

# COVID19 – Risk Assessment

Activity		Covid-19 Site Working - Reducing Contamination & Spread of the Disease			
No	Hazard	Possible Consequence	Pre-Control	Control Measures	Post Control
1	Covid-19 at risk categories	At greater risk of significant health issues if Covid-19 is contracted	High	1. Employee's that are classified as being on the Government vulnerable list as per <a href="https://digital.nhs.uk/coronavirus/shielded-patient-list#risk-criteria">https://digital.nhs.uk/coronavirus/shielded-patient-list#risk-criteria</a> should remain isolated at home whilst the current Government advice remains in place.	Low
2	Spreading /passing it to someone else or surfaces	Infection, serious illness, death	High	<ol style="list-style-type: none"> <li>1. Follow government and Powerday guidance and it should be noted that we are in a fluid situation, so the information is updated daily.</li> <li>2. Each site / department must have an appointed COVID-19 Supervisor in place.</li> <li>3. Visitors and Contractors are to be informed of the expected COVID-19 rules by the invitee regarding social distancing, cleaning regimes regarding welfare, vehicles &amp; plant, and other site COVID19 controls that have been implemented.</li> <li>4. All non-essential visitors/contractors are to be restricted and limited to controlled short durations on site.</li> </ol>	Low
3	Commuting to and from site	Restrictions on maintaining 2 metre recommended social distancing and increased risk of infection as a result	Medium	<ol style="list-style-type: none"> <li>1. Wherever possible, private transport should be used to maintain isolation from the public when commuting to the office / depots</li> <li>2. If public transport cannot be avoided, current government advice should be followed in respect of what PPE should be worn whilst travelling</li> <li>3. On arrival at the depot / office, employees should thoroughly wash their hands for at least 20 seconds as a method of infection control</li> </ol>	Low
4	Employee attending work	Risk to personal health reduced social distancing potential risk to pandemic controls	Medium	<ol style="list-style-type: none"> <li>1. Any employees placed in vulnerable category classification to remain in isolation whilst advised to do so by the government. If employee is living with a person(s) that falls into these categories, they must make their Line Manager and HR Manager aware of this.</li> <li>2. Only required employees that have been identified to be on site should travel to the depot / office whilst this period of uncertainty is in place.</li> <li>3. Consideration should be given as to how employees will commute to work, with the preference being focused on employees who do not have to use public transport.</li> <li>4. Flexible shift patterns should be adopted where appropriate to reduce the risks associated with a historical rush hour commute and start times if that is practical.</li> <li>5. Social-economic considerations should be considered for employees where home working presents increased risks.</li> <li>6. Where appropriate home working should be encouraged, and resources provided to put this in place in the medium term whilst the current government advice exists.</li> </ol>	Low
5	Site access- egress	Peak periods, increased risk of social distancing failures, symptomatic employees, or visitors	Medium	<ol style="list-style-type: none"> <li>1. Signing in procedure (in the interim) will include eliminating the finger print sensor system and replaced by face recognition in our depots.</li> <li>2. After accessing site, all employees, and visitors to thoroughly wash their hands for 20 sends.</li> <li>3. Hand sanitisers will be available in communal areas such as canteens, office entrances etc.</li> <li>4. Movement of personnel between site locations will be minimised as far as reasonably practicable</li> </ol>	Low
6	Social Distancing (Maintaining 2m between individuals)	Infection, serious illness, or death	High	<ol style="list-style-type: none"> <li>1. Ensure that all personnel maintain a clear and minimum of 2m between themselves and others.</li> <li>2. Staggered breaks to be held to minimise social contact when in the canteen, welfare &amp; changing rooms.</li> </ol>	Low

# COVID19 – Risk Assessment

				<p>3. Ensure that access to toilets are controlled by segregated use of cubicles or urinals</p> <p>4. Any briefings that are required should be delivered in open air where practical. When weather is an issue, conduct briefings in smaller groups or under external shelter.</p> <p>5. Meetings should be avoided in favour of technology (e.g. Microsoft Teams, Skype, Zoom). Where they can not be avoided, meetings should be conducted in small groups to maintain social distancing.</p>	
7	Site Office capacity	High density site office occupation increased risk of contraction of Covid-19	Medium	<p>1. The site office should be assessed to ensure occupied workstations provide 2 metres social distancing from next workstation.</p> <p>2. Quarantined workstations to be clearly identified and marked</p> <p>3. Meeting rooms to be assessed and 2 metre social distance points to be defined</p> <p>4. Canteens to be assessed, and two-metre social distancing points defined with appropriate signage, segregating canteen benches to maintain social distancing.</p> <p>5. In areas where social distancing is not possible such as storerooms these should be restricted to single use.</p>	Low
8	High contact areas	Surface transfer throughout the office, door entry and egress, tea & coffee points, rest area	Medium	<p>1. Provide hand sanitisers at all high contact point (office entrances, canteens etc.)</p> <p>2. For Old Oak Sidings and Enfield offices (when multi occupied) all personnel must undertake regular cleaning throughout their shifts.</p>	Low
9	Vehicles & Plant	Infection, serious illness, or death	Medium	<p>1. All vehicles and plant are to be cleaning thoroughly daily to minimise the risk of infection and cross contamination of COVID-19.</p> <p>2. The principle of single occupancy applies to vehicles and plant. Where this cannot be achieved the item of plant / vehicle must be cleaned by the previous operator / driver prior to handing over or locking up and again when the next user starts their usage/shift.</p> <p>3. When a vehicle has to be used to transport workers (i.e. Minibus to Enfield) the occupants must maintain a maximum distance between each other (i.e. sit as far away from each other as possible) on the diagonal of the driver.</p>	Low
10	Cleaning - infection control	Risk of contamination of surfaces in high use areas and across the office	Medium	<p>1. To reduce the risk of infection, regular cleaning of contact points, rest areas and toilets need to be undertaken</p> <p>2. A disinfectant cleaner to be used throughout the office and available at high use areas, staff to be trained in its use and COSHH assessment to be in place</p>	Low
11	Canteen	High use area - higher risk of social distancing breaches and contaminated surfaces	Medium	<p>1. Cleaning products to be available in the area to wipe down surfaces and equipment before and after use.</p> <p>2. If tables and chairs within the area are used these too should be wiped down before and after use</p> <p>3. Social distancing should remain at all times in canteen areas</p> <p>4. Staggered breaks should be introduced minimise occupancy, especially during 'peak' times.</p> <p>5. It is encouraged that you provide your own cutlery, cups and plates for your use</p> <p>6. COVID-19 Supervisors to ensure the welfare meets the required standard.</p>	Low
12	Food and beverages hygiene	Risk of cross infection from contaminated food items in fridge or store cupboards	Medium	<p>1. Staff and operatives, where possible, should bring their lunch into the office in containers that can be removed at the end of the day.</p> <p>2. Only essential items to be stored in the fridge. All items in containers to be wiped down with disinfectant before the items is stored in the fridge or after use and replaced in the fridge. Limit food storage in fridge to lunches brought in from home and milk.</p> <p>3. Staff and operatives should wash hands after replacing items in the fridge</p>	Low

# COVID19 – Risk Assessment

13	Welfare	Risk of infection from contaminated surface, reduced social distancing	Medium	<ol style="list-style-type: none"> <li>1. Instructions for all employees to wash hands after use of facilities and wipe down surfaces.</li> <li>2. Social distancing markers to be used where applicable.</li> <li>3. Hygiene signage to be placed within toilet areas</li> </ol>	Low
14	First aid	Risk of cross infection	Medium	<ol style="list-style-type: none"> <li>1. First aiders should be provided with the following PPE in case they have to administer first aid, gown, glasses, face mask, surgical gloves</li> <li>2. If CPR is required, the person's mouth must be covered before CPR, Hands-Only CPR is to be performed whilst waiting on emergency services. CPR can be carried out in conjunction with a defibrillator if available.</li> <li>3. First Aiders to remove PPE and wash hands and to dispose of it as clinical waste.</li> <li>4. First Aider will control and distribute plasters and medical wipes from the first aid kit to ensure control and hygiene of the on-site first aid kit.</li> </ol>	Low
15	Emergency procedures	Social distancing procedures	Medium	<ol style="list-style-type: none"> <li>1. Whilst social guidance distancing rules apply, it would assist in keeping the planned statutory Fire drills to the minimum of once every 6 months.</li> <li>2. During a planned drill, social distancing wherever possible should be maintained at the local muster points.</li> <li>3. Larger sites may need to establish more than one muster point to allow social distancing, during drills and emergencies.</li> <li>4. The need to maintain social distancing should not override emergency procedures</li> </ol>	Low
16	Deliveries	Maintaining social distancing and integrity of access/egress and escape routes	Medium	<ol style="list-style-type: none"> <li>1. Powerday will provide instruction to all external drivers to remain in their vehicles observing separation distances and utilise non-contact methods of documenting deliveries.</li> </ol>	Low
17	Stress and wellbeing	Mental health wellbeing, feelings of isolation, concerns over pandemic	Medium	<ol style="list-style-type: none"> <li>1. Regular communication of mental health information and</li> <li>2. Open-door policy for those who need additional support.</li> </ol>	Low
18	Occupational Hazards	Skin exposure, dermatitis, additional use of hand sanitisers, washing	Medium	<ol style="list-style-type: none"> <li>1. Cleaning products and detergents suitable for use to be supplied by Powerday and used by all staff in their respective work and rest areas</li> <li>2. COSHH Risk Assessments to be available</li> </ol>	Low