

<b>Site:</b>		<b>Activity:</b> Managing the workplace during COVID-19 pandemic (as per gov.uk advice)		<b>Persons conducting assessment:</b>			
Risk Assessment No.	Review Date: 01/21	Revision No. 001	Name	Signature	Date		
Person Supervising Work:		Employer Claret CE Ltd		Name	Signature	Date	
Persons Exposed		<u>Employees</u>	<u>Other Workers</u>	<u>Public/Visitors</u>	<u>Client's Staff</u>	Total at Risk	
Severity	5	5	10	15	20	25	
	4	4	8	12	16	20	
	3	3	6	9	12	15	
	2	2	4	6	8	10	
	1	1	2	3	4	5	
		1	2	3	4	5	
<u>Likelihood</u>			<u>Severity</u>				
Rating 1 = Very unlikely			Rating 1 = No injury				
Rating 2 = Unlikely			Rating 2 = Minor injury or illness				
Rating 3 = Likely			Rating 3 = "7 day" injury or illness				
Rating 4 = Very likely			Rating 4 = Major injury or illness				
Rating 5 = Almost certain			Rating 5 = Fatality, disabling injury, etc				
Likelihood			Acceptable		Further review		Unacceptable Risk
Risk = Likelihood x Severity							

HAZARD	1	2	3	4	5	6	7	8	9
	Factors of Harm		Risk Multiple of columns 1 x 2	CONTROL MEASURES	Factors of Harm		Residual risk Multiple of columns 5 x 6	Control measures implemented by (name)	Check frequency
	Likelihood	Severity			Likelihood	Severity			
Office provisions / facilities – Possible contamination and spread of the virus	3	3	9	<ul style="list-style-type: none"> <li>•Maintain good personal hygiene</li> <li>•Follow guidance in COVID-19 Site Operations Procedures</li> <li>•If someone falls ill, displaying COVID-19 symptoms, they should return home immediately</li> <li>•Available clean toilet and washing facilities. Provide paper towels near hand washing facilities</li> </ul>	3	1	3	Supervisor	Daily

				<ul style="list-style-type: none"> <li>•Use hand sanitiser after using toilets, washrooms and canteen areas</li> <li>•Appropriate clothing, free from contamination</li> <li>•Change all clothing daily</li> <li>•Follow guidance in COVID-19 Vehicle and Mobile Plant Guidance</li> <li>•Ensuring contaminants which might be present at the point of work are kept away from water supplies</li> <li>•Stay away from vulnerable individuals, such as the elderly or those with underlying health conditions as much as possible</li> <li>•Stay a safe distance from individuals by following safe distancing guidelines</li> <li>•Try and avoid contact with your face unless your hands are freshly washed</li> </ul>					
Interaction between personnel on site including movements between Projects and Offices – Possible contraction of the virus	4	3	12	<ul style="list-style-type: none"> <li>•Maintain good personal hygiene</li> <li>•Follow guidance in COVID-19 Site Operations Procedures</li> <li>•Do no travel on public transport. Speak with your line manager and arrange for alternative means of transport.</li> <li>•Only essential visitors (H&amp;S Advisors, Construction Managers, Operations Manager and Senior General Manager) should be allowed.</li> <li>•Travel between sites should be avoided.</li> <li>•Utilise Microsoft Teams or a similar platform for meetings.</li> <li>•Make available clean toilets and washing facilities</li> <li>•Follow guidance in COVID-19 Vehicle and Mobile Plant Guidance</li> <li>•Ensure desk spaces and IT equipment are kept clean</li> <li>•Arrange for more end of shift deep cleaning to include frequently touched</li> </ul>	4	1	4	Supervisor	Daily

				<p>surfaces such as desks/chairs/door handles etc.</p> <ul style="list-style-type: none"> <li>•If someone falls ill, displaying COVID-19 symptoms, they should return home immediately</li> <li>•Always wash your hands prior to eating and or smoking</li> <li>•Stagger break times to reduce the number of people in welfare facilities allowing for social distancing</li> <li>•Always wash your hands after using the toilet, blowing your nose, sneezing or coughing.</li> <li>•Wash your hands for 20 seconds, each time using soap and water, or use hand sanitiser.</li> <li>•Gloves are to be worn at all times whilst on site.</li> </ul>					
Personnel reporting diagnosis of the virus or suffering symptoms – spreading the infection	4	4	16	<ul style="list-style-type: none"> <li>•Persons displaying COVID-19 symptoms to self-isolate – see COVID-19 Site Operations Procedures</li> <li>•Following Government advice re: self-isolation and shielding – see gov.uk website for latest guidance</li> </ul>	4	1	4	Supervisor	Daily
Personnel returning from abroad who may have contracted / been exposed to the virus	4	4	16	<ul style="list-style-type: none"> <li>•Persons displaying COVID-19 symptoms to self-isolate – see COVID-19 Site Operations Procedures</li> <li>•Following Government advice re: self-isolation and shielding – see gov.uk website for latest guidance</li> </ul>	4	1	4	Supervisor	Daily