Title : Covid - 19 Pandemic  
Date of Assessment : 18/08/2020  
Risk Assessor : Tony Berezny

Risk Assessment Reference : Maintenance Department  
People involved in making this assessment : Paul Gillett, Livui Rosca, Tony Berezny

Task/ Process : Maintenance works  
People at Risk : Employees, Contractors, Members of the Public

Hazard : Failure to follow Government policies  
Will lead to the spread of coronavirus infection among our workforce and anyone they come into contact with.

Control Measures:
1. The Government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidance.
2. Our arrangements and procedures are reviewed daily in the light of additional Govt. guidance as published at Gov.uk/Coronavirus.
3. We continue to operate because the service we provide falls into the Government's category of essential activities.
4. None of our mobile workforce are in the vulnerable or at risk categories. Where we are aware of this to any of our employees they will be working at home if that is possible. If it not they will be furloughed.
5. Staff with family members in at risk categories or believe their circumstances to have changed have been instructed to inform their management team without delay. Decisions on home working or furlough in accordance with Govt. policy are taken on a case by case basis.
6. We follow the Construction Leadership Council's site operating procedures for COVID controls measures.

Hazard : Uninformed workforce  
Uninformed staff Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

Control Measures:
1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.
2. Every member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
3. NHS and Public Health warning posters displayed at all our fixed workplaces and printed copies given to mobile workers.
4. We have shared with our customers, by email and or phone, the arrangements we have in place and how we would expect them to cooperate with our staff at their premises.

Hazard : Contact with customers or clients  
Risk of infection being passed from contacts or with contaminated premises and equipment.

Control Measures:
1. Workforce instructed to maintain social distancing from contacts at all times, wherever possible. If entry to premises is required they are instructed to ask whether anyone has been diagnosed with COVID-19 or has been required to self-isolate, and act accordingly.
2. Workforce instructed to avoid contacts who are coughing, show signs of difficulty in breathing or sweating/fever, loss of, or change in, their normal sense of smell or taste (anosmia) if this occurs they are empowered to leave the premises.

3. Workforce instructed to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds.

4. Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean.

5. Workforce instructed that physical contact with clients, such as handshakes, hugs, etc are not to be undertaken.

6. Staggered start and finish times to reduce congestion and contact.

### Hazard: Travel and vehicles
Risk of the spread of infection from vehicles and during travel.

**Control Measures:**

1. Public transport will not be used in connection with business processes.

2. Public transport will only be used where absolutely essential. Workers instructed on avoiding contact with surfaces, distancing and hand washing as per Government policies.

3. Workers who use their own vehicles have been advised to ensure that surfaces and controls are routinely sanitised.

4. Where company vehicles are used they will be issued with sanitisers and are required to routinely sanitise surfaces and controls throughout the working day.

5. We will regularly clean common contact surfaces.

6. Minimising the number of people travelling together in any one vehicle. This could include leaving seats empty or sitting as far apart as possible.

7. Increased ventilation when possible - windows are to be kept open to increase airflow through the vehicle.

8. Passengers to sit in the rear of the vehicle where possible.

9. Employees are to travel with fixed travel partners to reduce exposure amongst the workforce.

10. Cleaning shared vehicles between shifts or on handover.

11. No employees to site face-to-face where possible.

### Hazard: Personal hygiene
Inadequate personal hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces.

**Control Measures:**

1. Workforce instructed to clean their hands frequently, using a hand sanitiser containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds. Sanitiser has been provided.

2. Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean.

3. Workforce instructed that a disposable tissue, should be used when coughing and or sneezing then put into bag and binned or pocketed until that procedure can be followed.

4. Workforce instructed that any potentially contaminated clothing and or personal protective equipment should be taken off and placed in a suitable plastic bag or container for appropriate action.
5. We provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site.

<table>
<thead>
<tr>
<th>Hazard: Food and drink</th>
<th>Potential for cross-infection at client premises and take away outlets.</th>
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</thead>
<tbody>
<tr>
<td>Control Measures:</td>
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<tr>
<td>1. Workforce instructed to politely refrain from consuming beverages and food products that are offered by clients, due to the risks associated with cross contamination.</td>
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<tr>
<td>2. Workforce encouraged to prepare food and drink at home and carry it with them through the working day so that they can take rest breaks from driving and at meal times so avoiding the need to visit take away outlets and potential exposure to infection.</td>
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<td>3. The workforce are required to stay on site once they have entered it and not use local shops.</td>
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<td>4. Break times are staggered to reduce congestion and contact at all times</td>
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<tr>
<td>5. Hand cleaning facilities or hand sanitiser are available at the entrance of any room where people eat and must be used by workers when entering and leaving the area.</td>
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<td>6. Workers must sit 2 metres apart from each other whilst eating and avoid physical contact.</td>
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<td>7. Where catering is provided on site, it should provide pre-prepared and wrapped food only.</td>
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<td>8. Shared crockery, eating utensils, cups etc. should not be used.</td>
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<td>9. Payments should be taken by contactless card wherever possible.</td>
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<td>10. The workforce asked to bring refillable drinking bottles from home</td>
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<th>Hazard: Contacts on client premises</th>
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<tr>
<td>1. Workforce instructed to maintain social distancing and avoid shaking hands, hugs and other personal contacts.</td>
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<td>2. Deliveries to customer sites requiring assistance during unloading are (add your company procedure to avoid close contact)</td>
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<tr>
<td>3. Workforce instructed that where any client contact may have been made or surfaces touched or handled they must sanitise their hands before getting back into their vehicle.</td>
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<th>Hazard: Personal Protective Equipment</th>
<th>Contact with potentially cross contaminated PPE may transmit infection.</th>
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<td>Control Measures:</td>
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<tr>
<td>1. Where personal protective equipment is offered for use by a customer or client it must be politely declined and only the equipment we have provided is to be used.</td>
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<tr>
<td>2. Personal protective equipment is required to remain PERSONAL to person to whom it was issued. Workers instructed not to borrow from colleagues.</td>
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<tr>
<td>3. Where personal protective equipment is required in the course of work it has been provided. Workers instructed that it must be used when required. If it may have become contaminated it must be bagged and the contamination notified to management.</td>
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<th>Hazard: Telephone and IT equipment</th>
<th>Contact with potentially cross contaminated equipment may transmit infection.</th>
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</table>
1. Workers instructed not to use customer or client computers, accessories and telephones during any site visit.

2. Workers instructed to ensure that all IT equipment, mobile phones, that may be used on client or customer premises are cleaned/disinfected on a regular basis using the cleaning wipes and sanitisers that have been provided.

3. Workers instructed to refrain from sharing their work mobile phone with other people. If they use personal phones they are advised to follow this rule.

**Hazard : Smoking**

Inhalation of tobacco smoke and or vapours from e-cigarettes may make smokers vulnerable to coronavirus infection.

**Control Measures:**

1. As a precautionary measure workers advised not to smoke and to avoid inhaling tobacco smoke and e-cigarette vapour emitted from other persons whilst visiting clients sites.

2. Workers are reminded to comply with no smoking regulations at all times.

**Hazard : Changing Facilities, Showers and Drying Rooms**

Communal changing facilities may increase cross-contamination.

**Control Measures:**

1. Staggered start and finish times to reduce congestion and contact

2. Enhanced cleaning of all facilities throughout the day and at the end of each day

3. Consider increasing the number or size of facilities available on site if possible

4. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

**Hazard : Access Lifts / Hoists**

Lack of capacity for social distancing

**Control Measures:**

1. Lower capacity to reduce congestion and contact at all times

2. Regularly clean touchpoints, doors, buttons etc.

**Hazard : Site Access Points**

Risk of cross-contamination

**Control Measures:**

1. All non-essential visitors stopped from entering site

2. Staggered start and finish times to reduce congestion and contact at all times

3. Site access points monitored to ensure social distancing

4. Entry systems that require skin contact removed or disabled e.g. fingerprint scanners

5. All workers to wash or clean their hands before entering or leaving the site

6. Allow plenty of space (two metres) between people waiting to enter site
7. Common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, Regularly cleaned particularly during peak flow times.

8. Reduced numbers of people in attendance at site inductions and consider holding them outdoors wherever possible

9. Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

**Hazard : Meeting Room** Potential risk or transfer of pathogens through cross contamination.

**Control Measures:**
1. Only ‘absolutely necessary’ meeting participants should attend. Virtual meetings carried out where possible.
2. Attendees must be 2m apart for each other.
3. Rooms should be well ventilated/windows open to allow fresh air circulation.
4. Consideration to be given to hold meetings in open areas where possible.

**Hazard : Close Working - where social distancing cannot be maintained**. A risk of potential contamination through close contact with personnel

**Control Measures:**
1. Where close contact cannot be avoid, the workers should complete questionnaire to confirm if worker has symptoms of COVID-19.
2. PPE is present in line with the RAMS/Risk Assessment (full face shield etc).
3. An exclusion zone for <2m work will be set up pre task commencement.
4. Prior to donning appropriate gloves, personnel shall wash / sanitise their hands thoroughly.
5. Depending on the two types of work - no physical contact between colleagues or physical contact will occur (manual handling / pushing/pulling side by side, shared tools and equipment) different controls to be considered i.e. a physical barrier to be installed not impairing workers visibility etc.
6. At the end of the task, all tools and equipment work must be sanitized properly and all surfaces safe to wipe down.
7. Forced ventilation internally could be considered for restricted confined spaces.
8. Consult with management before carrying out any work that affects the social distancing rule.
9. Operatives should be reminded of the hazard of close contact when working together and the correct control measure to be adhered too.

**Hazard : Legionella (Biological Hazard)** Exposure to legionella bacterium in water droplets could lead to ill-health in those people exposed. On return to working environment after COVID-19 Leave an increased risk of biological waste would be present.

**Control Measures:**
1. All water taps and showers and ran off before staff are to use facility. Face masks are to worn during this process.
2. Where showers have not been flushed for more than a week, remove the shower head, lower the shower head into a bucket of water if possible before flushing.
3. Testing of water temperatures in place.
4. If hot or cold water temperature are identified as being between 20-45 degrees, which is suitable for bacterial growth specialist advice will need to be sought.

### Hazard: Tools, Equipment and Plant
Cross contamination from multiple person using the same tools, plant & equipment may have a detrimental effect on health.

**Control Measures:**

1. All tools and equipment should be properly sanitised to prevent cross contamination.

2. Arrangements for one individual to use the same tool, equipment and plant as much as possible. Cleaning materials available for all tools to be wiped down with disinfectant between each user.

3. Work practices organised to reduce eliminate or reduce transmission points and coach site personnel on the same.

4. Cabs and touch points of site vehicles and plant (MEWPS, Excavators, Cranes, etc.) to be thoroughly cleaned and a cleaning regime by plant operatives should be maintained.

5. Provision of signage/stickers for tools, equipment and mobile plant to encourage disinfection.

6. The tools and cabs should be cleaned before and after use to prevent contamination. Tools/implements should not be held by teeth etc. (for example, holding a screw by your mouth)

7. PPE if driving in the course of work i.e. operating machinery.

### Hazard: Infection

**Control Measures:**

### Documents Associated with this Risk Assessment:

**Review Date:** 18/08/2021  
**Reviewer:** Tony Berezny