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| **Date:** | 1st June 2020 | | |  |  |  |  | |  | |  |  | |  | |  |  |
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| **Assessors Name:** | | **Steven Barker** | | **Reference Number:** | | **GEN001** | | | | **Review Date:** | | | Ongoing – as per government guidance updates | | | | |
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| **Endorsed By:** | |  | | **Signature:** | |  | | **Position:** | | **Director** | | | **Date:** | | **1/6/2020** | | |
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| **Description of assessment** | | | Coronavirus (COVID-19) | | | | | | | | | | | | | | |
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| **Location Details** | | | **Generic risk assessment to cover most client sites** | | | | | | | | | | | | | | |

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| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Catching / Spreading during work activities** | Employees, client, public | 5 | 3 | 15 | H | * Welfare facilities within work vehicles will contain suitable levels of soap and antibacterial gel. * Employees will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds. * Tissues will be provided for all employees. Employees should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. | Ensure hand sanitiser, tissues and PPE levels are regularly checked and topped up as required. Provide NHS approved hand washing guides and effective use of face coverings. | Supervisor | daily | 5 | 1 | 5 | L |

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| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Catching / Spreading**  (continued) | Employees, client, public | 5 | 3 | 15 | H | * Employees are reminded to not touch their eyes, nose or mouth if their hands are not clean. * A cleaning schedule will be implemented for work vehicles and equipment, ensuring that worksurfaces, equipment, door handles etc. are all regularly and thoroughly cleaned with an antibacterial cleaning substance. * PPE (face masks/ covers) will be provided. Please note that the regular washing/ sanitising of hands is preferred to the use of disposable gloves which may further spread coronavirus if not disposed of and replaced effectively. As such disposable gloves will not be supplied * Work towards any cleaning / infection control requirements outlined by the client. * Social distancing (currently a minimum of 2 metres) should be observed at all times * Only use your own equipment/ plant * Employees will be told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature. * Should employees disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance. * If any personnel come into contact with somebody who has been diagnosed with coronavirus, they should immediately self isolate and follow government guidance and any trace/ track protocols that are operational at the time | Encourage observation of each other as some actions, such as touching of the face, may be done regularly without realising  Daily pre-use and after use cleaning of all equipment  Liaise with client representatives before the commencement of any work to obtain any client specific protocols that have been initiated  Thermometers to be provided and employees to take their own temperature morning and night to ensure they have no fever/ raised temperature that may be a symptom of Coronavirus | All operatives  Supervisor  supervisor  All operatives | Daily  Twice daily  Before the commencement of any work tasks  Twice daily | 5 | 1 | 5 | L |

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| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Employee travelling for work activities** | Employees, client, public | 5 | 3 | 15 | H | * Travelling is to be kept to a minimum with no unnecessary trips to be taken * Fuel tanks should be filled when refuelling to prevent unnecessary repeat refuelling stops * Parking at sites should be in safe areas and as far away from other vehicles and pedestrian traffic as possible * Work operatives will work with 1 other team member and will not mix with other personnel. * Whilst travelling, personnel will have their own dedicated seat in the vehicle and will not deviate from this. | Logistical planning of work to ensure minimal travel time.  Payment by card only  Preferably work vans used with 3 front seats, leaving the middle seat vacant at all times. Putting up a screen/ divider in the vehicles will hinder driver visibility and so is not approved. | Supervisor  Supervisor  supervisor | Weekly  As required  At all times | 5 | 1 | 5 | L |
| **Liaising with clients** | Employees, client | 5 | 3 | 15 | H | * Where possible communications with client personnel will be in electronic format (telephone, email, intercom etc) rather than face to face * Where face to face interactions are necessary, social distancing and hygiene protocols will be abided by * If signing in/ out at sites is still required, use your own pen rather than one provided * Do not enter site premises unnecessarily. If you need to access internal areas, follow any one way systems and other social distancing measures put in place along with any site specific hygiene protocols | Carry small hand gel dispensers with you when working and clean hands before and after entering premises | All personnel | As required |  |  |  | L |
| **Lack of awareness** | Employees, client | 5 | 3 | 15 | H | * The latest government advice will be displayed in work vehicles and / or accessible on work media. * Toolbox talks will be carried out for all personnel, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. * We will continually adopt and review new government / WHO guidance as and when it is available. | On site guidance and advice can be provided by the supervisor. Any toolbox talks/ manager based instructions can be provided through visual media channels to avoid unnecessary face to face meetings. | Manager and supervisor | As required | 5 | 1 | 5 | L |

**Guidance Notes**

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| **SEVERITY** | **5** | **5** | **10** | **15** | **20** | **25** |
| **4** | **4** | **8** | **12** | **16** | **20** |
| **3** | **3** | **6** | **9** | **12** | **15** |
| **2** | **2** | **4** | **6** | **8** | **10** |
| **1** | **1** | **2** | **3** | **4** | **5** |
|  | **1** | **2** | **3** | **4** | **5** |
| **LIKELIHOOD** | | | | | |

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| **LIKELIHOOD** | |
| **5** | **Almost Certain – Very High Risk** |
| **4** | **Probable – High Risk** |
| **3** | **50/50 – Medium Risk** |
| **2** | **Improbable – Low Risk** |
| **1** | **Almost impossible – Low Risk** |

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| **SEVERITY** | |
| **5** | **Fatality – Very High Risk** |
| **4** | **Severe incapacity – High Risk** |
| **3** | **Absent 3 weeks – Medium Risk** |
| **2** | **Absent less than 1 day – Low Risk** |
| **1** | **Insignificant – Low Risk** |

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| **1–5 LOW** | **6–9 MEDIUM** | **10–15 HIGH** | **16–25 VERY HIGH** |
| **Continue with existing control, however monitor for changes.**  **Implement any additional control measures required, within the timescales given in the**  **risk assessment.** | **Requires attention to reduce the rating as well as regular ongoing monitoring.**  **Implement any additional control measures required, within the timescales given in the**  **risk assessment.** | **Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.** | **Stop immediately – the risk is too high.**  **Take immediate action to reduce the risk to  the lowest level possible.** |

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| **Additional comments:**   1. This risk assessment needs to be discussed with employees before they operate the plant/equipment to ensure compliance with all control measures through their understanding 2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment 3. The risk assessment is to be reviewed on an annual basis, or sooner if changes are made to the plant or working practices, or after an accident/near miss 4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document |

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| **Assessor 1 name:** |  | **Signature:** |  | **Date:** |  |

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| **Assessor 2 name:** |  | **Signature:** |  | **Date:** |  |

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| **I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of injury to the lowest possible level.  I fully understand my duties as an employee, to follow the control measures in this risk assessment and the method statement.** | | | | |
| **Employee name** | **Job description** | **Date** | **Employee comments/recommendations** | **Signature** |
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