



## General Risk Assessment Coronavirus (Covid-19)

<b>Title :</b> General RA – Coronavirus (Covid-19)	<b>Date of Assessment :</b> 14/07/2020	<b>Risk Assessor :</b> Diane Cartledge
<b>Risk Assessment Reference :</b> 6.1.10.1	<b>People involved in making this assessment:</b> Brett Kinsman, Nikki Boost.	
<b>Task/ Process :</b> UXO Services - Working on Contracted Site	<b>People at Risk :</b> Employees, Contractors, Members of the Public	

**Hazard: Failure to follow Government policies** Will lead to the spread of coronavirus infection among our workforce and anyone they come into contact with.

**Control Measures:**

1. The Government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidance.
2. Our arrangements and procedures are reviewed daily in the light of additional Govt. guidance as published at Gov.uk/Coronavirus.
3. 1st Line Defence has contacted all field staff to ascertain if they are in the clinically vulnerable category. Staff have also been advised to update 1st Line Defence if their situation changes. Where identified as vulnerable their manager will discuss with them possible options.
4. Staff with family members in at risk categories or believe their circumstances to have changed have been instructed to inform their management team without delay. Decisions on home working or furlough in accordance with Govt. policy are taken on a case by case basis.
5. A Heath Self Declaration form has been sent to all field staff for completion and return. The questionnaire requires current details of recent travel abroad, contact with Covid-19, possible symptoms and travel arrangements. Once complete the operative is required to review daily and inform us of any changes.



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**Hazard : Uninformed workforce** Uninformed staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy could compromise our arrangements and jeopardise the health of others.

**Control Measures:**

1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.
2. Every member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
3. NHS and Public Health warning posters displayed at all our fixed workplaces and printed copies given to mobile workers.
4. We have shared with our customers, by email and or phone, the arrangements we have in place and how we would expect them to cooperate with our staff at their premises.
5. Tool box talks have been developed in regards to Hygiene and Covid Secure control measures for mobile workers and will be delivered by Supervisors on site.
6. All employees will be required to carry out an e-learning training session on Covid-19 Awareness and control measures. Employees will be tested on the content and receive a certificate upon completion.

**Hazard : Contact with customers or clients** Risk of infection being passed from contacts or equipment.

**Control Measures:**

1. Workforce instructed to maintain the advised 2m separation from contacts at all times, wherever possible. Where not possible 1m plus must be in place with mitigation measures i.e. face masks/goggles
2. Workforce instructed to avoid other workers who are continuously coughing, show signs of difficulty in breathing or sweating/fever. If this occurs report to Site Management and 1st Line Defence office and ensure social distancing is observed.



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3. Workforce instructed to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds.
4. Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean
5. Workforce instructed that physical contact with clients, such as handshakes, hugs, etc are not to be undertaken.
6. If a site is closed due to COVID-19 you should advise your manager, self-isolate and arrange a test. If the test is positive you should follow the Govt Guidelines and advise your manager. You will need a negative test before you can return to work.

**Hazard : travel and vehicles** Risk of the spread of infection when travelling in your own vehicle or public transport.

**Control Measures:**

1. Public transport will only be used where absolutely essential. If public travel is essential then face masks must be worn. Workers instructed on avoiding contact with surfaces, distancing and hand washing as per Government policies.
2. Workers who use their own vehicles have been advised to ensure that surfaces and controls are routinely sanitised.
3. Where company vehicles are used they will be restricted to a single driver and will not be shared. Drivers have been issued with sanitisers and are required to routinely sanitise surfaces and controls throughout the working day.
4. No passengers are to be carried in any vehicle being used for business purposes. If a second worker is required for any part of the work activity they will travel separately.

**Hazard : Personal hygiene** Inadequate personal hygiene standards pose a risk of contracting the infection. The infection can be spread person to person or on cross contaminated surfaces.

**Control Measures:**

1. Workforce instructed to clean their hands frequently, with soap and water for at least 20 seconds or to use hand sanitiser containing at least 60% alcohol. Sanitiser has been provided.



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2. Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean.
3. Workforce instructed that a disposable tissue, should be used when coughing and or sneezing then put into bag and binned or pocketed until that procedure can be followed.
4. Workforce instructed that any potentially contaminated clothing and or personal protective equipment should be taken off and placed in a suitable plastic bag or container for appropriate action.

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**Control Measures:**

1. Workforce instructed to clean their hands frequently, using a hand sanitiser containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds. Sanitiser has been provided.
2. Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean.
3. Workforce instructed that a disposable tissue, should be used when coughing and or sneezing then put into bag and binned or pocketed until that procedure can be followed.
4. Workforce instructed that any potentially contaminated clothing and or personal protective equipment should be taken off and placed in a suitable plastic bag or container for appropriate action.



**Hazard : Food and drink** Potential for cross-infection at client premises and take away outlets.

**Control Measures:**

1. Workforce instructed to politely refrain from consuming beverages and food products that are offered by clients, due to the risks associated with cross contamination.
2. Workforce encouraged to prepare food and drink at home and carry it with them through the working day, so that they can take rest breaks from driving and at meal times so avoiding the need to visit take away outlets and potential exposure to infection.

**Hazard : Contacts on client premises** Potential for cross-infection at client premises

**Control Measures:**

1. Workforce instructed that where any client contact may have been made or surfaces touched or handled they must sanitise their hands before getting back into their vehicle.
2. Workforce instructed to maintain 2m separation distance and avoid shaking hands, hugs and other personal contacts.

**Hazard : Personal Protective Equipment** Contact with potentially cross contaminated PPE may transmit infection.

**Control Measures:**

1. Where personal protective equipment is required in the course of work it has been provided. Workers instructed that it must be used when required. If it may have become contaminated following contact with Covid-19 it must be bagged and the contamination notified to management.
2. Personal protective equipment is required to remain PERSONAL to the person to whom it was issued. Workers instructed not to borrow from colleagues.



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<b>Hazard : Telephone and IT equipment</b> Contact with potentially cross contaminated equipment may transmit infection.
<b>Control Measures:</b>
1. Workers instructed to refrain from sharing their work mobile phone with other people. If they use personal phones they are advised to follow this rule.
2. Workers instructed to ensure that all IT equipment, mobile phones, that may be used on client or customer premises are cleaned/disinfected on a regular basis using the cleaning wipes and sanitisers that have been provided.

<b>Hazard : Smoking</b> Inhalation of tobacco smoke and or vapours from e-cigarettes may make smokers vulnerable to coronavirus infection.
<b>Control Measures:</b>
1. Workers are reminded to comply with no smoking regulations at all times.
2. As a precautionary measure workers advised not to smoke and to avoid inhaling tobacco smoke and e-cigarette vapour emitted from other persons whilst visiting client’s sites.

<b>Hazard : Legionella</b> – Bacteria found in water systems. Potential to thrive in new washing facilities provided for hand washing in back of rigs.
<b>Control Measures:</b>
1. Rig operators advised to replace water in hand wash station water tank every 2 days
2. Rig operators advised to empty wash station water tank at end of each project.
3. Tool box talk – Legionella TBT has been delivered to rig operators and supervisors.



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<p><b>Documents Associated with this Risk Assessment:</b></p>	<ul style="list-style-type: none"> <li>• 10A7.3.1 TBT General Hygiene COVID-19,</li> <li>• 10A7.3.2 TBT Covid Secure for Mobile Worker</li> <li>• 6.1.6J COSHH - NILCO H1 Antibacterial Cleaner &amp; Sanitiser</li> <li>• 6.1.6K COSHH - Dettol Antibacterial Spray</li> <li>• 6.1.6.2 Safety data Sheet - Dettol Antibacterial Surface Cleaner</li> <li>• 6.1.6.3 Safety data Sheet - NILKO Antibacterial Cleaner-Sanitiser</li> <li>• 1.7.6 Staying Covid-19 Secure Poster</li> <li>• 10A.6.1 Hand Hygiene Poster</li> <li>• 10A.6.2 Social Distancing Poster</li> </ul>
<p><b>Review Date:</b> 14/05/20</p>	<p><b>Reviewer:</b></p>