encouraged to minimise potential COVID-19 transmission through good respiratory hygiene measures: <ul style="list-style-type: none"> <li>– Disposable, single-use tissues must be used to cover the nose and mouth when sneezing, coughing or wiping and blowing the nose. Used tissues must be disposed of promptly in the nearest waste bin.</li> <li>– Tissues, waste bins (lined and foot operated) and hand hygiene facilities must be available.</li> <li>– Hands must be cleaned regularly (using soap and water if possible, otherwise using other approved hand sanitizers which are alcohol-based hand rubs) and especially after coughing, sneezing, using tissues or after any contact with respiratory secretions and contaminated objects.</li> <li>– Encourage everyone to keep hands away from the eyes, mouth and nose.</li> </ul> </li> </ul>	2	5	10

Hazard	Consequences (Who might be harmed?) (if none identified enter N.A.)	Existing Risk Level			Control Measures	Residual Risk		
		L	S	Score		L	S	Score
<b>Confirmed COVID-19 on Site or Family Member of Someone on Site</b>	<p>Contract or spread of Covid-19 on site and within the wider community.</p> <p>Site staff, operatives, visitors and their families.</p>	5	5	25	<p>If an individual on site develops symptoms of COVID-19 whilst at work, they are to:</p> <ul style="list-style-type: none"> <li>• Immediately stop work, inform the site team where they have been working and surfaces potentially touched, then leave site ensuring they do not touch any further surfaces.</li> <li>• Use transport method used to arrive at site.</li> <li>• If they have no option but to use public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue.</li> <li>• Site Manager must immediately inform their Contracts Manager, Construction Director, Operations Director and SHEQ Manager. The surfaces identified as having been touched by the operatives will be cleaned as a precaution.</li> <li>• The operative must follow government guidance on self-isolating whilst awaiting results of testing and advise employer of developing condition.</li> <li>• Providing social distancing and personal hygiene measures have been maintained, anyone in contact with the individual confirmed with COVID-19 need not take any immediate action unless they themselves display symptoms.</li> </ul> <p>If a site operative lives with someone who is displaying symptoms of COVID-19, they must inform site management and self-isolate for a minimum period of 14 days following government guidance.</p>	2	5	10
<b>Behavioural Non-Compliance with Social Distancing</b>	<p>Contract or spread of Covid-19 on site and within the wider community.</p> <p>Site staff, operatives, visitors and their families.</p>	5	5	10	<ul style="list-style-type: none"> <li>• All persons are to have COVID-19 control measures communicated to them prior to commencing work on site.</li> <li>• Supervision to support behavioural changes by continuously monitoring compliance with the 2m social distancing</li> <li>• All toolbox talks to include the reminder for 2m social distancing.</li> <li>• If at any point it is identified that the 2m social distance cannot be complied with or it is observed the 2m rule has been broken, works effected are to be suspended and reassessed.</li> <li>• Continuous intentional non-compliance will be dealt with under current site disciplinary procedures.</li> </ul>	2	5	10

Hazard	Consequences (Who might be harmed?) (if none identified enter N.A.)	Existing Risk Level			Control Measures	Residual Risk		
		L	S	Score		L	S	Score
<b>Provision of First Aid</b>	Contract or spread of Covid-19 on site and within the wider community.  Site staff, operatives, visitors and their families.	5	5	25	<ul style="list-style-type: none"> <li>Appointed First-Aiders will be given specific training on how to administer first aid to site personnel including CPR.</li> <li>Specific guidance has been developed and will be available to First Aiders on administering first aid to site personnel. <b>(Coronavirus (COVID-19) – Guidance for First Aiders - Version 1, Revision A - 27.04.20)</b>.</li> <li>Appropriate PPE will be distributed to first aiders (subject to availability) to protect them when administering first aid, this will include: <ul style="list-style-type: none"> <li>Disposable gloves,</li> <li>Fluid repellent surgical face mask,</li> <li>Disposable plastic apron,</li> <li>Disposable eye protection (such as face visor or goggles).</li> </ul> </li> <li>First Aiders must wash hands thoroughly with soap and water or sanitiser before putting on and after taking off PPE.</li> <li>First Aiders must avoid touching their mouth, eyes and/or nose, unless they have recently cleaned their hands after having contact with the individual.</li> <li>If it is necessary to provide assistance to an individual who is symptomatic and may have COVID-19, wherever possible, the casualty should be placed in a location away from others. If there is no physically separate room, others who are not involved in providing assistance must stay at least 2 metres away from the individual. If barriers or screens are available, these may be used.</li> <li>If in an enclosed room, open windows to provide as much fresh air ventilation as possible.</li> <li>If casualties are able, they are to be encouraged to self-help under the guidance of the appointed First Aider who will then be able to maintain physical distancing.</li> </ul>			