

| Safety, Health and Environmental Risk Assessment | | | | | | It is the responsibility of Line Management for the completion and approval of all risk assessments | | | | |
|---|---|---------------|---|---|--|--|-------------------|-------|---|---------------------|
| Business Stream / Unit: | | | Area / task: | | | Ref No: RA-GR-106 | | Date: | | |
| <p>Coronavirus disease (COVID-19) is a new illness that can affect your lungs and airways. It is caused by a virus called COVID-19. Symptoms can be mild, moderate, severe or fatal.</p> <p>This is a generic Risk Assessment for dealing with the current COVID-19 situation in the workplace. It is not likely to cover all scenarios and each site / dept / office should consider their own unique circumstances. Please refer to https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work for further guidance.</p> | | | | | | | | | | |
| Risk Assessment Team: | | | Line Management Approval Signature: | | | SHE Approval Signature: | | | | |
| Related SHEMS Documents: | | | Those at Risk A: All B: Public C: Contractor D: Vulnerable E: Employees F: Environment | Likelihood (L): 1 Unlikely 2 Doubtful 3 Possible 4 Likely 5 Almost Certain 6 Certain | Severity (S) of Injury: 1 First aid 2 Medical treatment 3 Restricted work case 4 loss Time 1 + 5 RIDDOR 6 Death | Severity (S) of damage: 1 None 2 Slight 3 Minor 4 Moderate 5 Major 6 Severe | | | | |
| Ref | Identified Hazards and Associated Risks | Those at Risk | Initial Risk (R) | | | Control Measures (ERIC PD) | Residual Risk (R) | | | Review/Action/Owner |
| | | | L | S | R | | L | S | R | |
| Likelihood (L) x Severity (S) = Risk (R) See matrix. | | | < 6: adopt and monitor control | | | 6-16: further controls may be necessary | | | >16: re-evaluate risk and develop further control | |

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| | Transmission of COVID-19 Coronavirus. | | | | | COVID-19 Site Operating Procedures and Office Operating procedures in place and communicated to all staff via corporate communication lines. SOP compliance audits being undertaken to check compliance and identify areas of improvement. | | | | Management to ensure audits completed regularly, review results and ensure implementation of procedures where issues identified. |
| 1 | Hand contact | A | | | | Handwashing <ul style="list-style-type: none"> ▪ Hand washing facilities with soap and water in place ▪ Stringent hand washing taking place ▪ Hand washing guidance displayed in all workplaces - see: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ | | | | Management to ensure adequate supplies of soap and gel sanitizers are available in welfare and working areas. Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance |



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|---|-------------------------|---|--|--|--|--|--|---|
| | | | | | <ul style="list-style-type: none"> Drying of hands with disposable paper towels: https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Staff encouraged to protect the skin by applying moisturizing cream regularly: https://www.nhs.uk/conditions/emollients/ Gel sanitisers (min 60% alcohol) provided in any area where washing facilities are not readily available Hand sanitizing guidance displayed in all workplaces using sanitizers | | | <p>of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme: https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice e.g. https://www.gov.uk/coronavirus and https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work</p> |
| | | A | | | <p>Wearing of Gloves</p> <ul style="list-style-type: none"> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff instructed on how to remove gloves correctly to reduce contamination and how to dispose of them safely. Disposable gloves provided for use during cleaning activities | | | <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> |
| 2 | Surface contact | A | | | <p>Cleaning</p> <ul style="list-style-type: none"> Enhanced cleaning regimes in place including frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods Desks / workstations to be left clear at the end of each day to facilitate cleaning Cups and plates not to be shared – washed by person using them or placed in dishwasher after use. Disposable cups and plates provided Increased number of rubbish bins available and regularly emptied throughout the day Designated areas for storage of waste for 72 hours prior to disposal to waste stream | | | <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed</p> |
| 3 | Person to person | A | | | <p>Social Distancing</p> <ul style="list-style-type: none"> Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Public Health England e.g. https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people | | | <p>Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. SOP compliance audits taking place.</p> |



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| | | | | | <ul style="list-style-type: none"> ▪ Signage / posters provided to remind staff of need to social distance ▪ Reviewing work schedules including start and finish times / shift patterns / staggered shifts, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks ▪ Canteens, toilets, showers and changing facilities adapted to ensure social distancing is maintained when in use e.g. closing alternate urinals ▪ Redesigning processes to ensure social distancing in place ▪ Conference calls to be used instead of face to face meetings ▪ Ensuring sufficient staggered rest breaks for staff to be able to maintain social distancing ▪ Social distancing also to be adhered to in canteen area and smoking area | | | |
| 4 | Airborne | A | | | <p>RPE</p> <ul style="list-style-type: none"> ▪ Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours ▪ Where it is necessary to work within the 2 m social distancing rule face coverings or an appropriate form of RPE may be required depending on task being performed - hierarchy of controls provided in the current version of the Kier SOP ▪ Where RPE is a requirement for risks associated with the task this must be used ▪ Where tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) are required for a task, a face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer ▪ Wearers must be clean shaven | | | <p>Face fit tests carried out in line with the latest HSE COVID-19 Face fit testing guidance Reference: https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> |
| 5 | Vehicles | A | | | <p>Drivers</p> <ul style="list-style-type: none"> ▪ Procedures in place for Drivers to ensure adequate welfare facilities available during their work – Reference: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles COVID-19-guidance on freight transport. ▪ Where possible workers should not share vehicles or cabs, where suitable distancing cannot be achieved | | | <p>Communicate with companies we deliver to / from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities. Management to ensure that vehicles are being cleaned regularly</p> |



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| | | | | | <ul style="list-style-type: none"> Cleaning procedures for vehicles determined and communicated via SOP guidance | | | | |
| 6 | Mental health | A | | | Mental Health <ul style="list-style-type: none"> Regular contact to be maintained with staff required to self-isolate or work from home Management to promote existing mental health resources including contact details for MHFA and EAP services Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help | | | | Regular communication of mental health information and open-door policy for those who need additional support. |
| 7 | Emergency Response | A | | | Emergency response <ul style="list-style-type: none"> Revised procedures for CPR communicated to all first aiders Emergency plans reviewed and revised guidance issued via SOP / Office procedures Availability of First aiders to be reviewed against new shift patterns / absences to ensure adequate provision during working times | | | | Management to ensure emergency plans are kept up to date and changes communicated to staff. |
| 8 | Ill health | A | | | Self-Isolation <ul style="list-style-type: none"> Staff with symptoms or living with others showing symptoms instructed not to come to work and follow guidance on self-isolation Procedures in place if someone falls ill at work Procedures for reporting and investigation of work-related cases in place including RIDDOR reporting if appropriate | | | | |
| | | | | | INSERT SITE / DEPOT / OFFICE SPECIFIC RISKS HERE | | | | INSERT SITE / DEPOT / OFFICE SPECIFIC CONTROLS HERE |



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