

# COVID19 SITE RISK ASSESSMENT

METHOD STATEMENT REF : 001	LOCATION : Millbank estate	OVERALL RISK RATING	Low
EMPLOYEE NAME : UNITED LIVING	DATE : September 2020	NEXT REVIEW DATE :	
RISK ASSESSMENT REF: RA098	CREATED BY : Update Dave Kemp	REVISION :	V1
Description of works: working during Covid19 pandemic			

ACTIVITY - HAZARD	PERSONS AT RISK & HOW	RISK ASSESSMENT WITHOUT CONTROLS (See Risk Rating)			CONTROL MEASURES <span style="color: blue;">This assessment MUST be read in conjunction with work activity risk assessment(s)</span>	RISK ASSESSMENT WITH CONTROLS (See Risk Rating)		
		L	S	R		L	S	R
Catching COVID-19 from particles in the air	Coming into close proximity to a person who has COVID-19.  Being in an area that a person with COVID-19 has occupied.	4	4	16	<p><b>If any of these controls can't be achieved, then work must STOP and further specific risk assessment must take place eg. Use of Respiratory Protective Equipment.</b></p> <ul style="list-style-type: none"> <li>Avoid the use of public transport and don't car share unless absolutely necessary.</li> </ul> <p><b>On arrival at site</b>, confirm that you or anyone in your household DOES NOT have:</p> <ol style="list-style-type: none"> <li>a new, continuous cough</li> <li>a high temperature (above 37.8 deg) and to be recorded on site reg</li> </ol> <p>Prior to entering occupied properties:-</p> <ol style="list-style-type: none"> <li>Determine whether or not the residents are identified as vulnerable moderate risk or vulnerable high risk. Where a resident is vulnerable (for example an expectant mum) but has not been advised to shield, work can continue with the usual known controls: frequent hand washing; 2m+ distancing; staying in separate rooms; avoiding face to face contact; coughing and sneezing into tissue or the crook of your elbow.</li> <li>For residents that are shielded a plan of performing the work needs to be developed and agreed. This may need a team discussion with our client, RLO, site manager, SHEQ Advisor etc. This may include deferring the work to later in the program or additional control measures to permit the progress of the work. This will need to be on a case by case basis.</li> <li>Consider video call with resident, operative or supervisor to review works in progress to avoid the attendance at the property.</li> <li>Make contact via phone/email to confirm what will happen when coming to property.</li> <li>Inform the resident that they will be asked to locate themselves in another room away from the works to maintain social distancing.</li> <li>If property is too small for the resident to do point D then other arrangements to be considered.</li> <li>Confirm the tenants name, address and contract number</li> </ol>	2	4	8

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					<p>g) Politely ask whether the tenant has visited an affected area recently</p> <p>h) Politely ask whether the tenant has been in contact with anyone that has been to an affected area</p> <p>i) Politely ask whether the tenant has been advised or chosen to self-isolate or other dwellers</p> <p>j) Ask politely if the resident would prefer you to wear a face covering, face coverings may be mandated by the client or stipulated in a contractor RAMS, in these situations advise the resident that you will be wearing a face covering when you are working in the property.</p> <p>k) [The RLO can also ask the residents preference for operatives to wear a face covering (or not) at the initial planning meeting. In communal areas the local Covid RAMS will determine if a face covering is required]. Every person entering a property has also the option/ choice to wear a face covering if they prefer to do so. Again advise the resident that you will be doing so before you enter the property.</p> <p>Once inside property,</p> <p>l) Refrain from shaking hands</p> <p>m) Refrain from touching objects and or surfaces</p> <p>n) Wear disposable gloves if necessary to touch</p> <p>o) Don face covering is preferred.</p> <p>p) Refrain from using the tenants amenities</p> <p>q) Refrain from touching your face</p> <p>r) Limit time in properties to take photographs to 15 minutes.</p> <p>s) Avoid where possible the need to have occupants sign documentation and work with clients to determine alternative arrangements.</p> <p>t) Upon departure, wash hands or use anti-bacterial wipes. Keep washing regularly</p> <p>u) Vacate the property should the tenant show signs of coughing, temperature increase. Contact your line manager immediately</p> <p><b>Anyone displaying the above symptoms should not enter site. If symptoms develop whilst at work then:</b></p> <p style="padding-left: 20px;">i) return home immediately</p> <p style="padding-left: 20px;">ii) don't touch anything</p> <p><b>Then follow the guidance for self-isolation.</b></p> <ul style="list-style-type: none"> <li>• Maintain social distancing (2m) from others when arriving at site.</li> <li>• All safety briefings and any type of meetings should take place in well ventilated areas and in small groups, so that 2m separation between people can be maintained.</li> <li>• Issue of paperwork / documents should take place between only the issuer and the receiver. Use gloves to handle paperwork.</li> </ul>			
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					<ul style="list-style-type: none"> <li>RAMS must stipulate that working party members must maintain social distance (2m) at all times during activities.</li> <li>Each vehicle and plant to have a named driver and only that person allowed inside at any time. Anti-bacterial wipes must be available in cabs to disinfect all surfaces touched after and before use.</li> <li>Tools, equipment including computers &amp; desk phones are allocated to one user. If handover is necessary, they must be disinfected beforehand.</li> <li>All personal equipment including clothing, stationery, phone, tools etc including, PPE must not be shared.</li> <li>Maintain social distance (2m) in smoking shelters, canteen areas and rest areas. Stagger break times for workforce to help social distancing.</li> <li>Try to take breaks in outdoor areas where possible, keeping 2 metres apart.</li> </ul> <ul style="list-style-type: none"> <li>Stairs only to be used and if met by others one is to return to nearest landing to allow others to pass</li> <li>No internal works to commence until RA/MS received and reviewed for each task by subcontractors</li> </ul>			
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Catching COVID-19 from particles in the air	<p>Coming into close proximity to a person who has COVID-19.</p> <p>Being in an area that a person with COVID-19 has occupied.</p>	4	4	16	<ul style="list-style-type: none"> <li>All personal equipment including clothing, stationery, phone, tools etc including, PPE must not be shared.</li> <li>Maintain social distance (2m) in smoking shelters, canteen areas and rest areas.</li> <li>Stagger break times for workforce to help social distancing.</li> <li>Try to take breaks in outdoor areas where possible, keeping 2 metres apart.</li> </ul> <p><b>First Aid</b> Unless a life is in imminent danger, maintain 2 metres separation whilst giving assistance with first aid. Maintain social distance within vehicle, if transporting someone to their home or to hospital. Immediately disinfect yourself after assisting with first aid.</p>	2	4	8
Catching COVID-19 by transferring particles into nose, mouth, eyes.	<p>Coming into contact with COVID-19 particles by touching surfaces containing the virus and transferring it from hand into the body.</p>	5	4	20	<p><b>If any of these controls can't be achieved, then work must STOP and further specific risk assessment must take place.</b></p> <ul style="list-style-type: none"> <li>Regularly wash or sanitise your hands throughout the day/shift and always                             <ul style="list-style-type: none"> <li>When you arrive at site</li> <li>before eating</li> <li>before and after using the toilet</li> <li>when you leave site</li> </ul> </li> <li>Hand wash, tissues and hand sanitisers to be widely available across all work areas. Stocks of these supplies need to be checked daily and maintained by a nominated lead person.</li> <li>Don't put your hands in your mouth, eyes or nose before washing or sanitising them. Don't share cutlery, crockery or cups. Bring all your own food and drinks to site, and store in your own cooling containers.</li> <li>Frequently disinfect objects and surfaces that are touched regularly, such as door handles, hand rails, access controls, photocopiers and vending machines.</li> <li>Frequently disinfect all surfaces within common areas such as toilets, smoking shelters, tables, desks, canteen and rest areas.</li> <li>Regularly empty bins and dispose of waste at least at the end of each day. Use disposable gloves for cleaning and discard them at the end of each day/shift.</li> </ul>	2	4	8

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Catching COVID-19 by transferring particles into nose, mouth, eyes.	Coming into contact with COVID-19 particles by touching surfaces containing the virus and transferring it from hand into the body.	4	4		<b>Site Deliveries</b> <ul style="list-style-type: none"> <li>Small parcels to be left at security and wiped with disinfectant.</li> <li>For deliveries that enter site, place them initially into a quarantine area.</li> <li>Drivers to stay in vehicles if possible.</li> </ul> Disinfect all surfaces that will be touched on packaging, tools, equipment and plant that are delivered to site. For large surface areas, this may require disinfectant spraying techniques.	2	4	8
Stress and mental wellbeing	Individual at increased susceptibility to stress	5	3	15	Employee Assistance Programme in place for use by all employees. Availability of Occupational Health Referral process. Individual stress risk assessment processes in place to help identify stressors, and therefore in turn appropriate actions. Increased frequency of regular 1 to 1s and team calls to discuss any concerns	2	3	6
Catching COVID-19 by transferring particles into nose, mouth, eyes.  Catching COVID-19 from particles in the air	Failure to maintain social distance and not wearing RPE or incorrect RPE as a last resort	4	4	16	Due to the global shortage of FFP3 masks, UL may provide FFP1 or FFP2 masks for those work activities that dictate the need where contractors cannot procure their own. E.g. sanding down, using powered machines. These will be in support of other work activity control measures for example ensuring dust suppression / extraction devices and natural ventilation, FFP2 masks provide approximately 94% particle filtration.  NOTE – face coverings (surgical masks) must not be worn when work activity risk assessment dictates the need for FFP type of masks. Face coverings will not filter or trap airborne particles from outside inwards but will provide a sense of reassurance for the individual.	1	4	5

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Severity	Consequence		Likelihood						
	People	Assets	Certain	Almost certain	Likely	Possible	Doubtful	Unlikely	
			6	5	4	3	2	1	
	Death	Severe damage	6	36	30	24	18	12	6
	Major Injury RIDDOR	Major damage	5	30	25	20	15	10	5
	Lost time 1 day	Moderate damage	4	24	20	16	12	8	4
	Restricted work-case	Minor damage	3	18	15	12	9	6	3
	Medical treatment (offsite)	Slight damage	2	12	10	8	6	4	2
	First Aid (On site)	No damage	1	6	5	4	3	2	1

**Risk Matrix**

**HIGH** – the activity is not permitted and requires further consultation to reduce to medium / low risk

**MEDIUM OR LOW** – the activity is permitted and the details are communicated to the workforce below

Level of risk is determined by multiplying the severity value against the likelihood value

Score	Priority	Action
1 to 6	Low	Low risk identified – control measures to be implemented and monitored
8 to 18	Medium	Medium risk identified – ensure that a safety method statement is produced NOTE further controls may be necessary
20 – 36	High	High risk identified – re-evaluate risk assessment and develop / determine greater controls

Name	Date	Signature