



Site Specific Risk Assessment		Form Number	RA 002
Contract Name		Contract Number	
Risk Assessment Activity	Contracting / spread of COVID 19		

Activity location on site		Contracting / spread of COVID 19		Persons involved employers are		RCL, S/C, Clients.			
Assessment title	Contracting / spread of COVID 19	Assessment carried out by	Tom Edwards	Position of assessor	Environment, Health and Safety Advisor	Risk assessment ref		issue	1
Hazards and Associated Risks			Groups at risk	Control Measures Required				Residual Risk	
Contracting / spread of COVID 19 – General Precautions for all.			All H	<ul style="list-style-type: none"> Wash hands regularly for 20 seconds. Cough / sneeze into a tissue and throw it into a waste bin. Follow social distance guidance – stay 2m apart. 				L	
Contracting / spread of COVID 19 – Person falling ill on site.			All H	<p>If a worker develops a; high temperature / persistent cough / loss of taste / smell while at work, they should:</p> <ul style="list-style-type: none"> Return home immediately. 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. <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>				M	
Contracting / spread of COVID 19 – Travel to work.			All H	<p>Wherever possible workers should travel to site alone using their own transport and sites need to consider:</p> <ul style="list-style-type: none"> Parking arrangements for additional cars and bicycles. 				L	



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		<ul style="list-style-type: none"> • Other means of transport to avoid public transport e.g. cycling. • Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available. 	
Contracting / spread of COVID 19 – Site access points.	All H	<ul style="list-style-type: none"> • Stop all non-essential visitors. • Introduce staggered start and finish times to reduce congestion and contact at all times. • Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. • Remove or disable entry systems that require skin contact e.g. fingerprint scanners. • Require all workers to wash or clean their hands before entering or leaving the site. • Allow plenty of space (two metres) between people waiting to enter site. • Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times. • Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. 	L



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		<ul style="list-style-type: none"> Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. 	
Contracting / spread of COVID 19 – working close to others.	All H	<p>There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.</p> <ul style="list-style-type: none"> Non-essential physical work that requires close contact between workers should not be carried out. Work requiring skin to skin contact should not be carried out. Plan all other work to minimise contact between workers. 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. Stairs should be used in preference to lifts or hoists. Where lifts or hoists must be used: <ul style="list-style-type: none"> Lower their capacity to reduce congestion and contact at all times. Regularly clean touchpoints, doors, buttons etc. Increase ventilation in enclosed spaces. Regularly clean the inside of vehicle cabs and between use by different operators. <p>Site Meetings</p> <ul style="list-style-type: none"> Only absolutely necessary meeting participants should attend. 	M



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		<ul style="list-style-type: none"> Attendees should be two metres apart from each other. Rooms should be well ventilated / windows opened to allow fresh air circulation. Consider holding meetings in open areas where possible. 	
Contracting / spread of COVID 19 – Cleanliness and use of hand washing facilities.	All H	<p>Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site.</p> <ul style="list-style-type: none"> Ensure soap and fresh water is readily available and kept topped up at all times. Provide hand sanitiser where hand washing facilities are unavailable. Regularly clean the hand washing facilities and check soap and sanitiser levels. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. <p>Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>	L
Contracting / spread of COVID 19 – Cleanliness and use of toilet facilities.	All H	<ul style="list-style-type: none"> Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant. Wash hands before and after using the facilities. Enhance the cleaning regimes for toilet facilities. Particularly door handles, locks and the toilet flush. 	L



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		<ul style="list-style-type: none"> • Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently. • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	
Contracting / spread of COVID 19 – Use of canteen and eating arrangements.	All H	<p>With cafés and restaurants having been closed across the UK, canteens cannot operate as normal.</p> <p>Whilst there is a requirement for construction sites to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed from use. The workforce should also be required to stay on site once they have entered it and not use local shops.</p> <ul style="list-style-type: none"> • Dedicated eating areas should be identified on site to reduce food waste and contamination. • Break times should be staggered to reduce congestion and contact at all times. • Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area. • The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home. • Workers should sit 2 metres apart from each other whilst eating and avoid all contact. 	L



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		<ul style="list-style-type: none"> • Where catering is provided on site, it should provide pre-prepared and wrapped food only. • Payments should be taken by contactless card wherever possible. • Crockery, eating utensils, cups etc. should not be used • Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. • Tables should be cleaned between each use. • All rubbish should be put straight in the bin and not left for someone else to clear up. • All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. 	
Contracting / spread of COVID 19 – use of changing facilities, showers and drying rooms.	All H	<p>Introduce staggered start and finish times to reduce congestion and contact at all times.</p> <ul style="list-style-type: none"> • Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. • Consider increasing the number or size of facilities available on site if possible. • Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres. • Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. 	L



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Contracting / spread of COVID 19 – general site / office hygiene.	All H	<p>Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> • Taps and washing facilities. • Toilet flush and seats. • Door handles and push plates • Hand rails on staircases and corridors • Lift and hoist controls • Machinery and equipment controls • Food preparation and eating surfaces • Telephone equipment • Key boards, photocopiers and other office equipment • Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. 	L
Contracting / Spread of Covid 19 - Administering First Aid	All H	<ul style="list-style-type: none"> • For minor injuries determine whether first aid can be instructed and self-administered whilst maintaining social distancing. • Clean hands thoroughly with soap and water or alcohol based hand sanitiser before administering first aid. • Disposable gloves must be worn. • Use a disposable fluid repellent face mask. • Consider use of goggles or visor dependent on the nature of injury. • If performing CPR and utilising mouth to mouth techniques, then use a resuscitation shield. • Clean hands thoroughly with soap and water or hand sanitiser after removing PPE. 	



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Approval for Use on Site –

Name of author	Paul Campbell	Author Position	Environment, Health and Safety Manager
Author signature	<i>Paul Campbell</i>	Date	29 th May 2020

<p>Risks(High, medium or low)- The risk should be assessed for both severity and likelihood of occurrence and an H (high) M (medium) or L (low) rating given.</p> <p>Control measures - Steps should be taken to ensure all risks are reduced to as low as is reasonably practicable (ALARP). Steps include;</p> <ul style="list-style-type: none"> • Eliminating risk (where possible) • Reducing risk by substitution of work method or materials/equipment • Isolation of hazard (e.g. by guarding) • Adequate information, instruction or training • Adequate systems or procedures • Provision of appropriate PPE/welfare facilities/first aid <p>Do the precautions;</p> <ul style="list-style-type: none"> • Meet the standards set by a legal requirement? • Comply with a recognised industry standard? • Represent good practice? • Comply with Company Procedure and Rules? • Reduce risk as far as reasonably practicable? <p>Residual risk(High, medium and Low) - The risk, after control measures have been implemented, should be assessed for both severity and likelihood of occurrence and an H (high) M (medium) or L (low) rating given. All risks remaining H (high) should be given further thought.</p>
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