

Risk Assessment COVID-19 in the working environment

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| Date | 22-09-2020 | Assessor | R. North | Locations | Workshops Site Locations | Ref: | RSS-PA-COV-004 |
| Reviewed | 28/01/2021 | Signed |  | Reviewed and Approved | Managing director | | |

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|-------------------|---------|---|-------------|---|------------|---|----------|---|---------------|---|
| Severity | Fatal | 5 | Major | 4 | Notifiable | 3 | Minor | 2 | Trivial | 1 |
| Likelihood | Certain | 5 | Very Likely | 4 | Likely | 3 | Unlikely | 2 | Very Unlikely | 1 |

Risk

| | | | | | |
|-------|-----------------------|------|---------------------------------------------|-----|----------------------------------|
| 15-25 | High ~ Not Acceptable | 7-14 | Medium ~ Acceptable with Improvement Action | 1-6 | Low ~ No Further Action Required |
|-------|-----------------------|------|---------------------------------------------|-----|----------------------------------|

GOV. ALERT LEVEL 5

A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially, and there is a material risk of healthcare services being overwhelmed

What is COVID 19?

The Novel Coronavirus (COVID-19) is a highly infectious disease that may be contracted from infected people, or coming into contact with surfaces touched by infected persons. This may include contact with other people while going to and from work, at work, or from others in your household.

The virus is spread in minute water droplets that are expelled through sneezing, coughing, talking and breathing.

The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer.

Among those who become infected, some will exhibit **no symptoms**, so anyone you meet could be infected. The great majority will have a mild-to-moderate illness, similar to flu.

A minority of people who get COVID-19 will develop complications severe enough to require hospital care and in a small proportion of these, the illness may be severe enough to lead to **Death**. The risk of severe disease and death increases among the elderly and people with underlying health risk conditions.

Symptoms

The main symptoms of coronavirus:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature),
- **a new, continuous cough** – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

In severe cases, people may have a shortness of breath.

Reporting

If you are showing any symptoms, you need to stay at home and notify your manager / office. Contact the NHS to arrange a free Coronavirus test, either by booking an appointment with a testing site near you, or booking a home test kit. Anyone you live with must self-isolate until you've been tested and received your result.

If you test **negative** (you do not have coronavirus), you and others in your household can return to work.

If you test **positive** (you have coronavirus):

- self-isolate for at least 10 days from when your symptoms started – even if it means you're self-isolating for longer than 10 days,
- anyone you live with must self-isolate for 10 days from when your symptoms started.

After your isolation period, and only when you are feeling well, notify your manager / office that you are able to return to work, and wait for authorisation before resuming your duties.

Shielding for clinically extremely vulnerable individuals

If you are in this group, you will previously have received a letter from the NHS or from your GP telling you to stay at home and shield in the past. You will be receiving a new letter regarding the new shielding measures that will apply nationally for 4 weeks up to 2 December. At the end of the period, it's possible the government may look to return to a regional approach and will issue further guidance later.

You are advised to work from home. If you cannot work from home, you should not attend work for this period of restrictions. If you cannot attend work for this reason, you may be eligible for Statutory Sick Pay (SSP), Employment Support Allowance (ESA) or Universal Credit. Other eligibility criteria will apply. The formal shielding notification you receive may act as evidence for your employer or the Department for Work and Pensions (DWP) that you are advised to follow shielding guidance and should not work outside of your home for the period stated in the letter.

Others living in a household with someone who is clinically extremely vulnerable are not advised to follow this guidance. They should continue to attend work and school in accordance with the general advice.

NHS Test and Trace

Part 1: for someone with symptoms of coronavirus

1. isolate: as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 10 days. Anyone else in your household must self-isolate for 10 days from when you started having symptoms,
2. test: [get a free NHS test immediately to check if you have coronavirus](#) or call 119 if you have no internet access
3. results: if your test is positive, you must complete the remainder of your 10-day self-isolation. Anyone in your household must also complete self-isolation for 10 days from when you started having symptoms. If your test is negative you will no longer be required to self-isolate, though you may wish to do so if you still feel unwell and have symptoms similar to coronavirus. If your test is negative, other household members no longer need to self-isolate.
4. share contacts: if you test positive for coronavirus, NHS Test and Trace will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond quickly and accurately so that we can give appropriate advice to those who need it. You will be told to do this online via a secure website or you will be called by one of our contract tracers. If NHS Test and Trace contact tracers are unable to contact you for 24 hours, they may pass your case to your local authority to follow up by phone or in person.

Part 2: if you are contacted by NHS Test and Trace because you have been in close contact with someone who has tested positive for coronavirus

1. alert: you will be alerted by NHS Test and Trace if you have been in close contact with someone who has tested positive for coronavirus. The alert will usually come by text, email or phone call. You should then log on to the NHS Test and Trace website, which is normally the easiest

way for you and the service to communicate with each other – but, if not, a trained call handler will talk you through what you must do.

Under-18s will get a phone call and a parent or guardian will be asked to give permission for the call to continue

2. isolate: you will be told to begin self-isolation for 10 days from your last contact with the person who has tested positive. It's really important to do this even if you don't feel unwell because, if you have been infected, you could become infectious to others at any point up to 10 days. Your household doesn't need to self-isolate with you, if you do not have symptoms, but they must take extra care to follow the guidance on social distancing and handwashing and avoid contact with you at home
3. test if needed: if you develop symptoms of coronavirus, other members of your household must self-isolate immediately at home for 10 days and you must get a test to check if you have coronavirus or call 119 if you have no internet access. If your test is positive, you must continue to stay at home for at least 10 days and we will get in touch to ask about your contacts since they must self-isolate. If your test is negative, you must still complete your 10-day self-isolation period because the virus may not be detectable yet – this is crucial to avoid unknowingly spreading the virus.

It is a legal requirement to self-isolate if you test positive for COVID-19 or if you are identified as a contact and told to self-isolate by Test and Trace.

Failure to self-isolate for the full time-period can result in a fine, starting from £1,000.

Support

The Company is committed to supporting employees with increased levels of anxiety in this pandemic or have suffered personal loss as a result of it.

We shall notify employees and contractors against updates to Government guidelines, and information for claiming money and support being provided by the Government to people affected by the virus.

Hierarchy of Control

It is important to note that coronavirus (COVID-19) needs to be managed through a hierarchy or system of control, including:

- working from home,
- social distancing,
- high standards of hand hygiene,
- \increased surface cleaning,
- fixed teams or partnering, and
- other measures such as using screens or barriers to separate people from each other.

The use of face masks, coverings and shields etc. would be the last resort, where the above controls are not reasonably practicable.

Exemption from Wearing Face Masks / Coverings

Where individuals are exempt from wearing such PPE / covering on medical reasons, these people may feel more comfortable showing something that says they do not have to wear a face covering. This could be in the form of an exemption card, badge or even a home-made sign.

Working in Scotland, Wales and Northern Ireland

Please be aware that different parts of the UK will have different Rules and Restrictions in-place, which may include a lockdown on business activities and travel restrictions. Please consult with the Government websites for these countries before planning works in these regions.

| Control of Risks | | | | | | | | | | | | | |
|-----------------------------------|--------------------------|--------------------------------------------------------------------------------------|---------------|-----|-----|-----|----------------|---|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---|----|
| Task. | Hazard Description | Consequence | Those at Risk | | | | Initial Rating | | | Risk Control Measure | Residual Rating | | |
| | | | Emp | Con | Pub | Vis | S | L | R | | S | L | R |
| Attending Work | Transmission of COVID-19 | Contracting virus leading to ill health and possible death to individuals and others | Y | Y | Y | Y | 5 | 4 | 20 | <p>Anyone who meets one of the following criteria should not come to work or travel to site:</p> <ul style="list-style-type: none"> ➤ Has a high temperature or a new persistent cough - follow the guidance on self-isolation ➤ Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant) ➤ Is living with someone in self-isolation or a vulnerable person. | 5 | 1 | 5 |
| Traveling to and from work | Transmission of COVID-19 | Contracting virus leading to ill health and possible death to individuals and others | Y | Y | Y | Y | 5 | 4 | 20 | <ul style="list-style-type: none"> ➤ Where possible travel to and from work on foot or cycle ➤ If parking is available local to site the use of personal transport may be possible ➤ Car sharing should be avoided unless you are able to maintain separation (Back Front Seats) only car share if this can be maintained with the same people ➤ Avoid using public transport, if you have to use public transport only do so where you feel social distancing can be maintained and try not to touch handrails or door handles etc | 5 | 1 | 5 |
| COVID-19 General | Transmission of COVID-19 | Contracting virus leading to ill health and possible death to individuals and others | Y | Y | Y | Y | 5 | 4 | 20 | <ul style="list-style-type: none"> ➤ If you are living with someone in self-isolation or a vulnerable person DO NOT attend work / site ➤ Avoid close contact and maintain social distancing at all times if this cannot be maintained works should stop and be assessed to establish if additional measures are required . ➤ If you sneeze or cough use a tissue or the crook of your arm, dispose of any tissues in bins provided ➤ Clean welfare facilities with particular attention to handles, handrails, taps etc with warm soapy water and disinfectant as you use them ➤ Wash hand regularly and thoroughly | 5 | 1 | 5 |
| Visitors | Transmission of COVID-19 | Contracting virus leading to ill health and possible death to individuals and others | Y | Y | Y | Y | 5 | 5 | 25 | <ul style="list-style-type: none"> ➤ All visitors are asked to monitor themselves for covid-19 symptoms before visiting RSSL Workshops. This measure is best practice. ➤ To support NHS Track and Trace and to help contain COVID-19 clusters or outbreaks, the Robert Stevens & Sons Ltd will assist by keeping a temporary record of visitors for 21 days, and assisting NHS Track and Trace with requests for that data if needed. ➤ Specifically, for this purpose we will request your permission to hold a separate record of your name, a contact telephone number, and the dates and times of your arrival and departure. Records will be held in compliance with the General Data Protection Regulation for 21 days. This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. After 21 days, these records will be securely deleted. ➤ Where possible, all face to face meeting should be avoided, encouraging visits and meetings via remote connection/working. Approval must be obtained from the MD for the visit to go ahead. ➤ The onsite guidance on social distancing and hygiene measures has been explained to visitors before arrival, as well as the standard <u>Health and Safety Information for Visitors</u> ➤ The number of visitors on-site at any one time is limited to 3 ➤ Visitor time should be limited to a specific time window, as agreed prior to the visit ➤ Visitors should follow the advice as for office base works | 5 | 2 | 10 |
| Inbound and outbound goods | Transmission of COVID-19 | Contracting virus leading to ill health and possible death to individuals and others | Y | Y | Y | Y | 5 | 4 | 20 | <ul style="list-style-type: none"> ➤ Revising pick-up and drop-off collection points, procedures, signage and markings. ➤ Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. ➤ Where possible and safe, having single workers load or unload vehicles. ➤ Where possible, using the same pairs of people for loads where more than one is needed. ➤ Enabling drivers to access welfare facilities when required, consistent with other guidance. ➤ Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-always. | 5 | 1 | 5 |

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| Task. | Hazard Description | Consequence | Those at Risk | | | | Initial Rating | | | Risk Control Measure | Residual Rating | | |
| | | | Emp | Con | Pub | Vis | S | L | R | | S | L | R |
| Office base works | Transmission of COVID-19 | Contracting virus leading to ill health and possible death to individuals and others | Y | N | Y | Y | 5 | 4 | 20 | <p>Where you can't work from home:</p> <ul style="list-style-type: none"> ➤ Maintain social distancing: at least one metres (3ft) apart from others; the preferred distance remains at 2 metres (6ft), ➤ Restrict the number of employees working in the same office, ➤ Ban, or restrict visitors and other contractors coming into the office, and maintain a Track & Trace Log for these people, ➤ Where possible, do not share or lend office equipment, ➤ Keep personal equipment clean, including wiping down with disinfectant wipes prior to use, ➤ Shared work equipment must be clean down and sterilize prior to each use, e.g. power and light switches, photocopy machines, printers, cabinet and door handles, handrails, food prep areas, kettles, microwaves etc ➤ Frequently use hand washing or sterilisation facilities provided; before, during and after each shift, ➤ For cleaning common areas and surfaces, employees to use disposable or other safety gloves, face masks and/or face shields, disposable overalls or washable work wear, ➤ Coat racks and lobbies not to be used. Coats, other clothing and bags to be kept at the person's workspace. | 5 | 1 | 5 |
| Working Outside and other well-ventilated areas | Transmission of COVID-19 | Contracting virus leading to ill health and possible death to individuals and others | Y | Y | Y | Y | 5 | 4 | 20 | <ul style="list-style-type: none"> ➤ Maintain social distancing: at least one metres (3ft) apart from others; the preferred distance remains at 2 metres (6ft), ➤ Maintain a Track & Trace Log for these people, ➤ When social distancing is not possible, work to be planned to minimise close contact, or have employees facing away from one another. Where applicable, employees to use disposable or other safety gloves, face masks and/or face shields, disposable overalls, or washable work wear, ➤ Where possible, do not share or lend work equipment, ➤ Keep personal equipment clean, including wiping down with disinfectant wipes before each use, ➤ Shared work equipment must be clean down and sterilize prior to each use, e.g. control panels, generators, plant, site power and lighting etc. ➤ Frequently use hand washing or sterilisation facilities provided; before, during and after each shift, ➤ Stagger or limit the use of commonly used areas, including signing in areas, stores, canteens, changing rooms etc. ➤ Use all project-specific PPE specified/ supplied by the Client / Principal Contractor. ➤ Drying / changing rooms not to be used. Coats, other clothing, and personal affects to be kept at the person's workspace or vehicles. | 5 | 1 | 5 |
| Working less than 2m apart | Transmission of COVID-19 | Contracting virus leading to ill health and possible death to individuals and others | Y | Y | Y | Y | 5 | 4 | 20 | <p>Working within the 2m Separation</p> <ul style="list-style-type: none"> ➤ If the work you are undertaking requires breaking the 2m separation ensure ➤ FFP3 RPE and disposable gloves are used, ➤ work side to side or back to back avoid working face to face or any contact ➤ This should be time limited to less than 15 minutes max | 5 | 1 | 5 |
| Sharing of Tools | Transmission of COVID-19 | Contracting virus leading to ill health and possible death to individuals and others | Y | Y | Y | Y | 5 | 4 | 20 | <p>Use of site tools</p> <ul style="list-style-type: none"> ➤ Only use personal issued tools where possible and do not share ➤ Where company supplied tools are used / Shared ensure each tool is cleaned using alcohol base sanitiser before and after use | 5 | 1 | 5 |
| Working in teams | Transmission of COVID-19 | Contracting virus leading to ill health and possible death to individuals and others | Y | Y | Y | Y | 5 | 4 | 20 | <ul style="list-style-type: none"> ➤ Stay together in teams e.g. (do not change workers within teams) ➤ As small as possible ➤ Away from other workers where possible ➤ work side to side or back to back avoid working face to face or any contact ➤ Employees must wear face coverings / masks, ➤ Maintain a Track & Trace Log for these people, | 5 | 1 | 5 |