



### RISK ASSESSMENT

Mobile –  
Commercial Client Visits

Assessed by:	Date:	Title of Assessment	
Philip Marsden	14 <sup>th</sup> May 2020	COVID-19: Completion of work activities on commercial clients sites	RA-CV-07
Ed Harper		Consultation with the Workforce & Publishing of this Assessment	
Date to be reviewed	Gov. Updates/ Monthly	The workforce should be consulted during the development of this risk assessment.	
Date of last review		The final results of this risk assessment must be shared with the workforce. If possible, employers should consider publishing this risk assessment on their website (The Government expects all employers with over 50 workers to do so).	
Reviewed by			

#### The Key Objectives of this Risk Assessment Are:



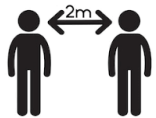
To achieve full and open consultation with our workforce throughout its development and to actively share its contents on completion.



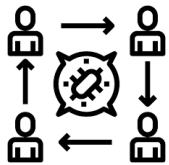
To provide appropriate facilities for cleaning, handwashing, and hygiene procedures to meet the requirements of current guidance.



To help identify opportunities where we can support workers to complete their work from home.



To identify all reasonably practical steps that can be taken to establish and maintain 2 metre social distancing within the workplace.



To identify all reasonably practical steps that can be taken to reduce virus transmission risk where social distancing of 2 metres cannot be reasonably achieved.

I confirm on behalf of the Company that we will work to achieve and maintain these objectives.

Name of Director/Partner:

Signature:

Date:

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<p><b>Thinking About the Risk</b></p> <p>Failure to complete a suitable and sufficient Covid-19 risk assessment,</p> <p>Resulting in increased potential for infection.</p>	Work	<p>Workers</p> <p>Client</p> <p>Contractors</p> <p>Public</p>	2	5	10	<b>Medium</b>	<ol style="list-style-type: none"> <li>1. The company will complete and regularly review a Covid-19 risk assessment for working at clients premises.</li> <li>2. The risk assessment will be completed using current government guidance.</li> <li>3. Workers will be involved throughout the development and ongoing review process.</li> <li>4. Suitable competent support will be arranged as required.</li> <li>5. Workers will be made aware of how to raise any concerns regarding our current risk controls.</li> <li>6. The company will request details from the clients representative on how they are managing Covid-19 risks on site prior to workers attending site.</li> </ol>	<ol style="list-style-type: none"> <li>1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</li> </ol>	1	5	5	<b>Low</b>

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
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<p><b>Managing the Risk</b></p> <p>Failure to effectively reduce the risk to the lowest reasonably practicable level by not taking appropriate preventative measures in suitable order of priority,</p> <p>Resulting in increased potential for infection.</p>	Work	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<ol style="list-style-type: none"> <li>Through the development of this Covid-19 risk assessment the company will identify key areas where we can manage and reduce workplace risk to the lowest reasonably practical levels by taking the preventative measures identified throughout this document.</li> <li>Managers to continue to monitor UK Government Guidance and instruction on Covid-19 response requirements and modify company arrangements as appropriate.</li> <li>Managers to monitor working practices within the company and challenge any person not working in alignment with the Safe System of Work and/or not adhering to social distancing.</li> </ol>	<ol style="list-style-type: none"> <li>Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</li> </ol>	1	5	5	<b>Low</b>

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			L	S	R				L	S	R	
<p><b>Sharing the Results of this Risk Assessment</b></p> <p>Failure to appropriately share the contents of this risk assessment/lack of consultation with the workforce during its completion.</p> <p>Resulting in increased potential for infection/confusion within the workforce on required risk controls and actions to take.</p>	Work	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<ol style="list-style-type: none"> <li>All workers will be consulted during development of this risk assessment and their views/opinions used to influence outcomes.</li> <li>All workers will read and understand this Risk Assessment and Safe System of Work for safe working on site.</li> <li>All workers are briefed and understand the company &amp; site procedures for safe working.</li> <li>Toolbox talk to be delivered periodically on Covid-19 to increase awareness and promote safe working practices.</li> <li>The Company will display the 'Staying Covid -19 Secure in 2020' poster on notice boards and at the entrances to our company premises.</li> </ol>	<ol style="list-style-type: none"> <li>If possible, employers should consider publishing this risk assessment on their website (The Government expects all employers with over 50 workers to do so).</li> <li>If workers have any concerns about their safety or the contents of the risk assessment, they should raise concerns with their manager.</li> </ol> <p>These will be discussed and if required modifications will be made to the risk assessment to address any shortfalls.</p>	1	5	5	<b>Low</b>

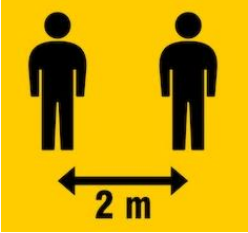
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<p><b>Identifying Who Should Go to Work</b></p> <p>Failure to identify opportunities to reduce workforce numbers on site by not providing suitable opportunities for homeworking where reasonably practical.</p> <p>Resulting in increased potential for infection</p>	Work	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<p>1. The company will identify and consult with all workers who can complete their work from home (either for all of the time or some of the time).</p> <p>We will consider:</p> <ul style="list-style-type: none"> <li>- Workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely.</li> <li>- Workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment.</li> </ul> <p>2. Where workers are working from home, we will provide suitable equipment and access to required systems.</p> <p>3. Workers may attend work where:</p> <ul style="list-style-type: none"> <li>- They cannot reasonably work from home.</li> <li>- They are not displaying or experiencing symptoms of coronavirus.</li> <li>- Neither themselves nor any of their household are self-isolating. Within 14 days of the day when the first member of their household showed symptoms.</li> </ul> <p><b>No worker is to attend work if they do not meet these criteria.</b></p>	<p>1. Establish process to keep in touch with workers who are:</p> <ul style="list-style-type: none"> <li>- Working from home.</li> <li>- Remain on furlough.</li> </ul> <p>2. Display Screen Equipment Assessments to be completed for home workers workstation to ensure hazards associated with workplace ergonomics are being controlled.</p> <p>3. You must not attend work if:</p> <ul style="list-style-type: none"> <li>- You can reasonably work from home.</li> <li>- You are displaying symptoms of coronavirus: <b>High temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) <b>New, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours.</li> <li>- Either you or any of your household are self-isolating. Within 14 days of the day when the first member of their household showed symptoms.</li> </ul>	1	5	5	<b>Low</b>

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<p><b>Protecting Those who are at Higher Risk (Clinically Vulnerable and Clinically Extremely Vulnerable).</b></p> <p><b>Protecting those who Need to Self-Isolate.</b></p> <p>Failure to identify those who require a higher level of care.</p> <p>Resulting in Increased potential for infection</p>	Work	Workers Client Contractors Public	3	5	15	<b>High</b>	<ol style="list-style-type: none"> <li>The Company will not require any worker to attend work if they are classed as <b>Clinically extremely vulnerable</b><sup>1</sup></li> <li>Where a worker is classed as '<b>clinically vulnerable</b>'<sup>2</sup> we will: <ul style="list-style-type: none"> <li>Make all reasonable attempts to help them work from home either in their current role or an alternative role.</li> </ul> <p>Where this is not practical, we will:</p> <ul style="list-style-type: none"> <li>Offer the safest company role to them.</li> <li>Rearrange their work area to ensure two metre separation.</li> <li>Complete a personnel assessment in consultation with the worker.</li> </ul> </li> <li>If workers are required to self-isolate, we will support working from home as appropriate.</li> <li>We will make all reasonable efforts to identify workers who live with persons classed as clinically extremely or clinically vulnerable. Social distancing measures will reviewed for these individuals and where practical they will be requested to work from home.</li> </ol>	<ol style="list-style-type: none"> <li>Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</li> <li>Ensure that all persons identified as Clinically Vulnerable have a specific personal assessment completed prior to return to work.</li> </ol>	1	5	5	<b>Low</b>

<sup>1</sup> Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Guidance on who is in this group can be found here: <https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19>


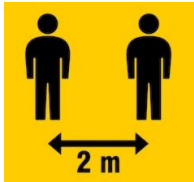
<sup>2</sup> Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here: <https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-awayfrom-others>

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			L	S	R				L	S	R	
<p><b>Equality in the Workplace</b></p> <p>Failure to identify the needs of different groups of workers or individuals.</p> <p>Resulting in increased potential for infection/confusion within certain groups/individuals on how to maintain their own safety and health at work.</p>	Work	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<p>1. Any workers who may require additional support will be consulted individually so that any additional reasonable adjustments can be addressed.</p> <p>Workers who may fall into this area include:</p> <ul style="list-style-type: none"> <li>- Pregnant workers</li> <li>- New mothers</li> <li>- Workers with protected characteristics</li> <li>- Disabled workers</li> <li>- Those with particular religious commitments</li> </ul>	<p>1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</p>	1	5	5	<b>Low</b>



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			L	S	R				L	S	R	
<b>Social Distancing at Work</b>  Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.	Clients Site	Workers Client Contractors Public	3	5	15	<b>High</b>	1. <b>The key company objective is to maintain social distancing in the workplace wherever possible.</b>  2. Workers must remain at least two metres apart whilst completing work wherever reasonably practical.    3. Work area to be well ventilated (none fire doors and windows opened) to allow fresh air circulation of the work area.  4. The numbers of workers on site will be reduced to as small as possible.  5. We will try to use fixed teams on sites as applicable to the task.  6. Workers will follow all site social distancing rules.	1. Working practices to be strictly monitored to ensure 2m separation is being adhered to.  2. If you feel unsafe or at risk at any point, undertake a personal risk assessment and leave the premises if necessary. We can re-plan for a future date if appropriate, after ensuring everything is made safe.  3. Where 2m separation cannot be achieved for a task, it will only be permitted if the following conditions are met: <ul style="list-style-type: none"> <li>- Increased frequency of handwashing and surface cleaning is in place.</li> <li>- Task can be completed &lt;15 mins.</li> <li>- Skin to Skin and Face to Face contact can be avoided.</li> <li>- Workers can stand side by side/back to back rather than face to face during the task.</li> <li>- High levels of ventilation in the area.</li> </ul> <p><b>Note:</b> an assessment of the task may also include a requirement for screens/barriers to be in place.</p>	2	5	10	<b>Medium</b>



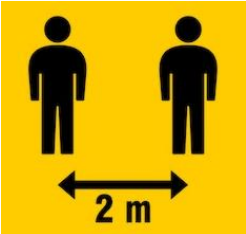
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			L	S	R				L	S	R	
<p><b>Social Distancing at Work - Manual Handling</b></p> <p>Failure to maintain social distancing and prevent surface transmission during the completion of manual handling tasks.</p> <p>Resulting in increased risk of transmission.</p>	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<ol style="list-style-type: none"> <li>Manual Handling to be completed in accordance with manual handling risk assessment.</li> <li>Mechanical handling aids to be cleaned after use to minimise risk of surface contact transmission.</li> <li>If manual handling materials will be in contact with more than one-person appropriate PPE must be worn (impervious gloves) and an increased hand washing regime implemented.</li> <li>Where workers are taking in site deliveries, they must ensure regular handwashing/sanitising.</li> </ol>	<ol style="list-style-type: none"> <li>Where team lifting is required it should be assessed to ensure: <ul style="list-style-type: none"> <li>Lifting can be completed standing side by side rather than face to face (other than for very short times).</li> <li>Lift can be completed in &lt;15 minutes.</li> </ul> </li> </ol>	1	5	5	<b>Low</b>

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			L	S	R				L	S	R	
<p><b>Coming to Work and Leaving Work</b></p> <p>Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.</p>	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<ol style="list-style-type: none"> <li>Workers will be encouraged to walk/run/cycle to work where practical and avoid public transport.</li> <li>Car sharing will not be advised unless sharing with members of the same household.</li> <li>Workers will park vehicles in designated areas at the clients site and utilise designated walkways and pedestrian flows as provided.</li> <li>Workers are required to wash/sanitise their hands whenever entering or leaving the clients site.</li> </ol> <div style="text-align: center;">  </div> <ol style="list-style-type: none"> <li>Only essential workers are to visit clients sites to minimise number of persons on site and potential social interaction.</li> <li>All workers to maintain social distancing when accessing and leaving clients site – keeping 2m apart.</li> </ol> <div style="text-align: center;">  </div> <p><i>If this cannot be achieved e.g. due to crowding, wait until safe to enter/exit.</i></p>	<ol style="list-style-type: none"> <li>We would ask that any keypads or biometric entry systems are disabled in the areas that we are to work to reduce the need for our workers to touch multi use touch points. <b>If they must be in place additional sanitising points at their location must be provided.</b></li> </ol>	1	5	5	<b>Low</b>

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			L	S	R				L	S	R	
							<p>7. Workers are not to use lifts at the clients wherever possible (due to confinement) stairs will be taken for access. <b>If lifts are used:</b></p> <ul style="list-style-type: none"> <li>- Sanitise hands after using call buttons/press with a pen or similar object and then sanitise the pen.</li> <li>- Be the only person in the lift.</li> <li>- Stand back in the lift so as not to be close to a waiting person on opening of the doors.</li> </ul> <p>8. Workers will adhere to site covid-19 risk controls as put in place by the client.</p> <p>9. Designated clients site access and egress points will be utilised.</p>					

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<p><b>Moving around the Buildings and General Worksite</b></p> <p>Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.</p>	Clients Site	Workers  Client  Contractors  Public	3	5	15	<b>High</b>	<ol style="list-style-type: none"> <li>No more than one person to use stairs at a time; workers should yield to oncoming pedestrians and retire to a social distancing point.</li> <li>Any one-way pedestrian systems on site to be adhered to.</li> </ol>  <ol style="list-style-type: none"> <li>Any signage placed at ground levels/other objects to demark 2 metre social distancing will be adhered to.</li> </ol>  <ol style="list-style-type: none"> <li>Workers required to stick to working areas and not encroach into areas where we are not required.</li> <li>Workers will adhere to any client designated site 'areas of safety' to allow for safe social distancing when passing other workers/clients staff/trades on site.</li> </ol>	<ol style="list-style-type: none"> <li>Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</li> </ol>	1	5	5	<b>Low</b>


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<b>Workplaces and Workstations</b>  Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.	Clients Site	Workers Client Contractors Public	3	5	15	<b>High</b>	1. We will assess our site tasks and manage in line with the following approach: <ul style="list-style-type: none"> <li>- Amending working practices to improve social distancing.</li> <li>- Where this is not practical, we will instruct our workers to work side by side/facing away from each other.</li> <li>- Where assessed as required we will implement a barrier/screen system for certain tasks.</li> <li>- We will look to have a consistent pairing if workers are required to work in close proximities.</li> </ul> <p><b><i>Where the above is required we will do all that is practical to reduce the task timings to less than 15 minutes.</i></b></p>	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	<b>Low</b>

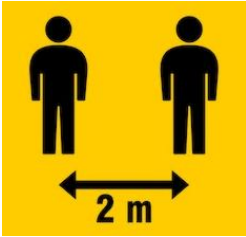
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			L	S	R				L	S	R	
<b>Meetings</b>  Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.	Clients Site	Workers  Client  Contractors  Public	2	5	10	<b>Medium</b>	<ol style="list-style-type: none"> <li>Wherever possible meetings/inductions will be held by means of video/telephone conferencing.</li> <li>Workers provided with hand sanitisers.</li> <li>During meetings workers will not share stationary resources e.g. pens/highlighters/documents/workbooks etc.</li> <li>Where meetings are attended, they will be kept as short as possible.</li> <li>Food stuffs should not be shared/passed around/consumed during meetings.</li> <li>Inductions held in the open air/using social distancing measures – no sharing of paperwork/pens etc</li> </ol>	<ol style="list-style-type: none"> <li>Only absolutely necessary meeting will be held in person The following rules shall apply:               <ul style="list-style-type: none"> <li>Only essential participants will attend.</li> <li>Attendees should be two metres apart from each other.</li> </ul>  <ul style="list-style-type: none"> <li>Rooms must be well ventilated / windows opened to allow fresh air circulation.</li> <li>If practical hold meetings in open air areas.</li> </ul> </li> <li>Sanitisation should take place of chairs/desktops and other touch points prior to and after any attended meetings.</li> <li>Wherever possible hold meetings outdoors.</li> </ol>	1	5	5	<b>Low</b>

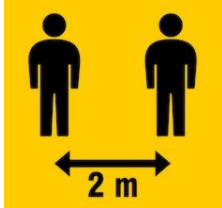
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			L	S	R				L	S	R	
<p><b>Common Areas: Shared Areas (other Trades /Clients Staff on site)</b></p> <p>Failure to ensure cooperative arrangements are in place where premises are multiple occupancy to ensure consistent approach throughout common areas and suitable risk controls in all areas.</p>	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<p>1. Our workers will follow the clients site rules in regard to Covid-19 management; this will include:</p> <ul style="list-style-type: none"> <li>- Staying in our designated areas</li> <li>- Removing our waste and surplus materials from site regularly and not encroaching onto walkways</li> <li>- Respecting social distancing on site</li> <li>- Not encroaching into other trades/clients working areas without first agreeing and ensuring social distancing measures are in place</li> <li>- Reporting to the clients representative any concerns over health and hygiene on site</li> <li>- Using designated site storage areas</li> </ul>	<p>1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</p>	1	5	5	<b>Low</b>

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<p><b>Common Areas: Welfare (Rest) Areas</b></p> <p>Failure to maintain compliance with social distancing and surface transmission prevention in the common areas resulting in increased risk of transmission.</p>	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<ol style="list-style-type: none"> <li>Workers are encouraged to bring own food and drink to work – workers encouraged to remain on site and encouraged to maintain social distancing if leaving site.</li> <li>Do not eat/smoke/drink until you have washed/sanitised your hands.</li> <li>Breaks to be taken in rest areas provided maintaining 2m separation (with clients permission).</li> <li>All break food/drink rubbish will be bagged and removed from site for disposal.</li> <li>Where practical our workers can take their rest break in their company vehicle.</li> </ol>	<ol style="list-style-type: none"> <li>To allow for social distancing in rest areas we require: <ul style="list-style-type: none"> <li>Tables within the welfare area must be laid out to retain social distancing measures e.g. the social distance of 2 metres should be maintained between workers during break times.</li> <li>Seating arrangements should eliminate or significantly reduce face to face interactions.</li> </ul> </li> </ol>	1	5	5	<b>Low</b>



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			L	S	R				L	S	R	
<p><b>Common Areas: Welfare (WC) Areas</b></p> <p>Failure to maintain compliance with social distancing and surface transmission prevention in the common areas resulting in increased risk of transmission.</p>	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<ol style="list-style-type: none"> <li>Our workers will utilise the clients facilities unless we are instructed otherwise.</li> <li>Wash or sanitise hands before and after using the facilities.</li> </ol>  <ol style="list-style-type: none"> <li>Avoid contact with frequently touched surfaces where possible e.g.: <ul style="list-style-type: none"> <li>Opening doors with feet/elbows.</li> <li>Using tissue to switch off taps or contact surfaces.</li> </ul> </li> <li>Site Covid-19 management processes for W/C areas will be respected e.g. one person at a time in W/C areas.</li> </ol>	<ol style="list-style-type: none"> <li>Provide hand sanitiser to all mobile workers (minimum 60% alcohol based) to use where hand washing facilities are unavailable.</li> </ol>	1	5	5	<b>Low</b>




HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<p><b>Common Areas: Outside Areas</b></p> <p>Failure to maintain compliance with social distancing and surface transmission prevention in the outside areas resulting in increased risk of transmission.</p>	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<p>1. Workers are required to maintain 2 metre separation in outside areas such as walkways around the clients site or smoking areas.</p>  <p>2. Where outside tables and chairs are used such as benches/picnic tables on site these must allow for 2 metre social distancing to be maintained – they must be clean.</p> <p>3. Workers are required to follow all designated pedestrian routes at the clients site.</p>	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	<b>Low</b>
<p><b>Common Areas: Reception Areas</b></p> <p>Failure to maintain compliance with social distancing and surface transmission prevention in the reception areas resulting in increased risk of transmission.</p>	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<p>1. Workers are required to sign in/out using their own pens – must not share communal pens.</p> <p>2. Workers will respect any social distancing instruction provided at the reception area.</p>	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	<b>Low</b>



HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<b>Common Areas: Changing Areas</b>  Failure to maintain compliance with social distancing and surface transmission prevention in the changing areas resulting in increased risk of transmission.	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	1. Workers do not generally change clothes on site.	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	<b>Low</b>
<b>Common Areas: Personal Item Storage</b>  Failure to maintain compliance with social distancing and surface transmission prevention in the storage areas resulting in increased risk of transmission.	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	1. Personal items should be stored in the company vehicle to keep them free from contamination.  2. Workers will not leave personal items at the clients site or share them with other workers/trades/clients staff.  3. Mobile phones will be held in pockets and not placed on clients site surfaces – use of mobile phones will remain in line with clients and company policy.	1. Request workers to hold a clean set of clothes and workwear in their vehicles – this can be used in the event of a contamination concern.  2. Provide workers with plastic bin bags or similar – these can be used to store any contaminated clothing in.	1	5	5	<b>Low</b>
<b>Common Areas: Car Parks</b>  Failure to maintain compliance with social distancing in the car parks resulting in increased risk of transmission.	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	1. Workers are required to maintain 2 metre separation in car park areas.    2. Workers will adhere to site pedestrian routes inbetween car parks and clients site entry/exit points.	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	<b>Low</b>

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<b>Accidents, Security and Other Incidents</b>  Failure to manage appropriately/ attempting to maintain social distancing during accidents and incidents.	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<ol style="list-style-type: none"> <li>Ambulance to be used in an emergency.</li> <li>Company provided first aid facilities in place.</li> <li>First aiders at site to:               <ul style="list-style-type: none"> <li>Make sure they wash hands or use an alcohol gel, before and after treating a casualty.</li> <li>Ensure they do not cough or sneeze over a casualty during treatment.</li> <li>Not lose sight of other cross contamination that could occur that is not related to COVID-19.</li> <li>Wear gloves or cover hands when dealing with open wounds.</li> <li>Cover cuts and grazes on their hands with waterproof dressing.</li> <li>Dispose of all waste safely.</li> <li>Do not touch a wound with a bare hand.</li> <li>Do not touch any part of a dressing that will come in contact with a wound.</li> </ul> </li> <li>In an emergency, for example a fire or accident our workers do not have to stay 2m apart if it would be unsafe.</li> </ol>	<ol style="list-style-type: none"> <li>Emergency plans including contact details should be kept up to date.</li> <li>Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources.</li> <li>Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources</li> <li>If a worker develops symptoms of COVID-19 or is observed to be displaying symptoms they should remove themselves from the work area and:               <ul style="list-style-type: none"> <li>Return home if safe to do so</li> <li>If not able, driven home by another with additional controls:                   <ul style="list-style-type: none"> <li>Keep windows open</li> <li>Keep distance (driver in front and passenger in rear)</li> <li>Clean down vehicle following transport.</li> </ul> </li> <li>Contact emergency services if significant.</li> </ul> </li> <li>Include the outside of first aid kits on regular sanitisation procedures.</li> </ol>	1	5	5	<b>Low</b>

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<b>Management of:</b> - <b>Customers</b> - <b>Visitors</b> - <b>Contractors</b>  Failure to appropriately manage occupants attending the premises that are not members of staff resulting in increased risk of transmission or failure to comply with site controls.	Clients Site	Workers  Client  Contractors  Public	2	5	10	<b>Medium</b>	1. Typical visitors to our workers may include: <ul style="list-style-type: none"> <li>- Managers completing monitoring visits</li> <li>- External H&amp;S consultants completing H&amp;S monitoring visits</li> <li>- Industry accreditation bodies completing audit visits</li> </ul> <b>Wherever practical visitors will be prohibited</b> from meeting our workers at clients sites and alternative options sought such as: <ul style="list-style-type: none"> <li>- Remote connection</li> <li>- Telephone call</li> <li>- Email solutions</li> </ul> 2. Where visitors <b>are permitted</b> on site, they will be required to minimise their time with our workers on site where practical. 3. Any visitors to our workers at a client's site will have to confirm that they are not exhibiting any symptoms of Covid-19 prior to be permitted on site. 4. Any visitors to our workers at a clients site will have to conduct their activities in line with the clients policies and e authorised to be on site.	1. Simple procedure to be established to confirm ahead of a site visit if a visitor to site is a clinically vulnerable person or extremely vulnerable person.  Appropriate action to be taken if the visitor is established to be a member of these higher risk groups.	2	5	10	<b>Medium</b>

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<p><b>Cleaning the Workplace</b></p> <ul style="list-style-type: none"> <li>- General Cleaning</li> <li>- Handwashing</li> <li>- Sanitation Facilities</li> <li>- Toilets</li> <li>- Changing Rooms</li> <li>- Showers</li> </ul> <p>Failure to reduce transmission through contact with contaminated surfaces by not keeping the workplace clean.</p>	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<ol style="list-style-type: none"> <li>2. The company will utilise standard cleaning products as part of its enhanced cleaning programme.</li> <li>3. Workers are required to maintain their working areas in a clean and hygienic manner.</li> <li>4. It is expected that our clients will have implemented robust hygiene processes throughout their workplace.</li> <li>5. Workers will dispose of cloths/tissues/wipes in designated clients site areas.</li> <li>6. Workers to be reminded not to place personal items on clients site surfaces such as: <ul style="list-style-type: none"> <li>- Mobile phones</li> <li>- Bunches of keys</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Provide workers with their own pack of sanitising wipes.</li> <li>2. Provide workers with disinfectant/blue roll/cloths to use during any sanitising tasks.</li> </ol>	2	5	10	<b>Medium</b>



HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<p><b>Hygiene:</b></p> <ul style="list-style-type: none"> <li>- Handwashing</li> <li>- Sanitation Facilities</li> <li>- Toilets</li> </ul> <p>Failure to reduce transmission through contact with contaminated surfaces or direct exposure to airborne particulates by not enforcing good hygiene practices.</p>	Clients Site	Workers Client Contractors Public	3	5	15	<b>High</b>	<ol style="list-style-type: none"> <li>1. Regular hand washing breaks to be taken throughout the day.</li> <li>2. <b>Avoid Greetings:</b> Avoid physical greetings (hand shaking etc).</li> </ol> <div style="text-align: center;">  </div> <ol style="list-style-type: none"> <li>3. <b>Avoid Skin Contact:</b> Avoid touching eyes, nose and mouth.</li> </ol> <div style="text-align: center;">  </div> <ol style="list-style-type: none"> <li>4. <b>Practice respiratory hygiene:</b> This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.</li> </ol> <div style="text-align: center;">  </div> <ol style="list-style-type: none"> <li>5. All workers to be advised to regularly machine wash work clothes at 60-90° with laundry detergent and wash hands for 20 seconds afterwards.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide hand sanitiser (minimum 60% alcohol based) to workers to utilise where hand washing facilities are unavailable.</li> <li>2. If any waste is suspected to be contaminated by Coronavirus – it should be held for 72 hours prior to disposal as normal waste in alignment with DEFRA guidance.</li> </ol>	1	5	5	<b>Low</b>

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<p>6. All workers must wash their hands for 20 seconds using soap and water when entering and leaving the clients site.</p>  <p>7. Wash or sanitise hands before and after using the clients W/C facilities.</p>  <p>8. Avoid contact with frequently touched surfaces where possible e.g.:</p> <ul style="list-style-type: none"> <li>- Opening doors with feet/elbows.</li> <li>- Using tissue to switch off taps or contact surfaces.</li> </ul> <p>9. No reusable towels/nail brushes/face cloths permitted to be used by workers.</p> <p>10. Workers instructed in good personal hygiene practice.</p> <p>11. Any surfaces recently contacted by affected individuals to be isolated and thoroughly cleaned in line with current guidance at:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>					



HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<p>12. If a site worker has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p> <p>13. If waste is considered to be contaminated with Covid-19 virus remove and place into a plastic bag any wipes, disposable gloves and overalls used, whilst trying not to cross-contaminate onto existing clothes or persons.</p> <p>14. Waste should be double bagged and sealed.</p>					


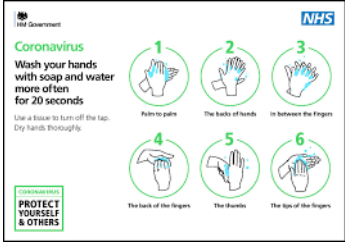
HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<b>Handling Goods, Merchandise and Other Materials. And Onsite Vehicles</b>  Failure to reduce transmission through contact with contaminated surfaces by not keeping the workplace clean	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<ol style="list-style-type: none"> <li>Outer cases of any goods and merchandise entering the clients site that we will use will be wiped where practical with sanitiser.</li> <li>Where workers are taking in site deliveries, they must ensure regular handwashing/sanitising.</li> <li>We will bulk buy materials where possible to reduce merchant visits.</li> <li>Personal issue tools and equipment to be used principally throughout the work.</li> <li>Do not lend tools to third parties or use other parties tools.</li> <li>Wear suitable work gloves.</li> <li>Manual Handling to be completed in accordance with manual handling risk assessment.</li> </ol>	<ol style="list-style-type: none"> <li>If work tools or equipment (drills, ladders etc) are to be used by multiple parties, the following must be completed:               <ul style="list-style-type: none"> <li>Thorough wipe down using sanitisers/disinfectants of equipment before and after use.</li> <li>Wash hands after use thoroughly.</li> <li>Dispose of used cloths and tissue in designated site area.</li> </ul> </li> </ol>	1	5	5	<b>Low</b>

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<b>Personal Protective Equipment (PPE)</b>  Failure to provide and maintain appropriate PPE resulting in increased risk of transmission.	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<ol style="list-style-type: none"> <li>PPE provided free of charge.</li> <li>Workers will wear PPE items as per our standard risk assessment findings.</li> <li>PPE items will be kept in a designated kit bag.</li> <li>Where PPE is worn:               <ul style="list-style-type: none"> <li>- PPE must not be shared</li> <li>- PPE must fit properly</li> <li>- Reusable PPE should be sanitised after use</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>Consider providing enhanced PPE provision such as Covid-19 related high visibility clothing:</li> </ol>  	1	5	5	<b>Low</b>

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<b>Face Coverings</b>  Failure to support safe use of face covering by employees resulting in marginal increased risk of transmission from incorrect use.	Clients Site	Workers  Client  Contractors  Public	1	5	5	<b>Low</b>	1. The company has assessed that the use of face coverings for our workers is not generally required as part of our risk control approach for covid-19.  However, if a worker wishes to wear a face covering, we will support that choice. Where a face covering is worn, we require the wearer to do the following:  <ul style="list-style-type: none"> <li>- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>- Change your face covering if it becomes damp or if you have touched it.</li> <li>- Continue to wash your hands regularly.</li> <li>- Change and wash your face covering daily.</li> <li>- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</li> <li>- Practise social distancing wherever possible.</li> </ul>	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	<b>Low</b>

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<p><b>Workforce Management: Shift patterns and Working Groups</b></p> <p>Failure to segregate cohorts to limit transmission potential.</p>	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<p>1. The company will aim (where practical) to split the workforce into teams (cohorts) so that teams are kept the same on tasks where the work task requires more than one worker to attend the clients site.</p>	<p>1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</p>	1	5	5	<b>Low</b>
<p><b>Workforce Management: Work Related Travel</b></p> <p>Failure to minimise work related travel resulting in an increased risk of transmission due to failure to adhere to social distancing or increased surface contact.</p>	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<p>1. The company will look to eliminate the need for workers to travel where practical. (due to the nature of our work most activities we complete will need to be at the clients site).</p> <p>2. Suitable alternative options to travel will include:</p> <ul style="list-style-type: none"> <li>- Remote contact solutions</li> <li>- Email</li> <li>- Phone calls</li> </ul> <p>3. Where travel is required workers will be encouraged to drive rather than use public transport (where practical).</p> <p>4. The company will request information from the clients site being travelled to in regard to their Covid-19 risk controls – this information will be passed to the travelling worker(s).</p> <p>5. Foreign travel will not take place.</p>	<p>1. Where a worker is required to stay overnight the accommodation chosen should be contacted by the employer and required to provide evidence of their Covid-19 management processes.</p> <p>The company should retain a record of the details of the accommodation.</p> <p>2. Vehicles used by workers from multiple households will be cleaned regularly using gloves and standard sanitising products with particular emphasis on handles and other areas classed as touch points such as:</p> <ul style="list-style-type: none"> <li>• Steering wheel</li> <li>• Door handles</li> <li>• Gear stick</li> <li>• Indicator stalks</li> <li>• Seat belts</li> <li>• Radio/satnav controls</li> <li>• Fuel cap</li> <li>• Boot/door release systems</li> </ul> <p>3. Should any other travel be required that falls outside of current risk controls an additional assessment will be required.</p>	2	5	10	<b>Medium</b>

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<p>6. Workers to travel in individual vehicles; <b>where this is not practical the risk controls below will be implemented:</b></p> <ul style="list-style-type: none"> <li>- If the journey is essential, such as travel to work, and there is no option but to share a vehicle with people who are not part of the same household, journeys should be shared with the same individuals and with the minimum number of people at any one time.</li> <li>- Workers should wash their hands each time before getting into enclosed spaces (such as vehicles) with others; To help with this worker are provided with hand sanitisers (minimum 60 % alcohol).</li> <li>- Where workers have to share enclosed spaces such as the cabs of vehicles, they should keep the window open for ventilation and they should be careful to avoid touching their face at all times.</li> <li>- On leaving the enclosed space, they should wash their hands with soap and water for 20 seconds or more or use hand sanitiser when they cannot wash their hands. Hand sanitiser provided.</li> <li>- Workers sharing vehicles should face away from each other where possible.</li> </ul>					

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<p><b>Workforce Management: Communications and Training</b></p> <p>Failure to provide appropriate communication and training to staff resulting in an increased potential for transmission of virus due to non-adherence to safe working practices.</p>	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	<ol style="list-style-type: none"> <li>All workers will be involved in the development of this risk assessment and their views considered.</li> <li>Workers will be regularly reminded of the company risk controls and expected behaviours whilst on our clients sites.</li> <li>Workers will be taken through the safe system of work provided with this risk assessment.</li> <li>Communication to the general workforce will be via clear and unambiguous posters and signage.</li> </ol>	<ol style="list-style-type: none"> <li>Display Covid-19 information posters on the rear doors of workers vans (where possible)</li> </ol> <p><b>Example</b></p>  <p><b>Example</b></p>  <ol style="list-style-type: none"> <li>Make regular announcements to remind workers to follow social distancing advice and wash their hands regularly.</li> <li>Where the workplace requires it communication with trades unions will be maintained.</li> <li>Establish dedicated communication mediums to continue to update workers e.g. memos/emails etc.</li> </ol>	1	5	5	<b>Low</b>

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<b>Inbound and Outbound Goods</b>  Failure to maintain compliance with social distancing or limit surface contact during completion of the task resulting in increased risk of transmission.	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	1. Deliveries to clients sites will be <b>very limited and always agreed in advance</b> to allow for suitable levels of planning by all parties concerned.  2. Where practical, no delivered items should be physically handed over to any worker. There should instead be a set drop-off point on site agreed in advance of the delivery.  3. Social distancing must be maintained between our workers and any visiting delivery operative to a clients site.  4. Paperwork should not be shared/handled. This includes the sharing of pens. Where practical the company will arrange for electronic transfer of delivery notes etc.	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	<b>Low</b>
<b>Site Handover</b>  Failure to leave site work area in a safe state following work completion.	Clients Site	Workers Client Contractors Public	2	5	10	<b>Medium</b>	1. Surfaces that have been in contact with should be wiped clean and disinfected at the end of the work period.	1. Advise clients to keep clear of the work area for at least 30 minutes after you leave and then wipe down all worked on surfaces with warm soapy water and disinfect these surfaces with the cleaning products they normally use and then wash their hands for at least 20 seconds.	1	5	5	<b>Low</b>

RISK		Severity	5	10	15	20	25	
LIKELIHOOD	SEVERITY		4	3	2	1		
1. Extremely Unlikely	1. Minor Injury/disease no lost time		8	6	4	2		
2. Unlikely	2. Injury/disease up to 7 days lost		12	9	6	4	2	
3. Likely	3. Reportable under RIDDOR over 7 days		16	12	8	5	3	
4. Very Likely	4. Specified Injury/Long term absence		20	15	10	6	4	
5. Almost Certain to happen	5. Death		25	20	15	10	6	
			Likelihood					
			Low	Medium	High			
			1-8	9-12	15-25			



**The Key Objectives of this Risk Assessment Have Been Met:**



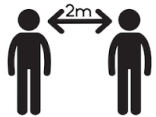
Achieve full and open consultation with our workforce throughout its development and to actively share its contents on completion.



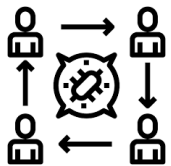
Provide appropriate facilities for cleaning, handwashing, and hygiene procedures to meet the requirements of current guidance



Identify opportunities where we can support workers to complete their work from home.



Identify all reasonably practical steps that can be taken to establish and maintain 2 metre social distancing within the workplace.



Identify all reasonably practical steps that can be taken to reduce virus transmission risk where social distancing of 2 metres cannot be reasonably achieved.

**I confirm on behalf of the Company that we will work to maintain these objectives.**

**Name of Director/Partner:**

**Signature:**

**Date:**

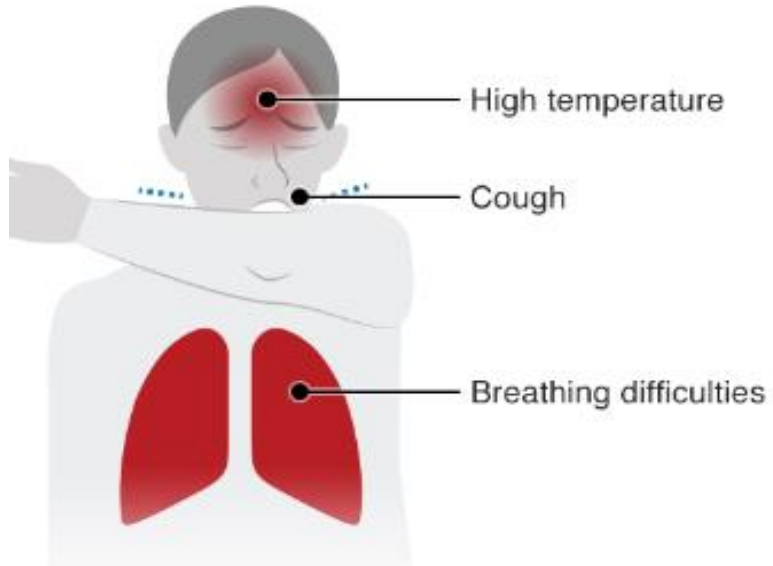
### References used in the development of this risk assessment:

- HM Government 'Working Safely during COVID-19 in construction and other outdoor work – Guidance for Employers, employees & self-employed 11 May 2020
- CLC Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19) Version 3
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>
- <https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- <https://www.letsrecycle.com/news/latest-news/defra-coronavirus-waste-disposal-advice/>

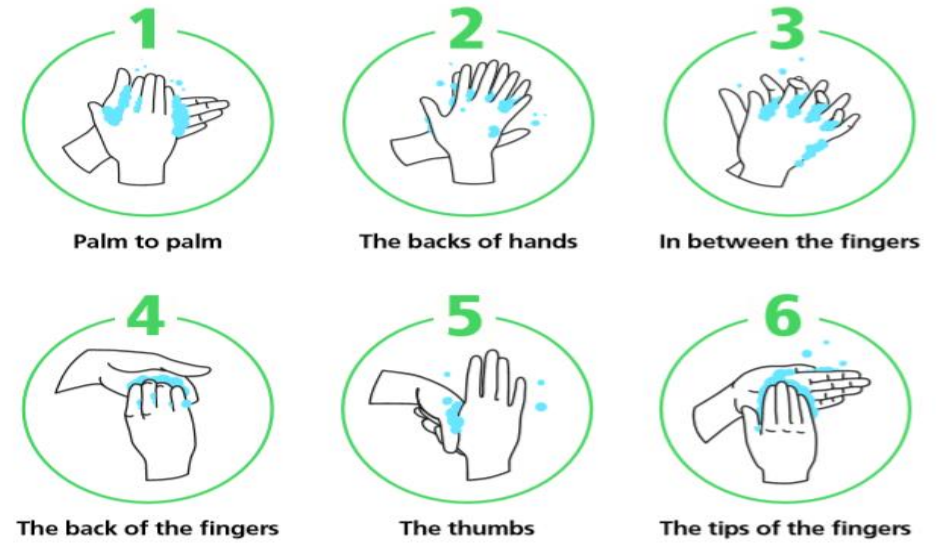


**Key COVID-19 Symptoms & Controls:**

**Symptoms:**



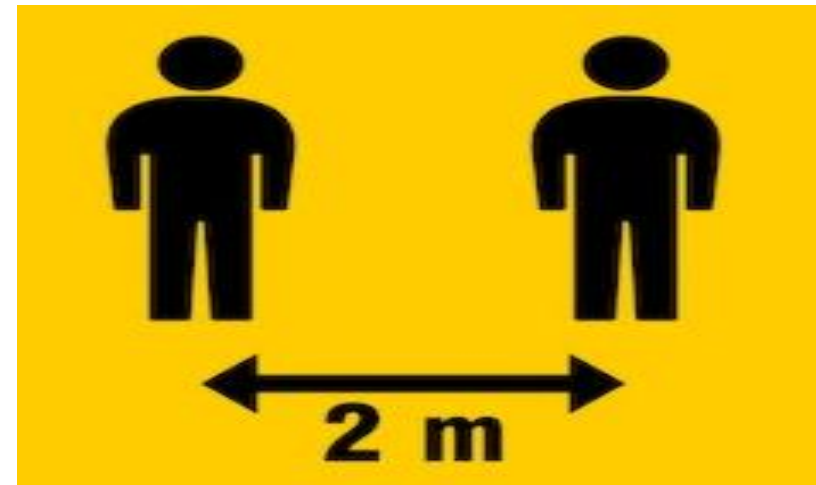
**Hand Washing:**



**General Precautions:**



**Social Distancing:**



## General Safe system of work for working during the COVID-19 Pandemic

The points below are provided to our workers to help keep them safe during the Covid-19 pandemic. They are based on Government recommendations, which change daily: <https://www.gov.uk/coronavirus> As your employer we will endeavour to update our guidance to you in line with current Government recommendations.



### Key Considerations:

- The company will look to implement home working wherever practical.
- The company will be particularly vigilant in safeguarding those persons currently identified as most at risk, such as
  - Those classed as **extremely clinically vulnerable**
  - Those classed as **clinically vulnerable**
  - Others who may require **additional adjustments** to enable their health and safety.
- Before working on a client's site, the company will assess the following points:
  - is it really essential work?
  - can the task be resolved another way, or at a better time?
  - Are alternative options available to our client?

Additional precautions should be taken if the work is to proceed, which could include additional PPE, such as disposable overalls, disposable gloves, eye protection, suitable face mask, or temporary wider separation of occupants and operatives, e.g. other rooms or areas – these circumstances these circumstances will require a risk assessment to be completed.

- Workers must protect themselves remember the wellbeing of their colleagues and others on site as appropriate.
- Do not shake hands with the client or any other person at the work site. Avoid all physical contact.
- Wash/sanitise your hands thoroughly for at least 20 seconds, at the start of the job and after (also during the work).
- Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth at all times.

- Wear suitable work gloves.
- If you feel unsafe or at risk at any point, undertake a personal risk assessment and leave the site if necessary. We can re-plan for a future date if appropriate, after ensuring everything is made safe.
- Avoid client signatures or handling paperwork between yourself and them.
- Do not attend work – **a)** if you are unwell/displaying symptoms **b)** if someone in your household is self-isolating.

#### **Pre-Task:**

- On the day of the work the company will call ahead to the client to ask if are comfortable with our visit taking place.
- We will explain to the client what we will be doing, and why, and that our workers must maintain a safe distance from them (at least 2m or 6 steps away is current Government advice), including when waiting for clients to meet our workers at their premises.
- We will identify the clients requirements for management of Covid-19 on site and communicate these to our mobile workers.

#### **Travel to Site:**

##### **(If sharing a vehicle)**

- Wash your hands each time before getting into enclosed spaces (such as vehicles) with others; To help with this the company will provide hand sanitisers (minimum 60 % alcohol).
- When sharing and enclosed space such as the cab of vehicles, keep the window open for ventilation and be careful to avoid touching your face at all times.
- When leaving the cab of the vehicle (at any time) wash your hands with soap and water for 20 seconds or more or use hand sanitiser when you cannot wash your hands.
- When sharing vehicles, you should face away from other passengers and the driver where possible.
- When sharing a vehicle with others from multiple households the vehicle must be cleaned regularly using gloves and standard sanitising products with particular emphasis on handles and other areas classed as touch points such as:
  - Steering wheel
  - Door handles
  - Gear stick
  - Indicator stalks
  - Seat belts
  - Radio/satnav controls
  - Fuel cap
  - Boot release systems

### Arrival at the Clients Site:

- Ensure you are familiar with the client's site Covid-19 risk controls and those put in place by the company.
- Do not enter a client's premises if you are feeling unwell or displaying symptoms of Covid-19 e.g. high temperature/cough/breathing difficulties.
- Wash your hands with soap and water for at least 20 seconds. Where facilities to wash hands are not available, hand sanitiser should be used.
- Observe the clients social distancing measures as soon as you arrive on site (parking area onwards).
- Use dedicated site access points.
- Do not use communal pens to sign in – use your own.
- Do not shake hands with the client or any other person at the clients site.
- Wash/sanitise your hands thoroughly for at least 20 seconds, at the start of the job and after (also during the work).
- Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available.

### During Work:

- Maintain social distancing (**minimum two metres apart**).
- Allow time throughout the task to maintain good hygiene: wash your hands frequently using soap and water for 20 seconds, and especially after blowing your nose, sneezing or coughing and before and after eating.
- Avoid skin-to-skin and face-to-face contact with the client and other workers.
- If you must share equipment/plant - Wash your hands each time before using any plant or equipment with others and wash your hands every time you finish using a shared item of plant/equipment. Touch point surfaces of plant/equipment that are shared must be sanitised before and after use.
- Clear away your own food and beverage waste - Use clients site waste facilities if this is not practical remove waste from site.
- Bring your own prepacked food to site and use re-usable drinks bottles. Eating of meals should take place wherever possible away from the clients premises.
- If you or any other person on site are displaying any potential coronavirus symptoms; or, If you have any concerns about the welfare facilities or the work environment (clients site) regarding measures to protect workers from coronavirus (e.g. social distancing, cleaning and hygiene regimes) then you should:
- **STOP** work.
- **REMOVE** yourself to a position of safety.
- **REPORT** immediately to your supervisor or manager (ideally by telephone).
- Avoid requesting client signatures or handling paperwork between yourself and them.

### Job completion

- Wipe down and sanitise equipment, tools and instruments used.
- Remove and place into a plastic bag any wipes, disposable gloves and overalls used, whilst trying not to cross-contaminate onto existing clothes or persons.
- Do not touch your face.
- Ensure you then clean/wash your hands, and where possible/appropriate any reusable PPE (e.g. safety glasses), using soap and water, or use suitable hand sanitiser on hands before leaving site.
- Advise clients or relevant parties on site to keep clear of the work area for at least 30 minutes after you leave and then wipe down all worked on surfaces with warm soapy water and disinfect these surfaces with the cleaning products they normally use and then wash their hands for at least 20 seconds.
- Do not eat/smoke/drink until you have washed/sanitised your hands.
- Before leaving site wash your hands with soap and water for at least 20 seconds. Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available.
- Do not use communal pens to sign out– use your own.

### Wearing a face covering

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.



**All employers should regularly update themselves with the current Government advice: <https://www.gov.uk/coronavirus> and NHS advice: <https://www.nhs.uk/conditions/coronavirus-covid-19> and operate accordingly.**

Document Accepted By (Name)		Sign		Date	
Further Risk Controls Implemented By (Name)		Sign		Date	

**The contents of this risk assessment and the resulting Safe System of Work should be shared with all workers as appropriate to its contents.  
Signatures can be gathered in the table below**

	RISK ASSESSMENT	
	ID	
	Title	
	Date	

**Confirmation of Worker Understanding of Risk Assessment and Safe System of Work**

Name	Signature	Date