

Address	ADD ADDRESS HERE	Site / Building:	ALL SITES
Project:	ALL PROJECTS		
RA Ref. Number:		Date Completed:	25 th June 2020
		Review Date:	AS PER GOVERNMENT UPDATES
Completed by:	Peardon Health and Safety Limited	Director Responsible:	Simon Primett
			SJP MECHANICAL SERVICES LTD

Activity:						
Exposure to Suspected / Diagnosed Coronavirus						
Persons at risk of harm:	Labourers and Tradesmen	✓	Visitors	✓	Public	✓
	Premises Occupants	✓	Contractors		Other	

LIKELIHOOD	SEVERITY					
		Negligible	Low	Moderate	Significant	Catastrophic
		1	2	3	4	5
Expected	5	5	10	15	20	25
Likely	4	4	8	12	16	20
Possible	3	3	6	9	12	15
Unusual	2	2	4	6	8	10
Remote	1	1	2	3	4	5

Likelihood		Severity	
5	Expected to encounter hazard	5	Catastrophic - Fatality
4	Likely to encounter hazard	4	Significant Disabling/severe injury or illness
3	Possible to encounter hazard	3	Moderate- recordable (medical treatment)
2	Unusual but may encounter hazard	2	Low - First aid
1	Remote chance of encountering hazard	1	Negligible- (no injury/no treatment likely to be needed)

Severity x Likelihood = Risk

Task/ Activity	Hazard	Controlled by Legal Document	INITIAL Risk Rating			Control Measures	RESIDUAL Risk Rating		
			Severity	Likelihood	Significance		Severity	Likelihood	Significance
Exposure to Suspected / Diagnosed Coronavirus (Updated as per latest HM Government Working safely during COVID-19 in construction and other outdoor work 19/06/2020)	Contact with non-sanitized surfaces Contact with coughing/sneezing individuals Visiting Clients/Premises – potential exposure from persons displaying symptoms Handling waste/ clothing of suspected/ diagnosed individuals Poor levels of hygiene / housekeeping	Control of Substances Hazardous to Health Regulations (COSHH) 2002	5	4	20	<p>The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely due to a lack of supervision and/or suitably qualified personnel being available or social distancing being implemented, it must not take place.</p> <p>If a site is not consistently implementing the measures set out below, it may be required to shut down.</p> <p>The advice issued by the HM Government, and the Construction Leadership Council (CLC), should be followed to ensure the health, safety, and wellbeing of all of the workforce and public on construction sites.</p> <p>The HSE is the relevant enforcing authority for Government's / Public Health England (PHE) guidelines. If a site is not consistently implementing the measures set out by PHE, it may be subject to enforcement action.</p> <p>Site Management and Site Supervisor will provide regular information updates on Coronavirus using official medical and government guidance to all employees. This must be via simple, clear messaging, images, and clear language, with consideration of groups for which English may not be their first language.</p> <p>Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long term conditions like diabetes, cancer, and chronic lung disease.</p> <p>The symptoms of this new coronavirus (now known as COVID-19) include fever and respiratory symptoms including coughing, sneezing, shortness of breath and, a loss of, or change in, their normal sense of taste or smell (anosmia) etc).</p> <p>Reducing the risk of catching Coronavirus: -</p> <ul style="list-style-type: none"> • Always carry tissues with you and use them to catch your cough or sneeze. Or cough/sneeze into the crook of your elbow if you do not have a tissue. • Then bin the tissue, and wash your hands, or use a sanitiser gel. • Wash your hands often with soap and water, especially after using public transport. Recommended washing of at least 20 seconds. Use a sanitiser gel if soap and water are not available. • Avoid touching your eyes, nose and mouth with unwashed hands. • Avoid close contact with people who are unwell. • Frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products. • Avoid unnecessary journeys via public transport. Avoid peak times (05:45 - 7:30 and 16:00 - 17:30) where practical to limit exposure to large crowds. Travel to site in personal/company vehicle where practical. • Social distancing must be practiced in accordance with government recommendations e.g. avoiding 	5	2	10

attendance to unnecessary meetings / conferences / events / Public Places.

Hygiene

The Principal Contractor will ensure soap and washing facilities are available. Report to your site supervisor/site management where these are insufficient. Use only approved sanitizers (60% + Alcohol content).

The best way to protect yourself from infections like coronavirus is to regularly wash your hands with soap and water. If soap or water aren't available and your hands are visibly clean, then sanitiser gel can be used. But proper hand washing is the most effective method, and this should be your first choice.

Arriving and Leaving Work

Those who can work from home must do so. Management will provide equipment for people to work from home safely and effectively. Management will regularly keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health, and personal security.

Site Management and Site Supervisors are to ensure that only the minimum number of people needed to be on site to operate safely and effectively are present e.g. workers deemed necessary to carry out physical works, supervise work, or conduct work in order to operate safely.

Start and finish times may be staggered by the Principal Contractor to reduce congestion and contact at all times, where practical. All employees must adhere to these new arrangements.

Site access and 'areas of safety' will be planned to maintain social distancing.

The use of security devices will be maintained, such as keypads or passes, and the process adjusted at entry/exit points to reduce risk of transmission. For example, cleaning pass readers regularly and asking staff to hold their passes next to pass readers rather than touching them.

The Principal Contractors Site Management will monitor site access points to enable social distancing – the access/egress arrangements may require amendments i.e. the number of access points, either increase to reduce congestion or decrease to enable monitoring.

Operatives must allow plenty of space (two metres) between people waiting to enter site and the Principal Contractors Site Management will provide markings and introduce one-way flow at entry and exit points where possible.

Handwashing facilities or hand sanitiser will be provided by the Principal Contractor at entry and exit points.

Clear signage will be displayed by the Principal Contractor in prominent locations such as site entrances, welfare etc including:

- floor markings, to ensure 2 metre distance is maintained between people when queuing
- one-way routes
- reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- good handwashing technique, the need to increase handwashing frequency, avoid touching your face etc

The Principal Contractors Site Management will stop all non-essential visitors attending site. A record of all visitors is to be maintained. Site guidance on social distancing and hygiene must be explained to visitors on or before arrival.

Visitors will be encouraged to wash their hands or use hand sanitiser.

Social Distancing at Work

Stay 2 metres (6ft) away from other people, liaise with your site supervisor /Principal Contractors Site management to coordinate activities to minimise contact with others in the work area as much as possible. Activities where social distancing cannot be practiced should be avoided.

Preferably use stairs in place of lifts/hoists. Where lifts or hoists must be used:

- The Principal Contractors Site Management team should lower their capacity to reduce congestion and contact at all times
- The Principal Contractor should arrange for touchpoints, doors, buttons etc to be regularly cleaned as part of their routine cleaning schedule.

Avoid sharing tools, equipment pens etc where practical. Where sharing is required these should not be passed directly between operatives (utilise a drop off area) and be wiped clean where possible to disinfect before and after use. Operatives are encouraged to increase handwashing or use of hand sanitiser when handling goods and merchandise.

Operatives must avoid stopping and chatting to people in walkways. A one-way system may be implemented by the Principal Contractor, where possible, on walkways around the workplace with additional signage displayed to control flows of people moving throughout the site.

The site may be divided by the Principal Contractor into working zones to keep different groups of workers physically separated as much as practical.

Where work within 2 metres is unavoidable, this must be conveyed to the Principal Contractor: -

- Tasks are to be planned to avoid skin-to-skin and face-to-face contact. Where face-to-face contact is essential, this must be kept to as short a duration as possible
- Where possible work side by side or face away from others rather than work face to face
- Further increasing the frequency of hand washing and surface cleaning.
- Screens or barriers may be used to separate people from each other
- Site Management/Supervisors are to reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

Meetings

The number of attendees for each site induction session may be limited by the Principal Contractor, and/or held outdoors wherever possible to ensure social distancing is practiced.

In-person meetings should be avoided using remote working tools/conference calls where possible.

Onsite meetings/briefings for between the Principal Contractor Site management and subcontractors or operatives must be limited to essential meetings only and social distancing practiced. Where practical meetings should take place outdoors with persons at least 2m away from each other. If social distancing cannot be achieved by all those required to be present, then the attendees should be broken down into smaller meetings and/or group / conference calls held.

Where meetings/briefings indoors are unavoidable attendees should remain 2m apart and the room should be kept well ventilated - open windows, etc. For areas where regular meetings/inductions take place, floor signage may be installed to help people maintain social distancing

Common Areas / Welfare

Breaks must not be taken in places where large groups of people gather i.e. large canteens. The Principal Contractors Site management will make arrangements to allow for rests/breaks to be taken following social distancing requirements (2m distance) by reconfiguring seats/tables and will stagger breaks to reduce pressure. All operatives must adhere to these requirements.

					<p>The Principal Contractors Site Management will make arrangements for regular / increased cleaning of all welfare facilities with enhanced cleaning regimes for toilet facilities, particularly door handles, locks, and the toilet flush, using standard cleaning products. Where these are observed to be unsanitary, this must be reported to the Site Supervisor/Principal Contractors site management.</p> <p>The Principal Contractor may provide additional handwashing facilities for contractor use, for example, pop-ups, particularly on a large site or where there are significant numbers of personnel on site and hand sanitisers in multiple locations in addition to washrooms.</p> <p>Where possible portable toilets will be avoided, but where in use these will be cleaned and emptied more frequently.</p> <p>Safe outdoors areas will be used as additional space for rest/breaks.</p> <p>Break times should be staggered to reduce pressure on the welfare facilities (rest areas / canteens, etc.) while maintaining social distancing.</p> <p>Travel/Machinery</p> <p>Travel to the property alone, where possible and avoid sharing enclosed spaces such as vehicles. Employees should keep the windows of enclosed vehicles open for ventilation and be careful to avoid touching their face at all times. The inside of cabs should be regularly cleaned, particularly between use by different operators.</p> <p>Where workers have no option but to share transport when travelling to/from the premises and at work/between site locations.</p> <ul style="list-style-type: none">- Share with minimum number of individuals outside your household and with the minimum number of people (leave seats empty)- Wherever possible maintain a distance of two metres and avoid touching their faces- Maintain good ventilation (i.e. keeping the windows open) and face away from each other where possible- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on controls, handles and other areas where passengers may touch surfaces- Operatives should wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle <p>Site Management will monitor practices on site for compliance with the operating procedures (i.e. social distancing, etc.).</p> <p>Where public transport is the only option for employees, consideration should be given to:</p> <ul style="list-style-type: none">• Arranging attending site at quieter times reduce congestion on public transport• Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)• Wear a face covering <p>Where possible Management will provide additional parking or facilities such as bike racks to help people walk, run, or cycle to work.</p> <p>Deliveries</p> <p>Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</p> <p>Person-to-person contact during deliveries is to be minimised.</p> <p>The site supervisor/management must maintain consistent pairing where two-person deliveries are required.</p>		
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Personal Protective Equipment - PPE

Any PPE provided for tasks should be worn/cleaned as per normal procedures. Any PPE provided for cleaning purposes must be worn correctly and disposed of within a closed bin.

Site Operatives must adhere to the Principal Contractors requirements for site PPE or give consideration to wearing approved disposable or task specific gloves when on site for specific tasks, touching surfaces in common use (doors, windows, handrails, storage containers, shared equipment, etc.) and when filling vehicles with fuel.

It is advised by the Government that to control Covid-19, additional PPE beyond what you usually wear, is not beneficial and should be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

Workers must wash their hands thoroughly in accordance with the government's guidance (i.e. with soap for at least 20 seconds or use sanitiser, etc.) after removing gloves before eating, drinking, using toilet, etc.

Facemasks –

Sites should not require the use of RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.

Where it is not possible to maintain a two-metre distance, each activity should be risk assessed using the hierarchy of controls (see Coronavirus Covid-19 method statement) and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy. Any requirement to work within two metres must be discussed with the Principal Contractor and Risk Assessments/Method Statements approved.

Face Coverings –

There are particular places/industries that the Government has made wearing a face covering mandatory such as on public transportation and in hospitals. This must be adhered to. However, in general wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

Re-usable PPE should be thoroughly cleaned after use and not shared between workers.

Single use PPE should be disposed of so that it cannot be reused.

Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (Covid-19) risk.

Emergency Arrangements & Security

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- An appointed person and first aid kit will be available at the premises.
- Emergency plans including contact details will be kept up to date.
- SJP Mechanical Ltd are mindful to potential delays in emergency services response, due to the current pressure on resources.
- SJP Mechanical Ltd may consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.
- In an emergency, e.g. an accident, provision of first aid, fire or break in, people do not have to, people do not have to maintain social distancing from others if it would be unsafe.
- People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.
- Incident & emergency procedures should be reviewed to ensure they reflect the social distancing principles, as far as possible.
- Security implications of any changes intended will be considered as new provision may present new or altered security risks which may require mitigation

Vulnerable People

Clinically extremely vulnerable individuals are strongly advised not to work outside the home.

Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions), are asked to take extra care in observing social distancing and will be assisted to work from home, either in their current role or in an alternative role.

If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they will be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others this will require further risk assessment. This will also include people who live with clinically extremely vulnerable individuals.

The following advice is for people with symptoms of coronavirus (COVID-19), including those with a diagnosis of coronavirus (COVID-19) infection, who must remain at home until they are well.

Self-isolation

The government guidelines state that any Employees who meet one of the following criteria should not attend work:

- Has a high temperature, a new persistent cough, or a loss of, or change in, their normal sense of taste or smell (anosmia) - 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.

If you have coronavirus symptoms:

- do not go to a GP surgery, pharmacy or hospital
- you must stay at home and arrange to have a test to see if you have COVID-19
- testing for coronavirus is available upon request via the NHS website
- if you do not have internet access, call NHS 111
- for a medical emergency dial 999

Where someone within your household or support bubble has symptoms, is waiting for a test or has tested positive for COVID-19 you must also self-isolate and arrange to be tested accordingly. You must also self-

					<p>isolate and arrange for testing where you have been contacted by Test and Trace.</p> <p>If you have symptoms of coronavirus, you'll usually need to self-isolate for at least 7 days.</p> <p>If you live with someone who has symptoms, you'll usually need to self-isolate for 14 days.</p> <p>If someone in your support bubble has symptoms, you'll usually need to self-isolate for 14 days.</p> <p>Employees that are required to self-isolate must contact their supervisor/manager to inform them of the reason for isolation and must keep SJP Mechanical Ltd apprised of their medical status throughout the isolation period.</p> <p>Employees must follow the existing return to work process when returning to work after self-isolation.</p> <p>If Someone Falls Ill at Work</p> <p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none">• Ensure their manager/supervisor and the Principal Contractors site management is informed• Avoid touching anything• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow• Return home immediately• Where symptoms are severe / a medical emergency is apparent, then call the emergency services (call 999) and follow any advice provided• Return home in their personal vehicle / vehicle they travelled to work in (where they are able to do so safely)• Alternatively, where possible arrange for a member of their household to collect them• Avoid the use of public transport unless absolutely necessary• Where paid transportation is unavoidable a non-contact payment method is to be used where possible• Wear a face covering whilst travelling home with others• Any colleagues that have come into contact with the worker presenting symptoms must wash their hands and clean down contacted surfaces and tools with standard cleaning products <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p>			
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Supervision / Monitoring

Constant at site locations by supervisor of works and by contracts manager on regular site visits.

Review where additional control measures are required

Make further site specific where environmental conditions require this.

Permits to Work

As Advised by the Government, Site Management, or the Client.

Training

Issue of control measures sheet.

Further Reading

- Working Safely During Coronavirus (Covid-19) Construction and Outdoor Work
- <https://assets.publishing.service.gov.uk/media/5eb961bfe90e070834b6675f/working-safely-during-covid-19-construction-outdoors-update-11-may.pdf>
- Public Health England - Employers *and Businesses Guidance*
- Public Health England - *Cleaning and Disinfection Guidance*
- NHS - *Hand Cleaning Techniques*
- GOV.UK - *Stay at Home Guidance for Households: Current Guidelines Illustrated*