

# RISK ASSESSMENT CONTROL / PROCEDURES Coronavirus COVID-19

## Introduction:

This assessment is compiled to introduce reasonable measures required to assist in lowering the risk of **catching or spreading Coronavirus COVID-19 infection** on Construction sites and / or premises under the control of JWC and takes account of Government guidance including guidance under Regulation 7A of the Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 and Construction Site Operating Procedures which have been released by the Construction Leadership Council.

**All employees that can work from home should work from home.**

All sites / premises to be assessed to determine if works can be carried out in line with this assessment. Open air sites where works are carried out outside will be easier to control social distancing whereas sites / premises which have space restrictions may prove more problematic. Site management to monitor labour constraints as works progress. Whether works are inside or outside the 2m distancing rule is to be complied with whenever possible (see section 2 if works are identified where operatives will be closer than 2m apart). When working inside a building i.e. refurbishment project or when working on a new build project when partitions are erected and the inside of the building starts to close in, the site manager will assess work area constraints to determine how many operatives can work in areas while being able to keep a 2m distance. This may mean a reduction in the number of people in the work area / on site.

Passing points (doorways, corridors etc.) and the amount of welfare facilities available will need to be taken into consideration.

**Implementing, following and adhering to the controls identified within this assessment will reduce the risk of the infection spreading to a reasonably acceptable level.**

Government information identifies that Coronavirus (**including more infectious variants of the disease**) does not appear to discriminate between age or health issues,

1. Employees confirmed as not being vulnerable (having no underlying health conditions noted within government guidelines) will be considered first as regards coming to / returning to work.

2. ALL employees will be considered as being NON vulnerable until such time as a doctor's note, government / NHS letter is provided to prove otherwise. Full disclosure of underlying health issues must be disclosed to both Michelle Harris and John Jones before returning to the workplace.

3. If any employee has or is living with someone who has underlying health conditions **they should remain extra vigilant and abide by the 2m distancing guidelines.**

4. Employees in the vulnerable person category **who have been notified by letter from NHS or is an expectant mother** should inform JWC Directors.

Employees in this category should:

- work from home if / whenever possible,
- avoid entering inside areas where other persons are present unless absolutely necessary and then only when 2m social distancing is possible and all present wear face coverings,
- attend meetings remotely whenever possible (avoid attending face to face meetings whenever possible unless held outside and at a minimum 2m distance).

No-one should come to work if they have symptoms and if they have we can only hope that they will inform such. If any person has symptoms they should not be allowed on site. They should be told to comply with Government statements, **arrange for a test**, stay at home and self-isolate, which is a legal requirement.

**In accordance with The Use of Face Coverings in Construction, where workers on site are not required to wear Respiratory Protective Equipment (RPE) and their workplace (which may include welfare and changing facilities, site offices or site meeting rooms) meets all of the criteria below, should be worn in:**

- An enclosed space;
- Where social distancing isn't always possible; and
- Where they come into contact with others they do not normally meet.

If an operative wants to wear a face covering at all times he/she should be allowed to do so without discrimination.

**Any person showing symptoms and not self-isolating is breaking the law and subject to prosecution.**

**Stay Alert – Keep Safe – Save Lives**

## RISK ASSESSMENT CONTROL / PROCEDURES

### Coronavirus COVID-19

<b>Company Name:</b>	John Weaver (Contractors) Ltd.										
<b>Location:</b>	JWC Head Office										
<b>Assessed by:</b>	John Jones	<b>Designation:</b>	Health & Safety Officer (JWC)								
<b>Revision:</b>	2	<b>Date:</b>	29/1/21								
Legend: Likelihood and severity: <b>1=Low</b> <b>2=Medium</b> <b>3=High</b> Risk Rating (LxS): <b>1-3=Low</b> <b>4-6=Medium</b> (See additional control measures) <b>9=Unacceptable-Do not proceed</b>											
<b>SIGNIFICANT HAZARDS IDENTIFIED:</b> Give a brief description of what could be reasonably expected to cause significant harm and how that may arise.						<b>RISK ASSESSMENT</b>					
						UNCONTROLLED			CONTROLLED		
						L	S	RR	L	S	RR
1.	Becoming infected with Coronavirus COVI-19 through getting too close to an infected person or touching surfaces contaminated with Coronavirus COVID-19					3	3	9	1	3	3
2.	Persons working closer than 2m from another person.					3	3	9	1	3	3
<b>PERSONS AT RISK:</b>		<b>Y/N</b>	<b>DETAIL:</b>								
Employees:		Y	All employees entering the premises								
Other Contractors:		Y	If contractors enter the premises. This will only be for an emergency situation.								
Members of the public:		N	Generally, members of the public will not accessing the premises.								
		Y	Postal / delivery workers, emergency services etc.								
Others:		N	No visitors to the premises.								
<b>1. (Becoming infected with Coronavirus COVI-19 through getting too close to an infected person or touching surfaces contaminated with Coronavirus COVID-19)</b> <u><b>Control Measures / Procedures:</b></u>											
<b>1.1 Access to premises:</b>											

## **RISK ASSESSMENT CONTROL / PROCEDURES**

### **Coronavirus COVID-19**

1.1.1	<p>Only designated JWC employees to be allowed access to the premises.</p> <ul style="list-style-type: none"> <li>• All office staff to enter and leave the premises through the main ground floor entrance. <i>Note: Fire exit doors should be kept shut and only used in the event of emergency.</i></li> <li>• Entrance door to be secured with a coded lock to avoid unauthorised persons from gaining entry / access.</li> <li>• After operating the push buttons on the lock and the door handle persons should wash/sanitise their hands.</li> <li>• The push buttons should be regularly sanitised after use.</li> <li>• Only <i>office based</i> JWC employees to be given the lock code.</li> <li>• All persons must sign in when entering and out when leaving the building. If the same pen is used it must be sanitised between users.</li> </ul> <p><i>Notes:</i>  <i>JWC emergency evacuation procedures, which is compiled in line with the current fire regulations, has a requirement to identify who is in the building.</i>  <i>This is very important to ensure that, in the event of an evacuation, the fire warden can use the signing in and out register to check if all persons are accounted for. Also knowing who's in the building and knowing who is not, is very important to avoid the possibility of a fireman having to access a building to look for someone who is not there and possibly getting injured or killed in the process. Those of you who have firemen in your family will appreciate this more than others.</i></p> <ul style="list-style-type: none"> <li>• Deliveries to ring reception and leave post / parcels outside of front door, no visitors allowed.</li> <li>• Entry by undesignated persons to be controlled via receptionist or other designated person.</li> </ul> <p><b>To avoid possible contact with receptionist when accessing toilets, offices, kitchen, copier etc.:</b></p> <ul style="list-style-type: none"> <li>• Erect a mid height screen to reception desk.</li> <li>• Access / egress to and from FD, MD, accounts offices and first floor offices can be via the door at the bottom of the stairs (which should be left open during working hours).</li> <li>• Access to the QS department could be via the conference room (as long as it is not occupied).</li> </ul>
1.1.2	<p>Employees to be informed of the requirement to not come to work if they show any symptoms relative to coronavirus i.e. rise in body temperature, continuous dry cough, loss of normal taste and smell. Signage to be placed on entrance doors to remind of this and not to enter if showing symptoms.</p>
1.1.3	<p>Employees waiting to access the premises to keep at a distance of 2m apart. Signage to be placed on entrance doors to inform / remind of this.</p>
1.1.4	<p>Employees to access the premises individually and at a distance of 2m apart. Signage to be placed on entrance doors to inform / remind of this.</p>
1.1.5	<p>All employees to be briefed on the contents of this assessment and informed they are expected to comply with all controls and will be excluded / removed from the premises if they don't.</p>
1.1.6	<p>Employees to wash or sanitise their hands when arriving at and prior to leaving the premises.</p>
1.1.7	<p>Also take note of controls in section 2, General section and additional controls section.</p>
<p>Additional controls added by Office / Building manager: Name:</p>	

## **RISK ASSESSMENT CONTROL / PROCEDURES Coronavirus COVID-19**

--

<b>1.2 Post/Parcel Deliveries:</b>	
1.2.1	All Parcels and post to be delivered to the front / main entrance door and left outside. Signage placed to inform delivery persons to ring <i>the office receptionist</i>
1.2.2	Social distancing – When opening the door ensure distance is kept between delivery persons and person accepting the parcel to avoid close contact. 2m is suggested during the coronavirus situation.
1.2.3	Prior to handling / touching or transferring post / parcels they must be cleaned with a sanitising wipe or spray with sanitizer and wipe with a paper towel. Wash hands.
1.2.4	Prior to handling / touching signing sheet or device they must be cleaned with a sanitising wipe. Or do not handle or touch, use a pen and wipe it with a sanitising wipe or spray with sanitizer and wipe with a paper towel. Wash hands.
1.2.5	Once parcel has been cleaned it can be moved to its designated delivery point.
1.2.6	Door handles to be wiped with a sanitising wipe or sprayed with sanitizer. Wash hands.
1.2.7	Manual handling – <ul style="list-style-type: none"> <li>• Only move parcels that are 20kg or under and are not bulky or awkward to pick up and put down.</li> <li>• Any parcels over 20kg or are bulky or awkward to handle should be moved by more than one person. See additional controls in section 2.</li> <li>• Ensure walkways/transit routes are clear prior to relocating the parcel.</li> </ul>
1.2.8	Also take note of controls in section 2, General section and additional controls section.
Additional controls added by Office / Building manager: Name:	

<b>1.3 Working in the premises:</b>	
1.3.1	<b>General:</b> <ul style="list-style-type: none"> <li>• Reduce the amount of employees working in the premises at any one time to the minimum required.</li> <li>• <i>Implement a rota system of working from home / working from head office especially where office space is congested and social distancing will prove to be problematic i.e. estimators room, QS room.</i></li> <li>• <i>In line with the government guidelines on the control of Covid-19, the directors will notify any staff members that are required to work from home or are required to rota their working week.</i></li> </ul>

## **RISK ASSESSMENT CONTROL / PROCEDURES**

### **Coronavirus COVID-19**

1.3.2	<p><b>Avoiding contact with other persons:</b></p> <ul style="list-style-type: none"> <li>• Avoid leaving your work area unless absolutely necessary.</li> <li>• Do not visit other offices/areas unless invited to do so and then only if 2m distance can be accommodated.</li> <li>• If you do visit other areas wash or sanitise hands before entering and when leaving the area.</li> <li>• Internal doors to offices, corridors etc. should be left open whenever possible during office open hours to avoid possible contact with other persons and to avoid having to touch door handles. However, ensure fire doors are closed when leaving the building unoccupied.</li> <li>• Always look through vision panels of closed doors before opening to check the way is clear. If a door does not have a vision panel knock before opening the door.</li> <li>• Keep to the 2m distancing rule whenever possible (This may require moving equipment, desks, computers etc.). If 2m distance is not possible see section 2.</li> <li>• Check routes, corridors etc. are clear of other persons before traversing. Avoid passing in corridors, stairs, doorways etc.</li> <li>• <i>Set up individual tea making facilities in each working area in order to minimise the use of the office kitchen area.</i></li> <li>• <i>Only use and wash your very own drinking mug when having tea breaks</i></li> <li>• Avoid making tea or coffee for others.</li> </ul>
1.3.3	<p><b>Conference room meetings: ONLY IF IT IS NOT POSSIBLE FOR THE MEETING TO BE CARRIED OUT REMOTELY.</b></p> <ul style="list-style-type: none"> <li>• One person (host) to enter the room to prepare it for use i.e. position tables &amp; chairs, equipment etc. and to open window for ventilation.</li> <li>• Persons to enter the room when invited by the host to do so,</li> <li>• Persons to enter and leave the room one at a time,</li> <li>• Persons waiting to enter the conference room to stand 2m apart,</li> <li>• Persons to keep a distance of 2m at all times,</li> <li>• <i>Limit the number of meeting attendees in order that social distancing of 2m can be maintained</i></li> <li>• Persons to wash hands before entering,</li> <li>• Signage on doors to be positioned 'Occupied',</li> <li>• Ensure sufficient hand sanitiser is available in the room,</li> <li>• Meeting attendees to sanitise hands regularly during the meeting, before and after handling drawings, files etc. before and after passing drawings, files etc. to another person and before leaving the meeting.</li> <li>• Persons to check the area they are moving into (outer reception) is clear when leaving the meeting,</li> <li>• Surfaces, handles etc. to be cleaned prior to leaving the room when meeting is complete.</li> </ul>

## RISK ASSESSMENT CONTROL / PROCEDURES Coronavirus COVID-19

1.3.4	<p><b>Avoiding cross contamination:</b></p> <ul style="list-style-type: none"> <li>• Do not share usage of equipment such as pens, mobile phones and laptops.</li> <li>• Wipe equipment, desks, tables, keyboards, handles etc. regularly either with anti-viral ‘wet wipes’ or spray sanitizer on to a paper towel (Do not spray sanitiser directly onto electrical equipment / power sockets etc.).</li> <li>• Wash hands regularly for 20 seconds or use a sanitiser. <b>Be aware that alcohol based sanitisers are flammable so should be left to evaporate fully before contact with ignition sources including static electricity.</b></li> <li>• Dispose of cleaning equipment in a plastic bag inside a designated refuse bin. In the event that no coronavirus issues have been noted and after 72 hrs, the refuse sack can be disposed of as uncontaminated waste.</li> </ul>
1.3.5	<p><b>Persons showing signs of infection:</b> If someone starts to show symptoms while in work they should, from a distance, inform their line manager and/or the office Manager, go home and self-isolate in accordance with Government guidance.</p> <ul style="list-style-type: none"> <li>• The person should be asked to sanitise their hands and sent home immediately.</li> <li>• The Manager should record details and request that the person informs JWC when/ if it is confirmed that <i>tests have proven to be positive</i></li> <li>• The area they were working in should be closed off, surfaces they had been in contact with and any equipment they had used including vehicles or machinery/plant needs to be thoroughly cleaned immediately using alcohol based (60%) sanitising sprays before reoccupation or use by others. <b>Be aware that alcohol based sanitisers are flammable so should be left to evaporate fully before contact with ignition sources including static electricity.</b></li> <li>• The operative carrying out the cleaning needs to wear appropriate ppe i.e. disposable overalls, disposable gloves, mask and eye protection all of which needs to be placed in a sealed bag and in the event of a confirmed infection, discarded as contaminated waste or incinerated.</li> </ul> <p>Consider how they will get home.</p> <ul style="list-style-type: none"> <li>• If they have their own transport they should go home directly without stopping off i.e. to a shop etc. and travel alone.</li> <li>• If they have no alternative other than to use public transport they should follow Government guidance i.e. wear a face covering and sanitise hands. They should try to stay 2m apart from others whenever possible and not touch surfaces without first sanitising their hands.</li> </ul> <p>Government guidelines informs:</p> <ul style="list-style-type: none"> <li>• The workplace does not need to close if someone shows symptoms and is sent home. Anyone who has had contact with the person showing symptoms does not have to go home unless they show symptoms themselves however they should wash their hands thoroughly for at least 20 seconds.</li> </ul>
1.3.6	Also take note of controls in section 2, General section and additional controls section.
Additional controls added by Office / Building manager: Name:	

## **RISK ASSESSMENT CONTROL / PROCEDURES Coronavirus COVID-19**

<b>1.4 Welfare facilities:</b>	
1.4.1	Entrance doors to toilets to have locks fitted to inform persons when they are vacant or occupied.
1.4.2	Have employees to use the welfare facilities, toilets, kitchen one at a time whenever possible <i>or set up individual tea points for each office space.</i>
1.4.3	Use the same <i>personal</i> cup each time when making tea / coffee for yourself and wash your cup regularly.
1.4.4	Avoid making tea or coffee for others.
1.4.5	If more than one persons is in any of the welfare facilities they must be / stand / sit at least 2m apart. Adopt a 'one in one out' procedure whenever possible.
1.4.6	Consider opening windows to allow ventilation
1.4.7	Doors should be left open if possible so employees do not have to touch door handles. Note: If doors are closed, <ul style="list-style-type: none"> <li>• Sanitise hands after touching door handles / surfaces. <b>Be aware that alcohol based sanitisers are flammable so should be left to evaporate fully before contact with ignition sources including static electricity.</b></li> </ul>
1.4.8	Regularly clean and wipe surfaces with anti-viral sanitising spray and record cleaning times.
1.4.9	Have anti-viral 'wet wipes' and hand sanitiser available in toilets, canteen, kitchen and occupied office areas.
1.4.10	Signage / posters to be in place in toilets, canteen, kitchen and various locations around the office to inform / remind of washing hands etc.
1.4.11	Avoid using shared towels. Use disposable paper towels for drying hands.
1.4.12	Also take note of controls in section 2, General section and additional controls section.
Additional controls added by Office / Building manager: Name:	

<b>2. Control measures: (Persons working closer than 2m from another person)</b>	
2.1	Office manager to give express permission after investigating alternative methods.
2.2	Employees to be monitored for symptoms of coronavirus prior to allowing close proximity working.
2.3	Operatives to be briefed if there is a requirement to work closer than 2m from another person: <ul style="list-style-type: none"> <li>• It must be for the shortest time possible.</li> <li>• Avoid skin to skin and face to face contact.</li> <li>• Workers should work side by side, or facing away from each other, rather than face to face</li> <li>• Kept together in teams e.g. (do not change workers within teams)</li> </ul>

## **RISK ASSESSMENT CONTROL / PROCEDURES Coronavirus COVID-19**

2.4	<p>Face coverings to be worn by operatives who have no alternative other than working within 2m of each other. Always remove the mask by using the straps and do not touch the mask itself. Dispose of the mask in a designated refuse sack. – If no coronavirus issues have been noted, after 72 hrs, the refuse sack can be disposed of as uncontaminated general waste.</p> <p><b>Note:</b> Various information from medical specialists inform that wearing a face covering / mask will provide little protection to the wearer from breathing in the virus. In fact, wearing a face covering / mask that is not donned, worn, not removed properly or is ill fitting can be worse. They stressed that the evidence shows face coverings / masks can stop you passing coronavirus on to others, if you are asymptomatic or have yet to develop symptoms however it's unlikely they will stop you from catching the bug.</p> <p>JWC does not want persons to have a false sense of security by assuming that they are protected from catching the virus if wearing a face covering / mask. For clarification, the reason for wearing a face covering / mask as part of the controls is that it will assist in containing any spittle / sputum released if the wearer were to sneeze or cough and therefore reduce the risk of possible spread of the virus to others and the environment. The face covering / mask is to help protect persons and environment in close proximity from the possibility of being contaminated with virus carrying spittle/sputum expelled by others and not a barrier from actually breathing in the virus.</p>
2.5	Operatives to be fully briefed on working arrangements
2.6	Also take note of controls in General section and additional controls section.
Additional controls added by Office / Building manager: Name:	

<b>3. ADDITIONAL CONTROL MEASURES:</b> (Review at workplace & add any additional specific controls required) - Pay particular attention to controlled risk scores above a 3 rating	
3.1	Inform all persons of the requirements of this assessment prior to them attending the premises.
3.2	<p>Ensure handwashing at regular frequent intervals during the working day with soap and water for at least 20 seconds or a hand sanitiser including when getting to or home from work, after blowing their nose, handling food, touching surfaces, door handles etc.</p> <p>Note: If hand washing / sanitising is regularly carried out there should be no reason to use medical type gloves.</p>
3.3	Office management to continuously monitor, oversee and manage handwashing, social distancing procedures and control measure identified in this assessment are adhered to.
3.4	Ensure information posters are placed in designated locations within the workplace i.e. toilets, notice boards etc.



## **RISK ASSESSMENT CONTROL / PROCEDURES Coronavirus COVID-19**

3.5	<p>Encourage employees not to share vehicles when travelling to and from work. If they have to there should be no more than two persons in a vehicle (unless they live in the same house) and should consider:</p> <ul style="list-style-type: none"> <li>• Avoiding face to face especially when talking,</li> <li>• One in the front and one in the back,</li> <li>• Keeping windows open whenever possible.</li> </ul>
3.6	<p>If there are doubts that someone may be showing signs of symptoms you could, if a thermometer is available and only as a general guidance, consider taking Operatives' temperatures. However ensure that the appliance manufacturers usage instructions are followed and if doing so, have the operative to take his/her own temperature to avoid breaching the 2m distancing requirement. If temperature testing is carried out by another person it needs to be carried out by a trained first aider. Both the first aider and the person being tested would be required to sanitise hands and wear a face covering and eye protection.</p> <p>According to the NHS, the standard body temperature in adults is 37C (98.6F) and that temperature figures of over 37.8 is a possible sign of symptoms however false positives are possible.</p> <p>Other symptoms include a continuous dry cough and/or a loss of or change of the persons normal taste and/or smell.</p>
3.7	<p><b>First Aid:</b> <i>If first aid is required remember that first aiders and IP's will be within 2m and therefore at risk of cross infection. The first aider and the IP (if able) is required to sanitise hands, wear a mask, eye protection and disposable gloves during delivery of first aid. Masks, sanitiser, eye protection and disposable gloves to be kept with the first aid kit within the first aid area.</i> <i>In the event that CPR is required only give chest compressions, do not provide breaths.</i></p>
3.8	Also take note of controls in section 2 and additional controls section.
Additional controls added by Office / Building manager: Name:	

### **4. PERSONAL PROTECTIVE EQUIPMENT:**

4.1	See section 2.4
4.2	Gloves as required.

### **5. REVIEW AND MONITORING:**

5.1	Review in light of further or changes of information becoming available or a change in conditions and/or circumstances. Monitored by Office / Building manager
-----	--

### **6. INFORMATION TO BE PROVIDED TO EMPLOYEES:**

## **RISK ASSESSMENT CONTROL / PROCEDURES**

### **Coronavirus COVID-19**

6.1	Information contained in this assessment
6.2	Information contained in the Construction Site Operating Procedures which have been released by the Construction Leadership Council to be delivered by STC.
6.3	Work methods and sequences.
6.4	Correct selection and use of respiratory and eye protection
6.5	Correct selection and use of gloves
6.6	Permit to Work Controls if needed
<b>Remember:</b>	<p>Always check in your safety manual for company safety procedures and systems of work in regards to general H&amp;S requirements in the workplace. Refer to other generic risk assessments for activities and amend to make task specific.</p> <p>Wearing a face covering / mask will assist in containing any spittle / sputum released if the wearer were to sneeze or cough and therefore reduce the risk of possible spread of the virus to others and the environment it will not provide the wearer with protection from actually breathing in the virus</p>

The following persons have received the information contained in this assessment:		
Name	Date	Sign
<p><b>By signing:</b>  <i>I confirm that I have read, considered and understand the risks and the associated hazards as noted in this document. I am satisfied that relevant risks have been identified and that the control measures to be followed will reduce the risks to a reasonably practicable level.</i>  <i>I confirm that I accept, understand and will comply with the procedures and controls within this document.</i>  <i>I am aware that information on the assessment may be seen by and shared with third parties.</i></p>		
<p>For advice and information on health &amp; safety at work, contact            JWC H&amp;S Officer 07814494814</p>		