RISK ASSESSMENT AND CONTROL MEASURES

Title:	**Coronavirus SARS-Covid-19 –Site Work – Normal Risk**

HAZARDS	HARM
Catching SARS COVID-19 virus from, or passing virus to: ▪ co-workers ▪ other site occupants ▪ others during commuting ▪ general public during rest breaks etc	Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhoea. Can lead to severe respiratory problems, pneumonia, lung scarring which can be fatal, particularly for clinically vulnerable people or people with unknown existing medical conditions.

Severity	Normal Population		**M**	Clinically Vulnerable		**VH**
Likelihood with Controls	Furloughed	**L**	Site Working – Normal Population	**M**	Site Working – Clinically Vulnerable	**M-H**
Persons at Risk:	Staff		Other Site Staff	Normal General Public	Clinically Vulnerable Individuals and Essential Workers	

Alternatives

1. Any work that can be delayed to after the Covid-19 lockdown should be postponed.

2. Any work requiring use of FPP3 face masks eg cutting, drilling, breaking, should be postponed if possible so to prioritise use of PPE by NHS and care workers and in essential roles.

Training / Awareness

1. All staffs are to understand the symptoms of, and control measures to mitigate the spread of Covid-19, using https://www.nhs.uk/conditions/coronavirus-covid-19/ and symptoms described in the header above as a reference.

2. All staff are to be aware that the main symptoms of Covid-19 (see header) however note upto 80% of people who have the virus may be asymptomatic – they have the virus but show no or only some minor symptoms, thus self-declarations and temperature monitoring are not valid indicators.

3. Main infection route is hand to face. Individuals must always avoid touching their face, particularly mouth, nose, or eyes with their hands. This includes if gloves are worn. If an individual needs to cough or sneeze, a tissue or the crook of arm or sleeve to be used. Do not cough or sneeze into hands and if done so, wash them thoroughly, immediately for 20 seconds with soap and water or use apply hand sanitizer.

Planning / Preparation for Site Work During Covid-19 Pandemic

1. Planning for the minimum number of people needed to be on site to operate safely and effectively, for example, workers deemed necessary to carry out physical works, supervise work, or conduct work in order to operate safely. Support staff to stay at home.

2. Clinically vulnerable people are to be screened and where required additional measures put in place to protect them. This may require allocation to non-site based tasks or temporary suspension from duties.

3. Undertake a work-task risk assessment to identify pinch points where the 2 metres proximity rule may be breached, and implement necessary actions, selecting face masks as the very last option. (This includes the "1metre Plus" rule and working in very close proximity to others).

4. Use 'fixed teams or partnering', so each person works with only a few others, so to reduce the number of people each person has contact.

5. Vehicles must either be:

   ▪ Single occupancy and single use. This may require additional vehicles to be hired, or

   ▪ Have a physical perspex barrier to separate the driver from the passenger. If the seal on the barrier is good then no face coverings are required, but face coverings should be worn if there is any doubt on the integrity of the seal.

6. Tools must not be shared. This may require you to purchase / hire additional tools and have a method of separating them in the vehicle rear compartment and any site stores.

7. Provide additional hand washing facilities. Hand sanitizer is to be provided at all entry points and strategically around the

site. Consider pop-up washbasins with soap. Display hand-washing guidance posters. Additional bins to be provided on site.

8. Implement arrangements to eliminate the sharing of paperwork. Eg suspend the requirement for crew to sign induction forms etc, take a photograph of site attendees instead. Have Site Supervisor use electronic forms, or to photograph hand-written forms and send them to the office.

9. Provide support for workers around mental health and wellbeing. This could include advice or telephone support via a company employee assistance programme or a charity like MIND.

Operational Control on All Sites

1. **Display Instructional Signage:**

   ▪ All fixed construction sites by law to display at the entry point the Government Staying COVID-19 Secure 5 Steps Declaration Poster, which shall be signed by a member of top management.

   ▪ Display NHS Covid-19 instructional signage at entry points and strategically in offices.

2. **Declarations**

   ▪ At start of the shift, the lead hand is to ask each operative if they have displayed any of the symptoms of Covid-19 as set out above. If yes, see emergency preparedness below.

3. **Good Hygiene**

   ▪ Workers to observe good hand hygiene. Regular hand washing with soap and water is essential and must be for twenty seconds or use hand sanitizer.

   ▪ Use individual or disposable cups, cutlery and plates. Refill and wash off own used crocks, do not allow used crocks to be left in sinks.

   ▪ Clean regularly touched surfaces regularly with anti-bacterial sprays and disposable wipes. This includes rest rooms, welfare units, door handles, vehicle door handles etc.

   ▪ Do not share work equipment or PPE.

4. **Practice Social Distancing**

   Practice social by keeping 2m from others. Suggestions are:

   ▪ Use signage such as ground markings or being creative with other objects to mark out 2m to allow controlled flows of people moving throughout the site.

   ▪ Travel in individual vehicles or use screens to separate driver and passenger. If this is not possible then driver and passenger to wear face coverings and ensure good ventilation in the vehicle.

   ▪ Stagger start and finish times to reduce site congestion.

   ▪ Increase the number of site access points.

   ▪ Implement one-way pedestrian flow systems and display instructional signage.

   ▪ Hold briefings and meetings outside, with a maximum of six people, ensuring 2m rule applied. To aid this, set out a 3 x 3 grid and have each person stand on an intersection.

   ▪ Eliminate virus hand-transfer risks eg use electronic means of record keeping eg take photographs rather than written signatures, eliminate touch-pad security systems, don't share tools, phones, desks, pens etc.

   ▪ Use back-to-back or side-to-side working (rather than face-to-face).

   ▪ Keeping the activity time involved as short as possible.

   ▪ Segregate teams of different workers.

   ▪ Regulate use of high pedestrian traffic areas

   ▪ To small rooms e.g. stores, rest rooms display "Occupied" warning signage when an individual is inside.

   ▪ Stagger breaks / rest periods so that workers are not together.

   ▪ If staying in local accommodation, staffs are to have own room sand eat whilst maintaining the principles of social distancing.

5. **Face Coverings**

   Note: Face coverings including surgical masks, cloths, scarves and face shields. These reduce risk from an infected individual infecting other people they do not protect the wearer. Face Coverings are a final option however the use of face coverings has now been shown to significantly reduce the risk of catching Covid-19 (other measures must continue to be used). The use of face coverings is recommended by health professionals.

   ▪ Face Coverings are mandatory if working within 2 metres of each other. Face Coverings are recommended when working indoors. They are mandatory on public transport, in shops, in hospitality venues unless the individual is seated and other venues.

- Face covering are not currently defined as personal protective equipment and thus employers are not currently required by law to provide them (this may be subject to change). If employers require that they are worn, they must provide them free of charge, and they must be EN standard EN14683:2019 'standard' surgical type I or II mask (3 layers) or FPP2. The FPP3 masks do not require to be used, these are for high risk essential workers only like medical and care staff, and for use in industry.
- Face shields may be provided where individuals do not like face coverings, or where they have protected status under medical health or religious reasons so cannot wear face coverings. Face shields need to be EN standard EN166.
- Exemptions from face coverings or face shields only apply to those with protected characteristics such as severe claustrophobia or a mental health aspect that doesn't cope with a face covering. Respiratory issues like asthma are rarely affected by face shields.
- Face coverings or masks must be purchased from a reputable retailer. Be careful when purchasing from local independent shops or generic online retailers as there are a lot of non-compliant masks and fake masks on the market.
- It is noted that if social distancing practices are adhered to that the main transfer pathway is from surfaces to face, and face coverings and gloves do not protect from this risk.

6. **Preparedness for non-Covid Emergencies during the Pandemic:**

- In the case of first aid, fire, evacuation or another emergency incident, the 2 metre rule and surface contact rule is suspended.
- First aiders to wear appropriate face coverings, FPP3 mask if available but any face covering will be appropriate. If the injured party isn't suffering breathing problems, put a face mask / covering on them too. If the injured party is suspected of having Covid-19, see emergency response procedures below.

Prohibitions / Restrictions

1. No person to attend work if any of the symptoms display, or if they have been in contact with someone suspected to be infected.

2. Stop work and challenge if social distancing guidelines are not being followed.

3. No person to enter any area where people are self-isolating unless following additional guidance for high risk areas below.

4. Do not leave anti-bacterial hand gel in areas where it may get hot eg in cars in hot weather, in direct sunlight. The gel is highly flammable and there has been a recent case in the UK where the container got hot and exploded.

Emergency Response for Suspected Covid-19 Infection

1. If during work a worker displays the symptoms of Covid19, or for parts below (3) onwards reports from home that they are showing symptoms:

    (1) Work must be stopped immediately stopped,

    (2) The worker must distance themselves by 2 metres and they shall wear a suitable facecovering and must return home immediately not using public transport. The guidance in *Health Standards / Surveillance* above must then be followed.

    (3) The work area, vehicles and work equipment must be immediately deep cleaned.

    (4) See below regards mental health support.

2. Should employees be suffering from mental health issues including due to infection, anxiety, stress or bereavement, then refer them to the company's Employee Assistance Programme or if none, a mental health charity like Mind (www.mind.org.uk).

Test and Trace App

1. Site workers are recommended to download the App NHS Covid-19 Test and Trace. (Note: The handsets must have Android 6.0 (released in 2015) or iOS 13.5 (released in May 2020) and Bluetooth 4.0 or higher. That excludes the iPhone 6 and older versions of Apple's handsets. Some of the latest Huawei handsets are excluded.). Bluetooth must be left on.

2. The App uses automated contact-tracing technology to tell people to self-isolate if their phone detects they were near someone later determined to have the virus. The App also includes:

   - A venue check-in barcode scanner.
   - A postcode-based risk-level checker
   - A symptoms-reporter tool
   - The means to order a coronavirus test and receive its results
   - A countdown timer to keep track of how long to stay in self-isolation
   - A guide to the latest advice on local restrictions, financial support and other related information.

How the algorithm calculates when to send an alert
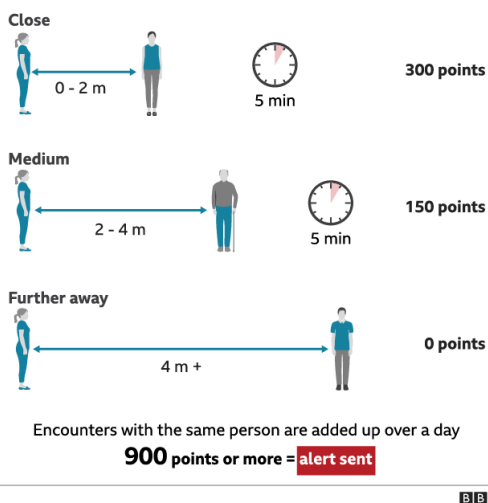
How the Test & Trace App Works

When two devices running the app are close to each other, they exchange Bluetooth "handshakes" to determine the distance and duration, measured in sessions lasting five minutes.

The logs are used to create a cumulative point score for the set of interactions between two people over the course of a day.

If the point's threshold of 900 points is met and one of the two owners later shares a positive coronavirus test via the app, then the other will receive an alert.

The notification will tell the recipient to go into self-isolation for a fortnight - and trigger the start of the app's countdown clock. The recipient is not told who triggered the alert and the authorities cannot identify either party.

Even if the recipient has no symptoms or a subsequent negative test result, they must stay at home for fourteen days.

People in England can be fined £1,000 or more for breaching self-isolation rules. The Department of Health has confirmed that this applies to app-delivered orders stay at home.

Action to Be Taken for Coronavirus Symptoms

1. **What to do if symptoms displayed**

   If any individual believes they have any of the above symptoms they are to immediately self-isolate and are strongly recommended to arrange a Covid-19 test. Anyone who has symptoms can get a test: See https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-they-have-coronavirus/ or see the guidance in the NHS Test & Trace App. They should only call 119 if they have no internet access.

   Important: Individuals must only get a test if they have coronavirus symptoms or have been asked to get tested. Individuals must not use the NHS service to get a test in order to e.g. get a pass to work or travel to another country. Individuals can pay for a private test. This will help make sure people who need a test can get one.

   If the individual has symptoms, they must alert the people with whom they have had close contact with over the last 72 hours. They must tell them that they might have coronavirus but are waiting for a test result. Close contact counts as:

   - Having face-to-face contact with someone less than 1 metre away (this includes times where the individuals have worn a face covering or a face mask)

   - Spending more than 15 minutes within 2 metres of someone

   - Travelling in a car or other small vehicle with someone (even on a short journey) or close to them on another form of transport.

   For workers who show symptoms, the responsible Director or Manager must be informed so that the required alerts can be issued to staff. If co-workers have been in Close Contact they should self-isolate. If Test and Trace contact the co-workers, those individuals contacted must self-isolate.

2. **What to Do if Positive Test**

   If a test confirms positive or the symptoms show that it is highly like to be Covid-19 the individual(s) must self-isolate for 10 days following the onset of symptoms. All those that have been in close contact with a person who has tested positive for coronavirus must self-isolate for 14 days.

   If they test positive for coronavirus, the NHS Test and Trace service may send an alert via the App, or if no App via text, email or call, and will ask them to share details of people with whom they have had close, recent contact (last 72 hours) and places they have visited. It is important that they respond as soon as possible so that they can give appropriate advice to those who need it. They will be told to do this online via a secure website or that they will be called by one of their contact tracers. If NHS Test and Trace contact tracers are unable to contact them for 24 hours, they may pass their case to the local authority to follow up by phone or in person.

   If both individuals had the NHS Test & Trace App operating, then the App may automatically instruct the individuals to self-isolate if one of the individuals has a positive result. The App will alert any other person who has the App who has been in close contact.

3. **What to Do if Negative Test**

   If their test is negative, other household members no longer need to self-isolate. If the individual feels well and no longer have symptoms similar to coronavirus, they can stop self-isolating after 48 hours after the test unless they have been contacted separately by NHS Test and Trace as a contact of someone who has tested positive.
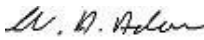
4. **Notification of Close Contact by NHS Test and Trace**

   If the individual is contacted by the NHS Test and Trace service because they have been in close contact with someone who has tested positive for coronavirus then they must immediately self-isolate for 14 days from the last contact with that person. Similarly, if they are made aware by other means that they have been in direct contact with someone who has tested positive for coronavirus then they must immediately self-isolate for 14 days from the last contact with that person.

   If they develop symptoms, then they should get a test and follow the guidance as per above. Please note that they MUST isolate for the full 14 days, this is due to the incubation period of the virus. A test may be negative one day, but positive the next.

Dealing with Coronavirus Symptoms

1. Most healthy people should be able to cope with Coronavirus using standard over-the-counter medication. Younger people may not feel any effect of the virus. For some however, even for those with previous good medical heath, the effects can be severe. At this stage NHS 111 should not be contacted. Should symptoms worsen and cannot be managed at home, at that point contact https://111.nhs.uk/covid-19 or NHS 111.

2. Some individuals, regardless of quality of health, who have had Covid-19 may have significant post-infection health issues which may have a long recovery time (6-8 weeks reported) but did not require medical treatment. For others, the disease can cause pneumonia and severe scarring of the lungs and can be fatal, and this can affect those with known or unknown medical conditions.

Produced By	Approved By	Assessment Date	Review Date
Darren Male, HSQE Adviser	*W. D. Adur*	29 Sept 2020	31 March 2021 or as Government Guidance Changes