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1.0 Method statement

Document created: 19 Jan 21
Document updated: 26 Feb 21
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Position: Contracts Manager

COVID-19 Example

Start date and end date: 04/01/2021 to 31/12/2021

1.1 PPE Requirements



Dust Mask

1.2 Risk assessment register

- 2.1 COVID-19: Schools - page 6
- 2.2 COVID-19: Working in private premises / homes - page 10
- 2.3 COVID-19: Construction site - page 13

1.3 COVID-19 Construction: Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided to demonstrate they are now fit to return to work.
- Assessments to be reviewed on an ongoing basis or where significant change has occurred. Risk assessment must be written in consultation with workers and unions.
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.
- Companies are being encouraged to publish their risk assessment results on their website, particularly where more than 50 workers are employed.
- Further detailed support and advice can be read here: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>
- Monitoring of workforce mental health should also be assessed and support provided

If in England call NHS on 111, if in Scotland call your GP or NHS 24, If in Wales call 0845 46 47 or 111 or if in Northern Ireland contact 0300 200 7885 where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs

1.4 COVID-19 Construction: Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

- <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>
- <https://www.gov.uk/government/publications/coronavirus-action-plan>
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

1.5 COVID-19: Working in private premises / homes: Training

Please ensure a manager's brief has been completed alerting all staff to COVID 19 secure specific procedures. The following links provide additional guidance from the government:

- <https://assets.publishing.service.gov.uk/media/5eb967e286650c2791ec7100/working-safely-during-covid-19-other-peoples-homes-140620.pdf>
- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>

1.6 COVID-19: Working in private premises / homes: Management

General controls for senior management to consider:

- Your COVID risk assessments are encouraged to be published on your company website for all stakeholders to view
- Make sure staff members' phone numbers and emergency contact details are kept up to date
- As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people
- Where possible, allocate jobs to the same person and look to match jobs to employee's home location
- Developing communication and training materials to ensure all employees are aware of company specific COVID procedures
- Ensure ongoing engagement with employees (including through trade unions or employee representative groups) occurs to monitor and understand any unforeseen impacts of changes to working environments.
- Encourage employees to complete dynamic risk assessments and report any concerns with their line manager to agree remedial action
- Continue to monitor the mental health of the workforce
- Risk assessments must be written and reviewed in consultation with the workforce and unions

1.7 COVID-19 Schools: Training

Please ensure a manager's brief has been completed alerting all school staff to COVID 19 secure specific processes, policies and procedures. The following links provide additional guidance from the government:

- <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Teaching resources:

- <https://www.e-bug.eu/>
- <https://campaignresources.phe.gov.uk/schools>

1.8 COVID-19 Schools: Management

General controls for boards to consider:

- The executive leaders of multi-academy trusts (MATs) should make it clear how much COVID 19 secure measurements are carried out by the central executive team. Before coming to some decisions, school and trust leaders may also need to consult governing boards and local authorities for advice.
- Plan content and timing of communications to parents and pupils (including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils, for example, arrangements for drop-off/collection).
- Agree what returning support is available for vulnerable and/or disadvantaged children (including any dual-registered students) and put in place provision for the return of pupils with special educational needs and disabilities (SEND) in conjunction with families and other agencies and engage with partners who will help to provide that support, for example, local authorities.
- Agree what safeguarding provision is needed in school to support returning children
- Update behaviour policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to school staff, students and parents and review uniform expectations.
- Work with your catering suppliers to ensure meals are available for all children in school.
- Consider options if necessary about staffing levels that can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers).
- Identify staff who can't return to school at this point (for example, those who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable and stringent social distancing cannot be adhered to on site) and how they can work from home (for example, supporting remote education).
- Agree any flexible working arrangements needed to support any changes to your usual patterns (for example, staggered start/end times).
- Agree staff workload expectations (including for leaders).
- Decide what staff training (either delivered remotely or in school) is needed to implement any changes the school plans to make (for example, risk management, curriculum, behaviour, safeguarding).
- Put in place measures to check on staff and pupil wellbeing (including for leaders).
- Work with your local authority or trust (and where applicable NHS Clinical Commissioning Group) and families to identify what provision can be reasonably provided for in line with education, health and care (EHC) plans.
- Agree approach to any scheduled or ongoing building works.
- Continue to monitor the mental health of both school children and staff
- Risk assessments must be written and reviewed in consultation with the workforce and unions

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

The work activities described within this method statement and all associated safety measures are not to be deviated from in any way. If, for any reason, the method statement cannot be implemented in full or should the described process be found inadequate for the purpose of providing a safe working environment, the affected activities must cease until such time as the method statement has been amended and re-approved as appropriate with any changes communicated by a toolbox talk to all employees involved before work recommences.



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2.0 Risk assessment

Document created: 19 Jan 21
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COVID-19 Example

Start date and end date: 04/01/2021 to 31/12/2021

Example risk matrix

Likelihood 4
 x
 Severity 5
 =
 Risk/residual risk 20

		Likelihood					
		Very Unlikely	Unlikely	Possible	Likely	Very likely	
		1	2	3	4	5	
Severity	Negligible	1	1	2	3	4	5
	Minor	2	2	4	6	8	10
	Moderate	3	3	6	9	12	15
	Major	4	4	8	12	16	20
	Extreme	5	5	10	15	20	25

2.1 COVID-19: Schools

2.1.1 Task: COVID-19: Schools

Hazard	Risk	Control measures	RR
Attendance to schools - suitability of returning to schools general government expectations	3	All schools to work with local authority to decide phased return measures and monitor effectiveness	1
	x		x
	4	Those currently shielding must continue to stay away from school due to their extremely clinically vulnerable status	4
	=		=
	12	Those clinically vulnerable to have individual risk assessment completed to understand suitability of returning to the classroom safely in accordance with their medical advice	4
		A child/young person or a member of staff (including support bubbles) who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), to receive risk assessment review to ensure they are safe to return to school setting	
		Vulnerable children and young people of all year groups will attend educational or childcare provision, where it is safe and appropriate for them to do so	
		Alternative Provision (AP) settings should follow the same principles and guidance as mainstream schools	
		Special schools, special post-16 institutions and hospital schools should work towards welcoming back as many children and young people as can be safely catered for in their setting. Special settings should work with local authorities and families to ensure that decisions about attendance are informed by existing risk assessments for their children and young people, which should be kept up to date	
		Any non-essentials visitors are not advised to attend schools	
Persons at risk: All site operatives			
Travelling to and from school - risk of infection from others	4	Personal vehicle, cycling or walking to be completed where possible and safe to do so to complete your commute to and from school	1
	x		x
	4	Public transport to be used as a last resort and aim to minimise the frequency and amount of time using public transport	4
	=		=
	16	If using public transport, face covering is mandatory	4
		Look to travel outside rush hour periods where possible and to review starting / finishing times for staff to limit exposure	
		Home to school transport provided or organised by schools, trusts or local authorities varies widely. Schools, trusts and local authorities should work together and with relevant transport providers to put in place arrangements which fit the local circumstances, including the measures being put in place to reduce contact and increase hygiene measures	
Persons at risk: All site operatives			

Pick up and drop off at schools
- social distance breaching

4

x

4

=

16

Stop all non-essential visitors

Only essential workers from contractors to be permitted

Introduce staggered start / finish times where possible for staff

'Pinch points' to be reduced, reviewed or monitored to prevent build up of persons

Utilising multiple access points to reduce bottlenecks in common areas

Encourage social distancing through visual cues such as warning signage, one way systems and markings on the floor

The use of stairs is preferred than use of lifts to limit close contact with persons whilst moving around the premises

Number of people using the lift to be minimised or reserved to those that need it (such as mobility problem)

1

x

4

=

4

Persons at risk: All site operatives

Use of classrooms - social distance

4

x

4

=

16

The general risk control hierarchy shall be applied: avoiding contact with anyone with symptoms; frequent hand cleaning and good hygiene practices; regular cleaning of settings; and minimising contact and mixing

Utilise outdoor environments and larger areas of infrastructure such as halls where available and safe to do so

For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage continue to apply, and we recommend using these to group children

In mainstream schools and college settings the basic principle is that classes should be halved. Normally one teacher should be allocated to a group but if there are any teacher shortages then support staff may be used to lead groups, under the direction of a teacher

Where settings can keep children and young people in those small groups 2m away from each other, they should do so (or 1m+ with added measures if 2m cannot be achieved). While in general groups should be kept apart, brief, transitory, contact such as passing in a corridor is low risk.

Wearing a face covering or face mask in schools or other education settings is not recommended

Ensure good respiratory hygiene in the classroom by promoting the 'catch it, bin it, kill it' approach

Cleaning frequently touched surfaces often using standard products, such as detergents and bleach

Removing unnecessary items from the classroom where alternative storage is available

Reducing non essential movements around the building is advisable

Continue to assess the classroom environment (such as classroom layout) and timetables (such as staggered break times and assembly

1

x

4

=

4

times) to help maintain social distancing

Persons at risk: All site operatives

Welfare facilities - hygiene risk and risk of COVID 19 transmission

4

x

4

=

16

Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS

1

x

4

=

4

Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin

Increase cleaning rota / schedule in your work area

Enhance the cleaning regimes for toilet facilities particularly touch points such as door handles, locks and the toilet flush

Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal

Ensure sufficient supplies of soap, hand sanitiser and paper towels remain in place

Schools should provide meals for all children in school, and meals should be available free of charge where pupils meet the free school meal (FSM) eligibility criteria. To ensure food is available for pupils who attend, educational settings are expected to reopen their kitchens and ensure that meals are able to be prepared and served safely

School kitchen facilities must continue to implement good hygiene measures through their food safety management system and review this to ensure food handling can be completed whilst being COVID secure

Where food can be purchased, payments should be taken by contactless card and the use of disposable crockery, eating utensils is encouraged

Based on the size of canteen facilities,, determine how many people can use it at any one time to maintain a distance of two metres and to set up tables accordingly, implementing increased cleaning

Increase ventilation where possible particularly within enclosed spaces

Persons at risk: All site operatives

Stress - including mental health

4

x

4

=

16

Remote staff to receive periodic contact via online team meeting or line management calls

1

x

4

=

4

Advise staff of technology apps that can assist with stress management and / or mental health

Where enrolled, advise staff and pupils about occupational health advice available, including any confidential assistance programmes

Stress assessments available from H&S / HR specialists

Offer flexible working arrangements where possible

Review any mental health first aider support for staff

Safe social interaction helps promote better mental health

Offering advice around regular exercise will improve mental health

Consult with local authorities if there is additional mental health resources available

Persons at risk: All site operatives

Statutory compliance - risk of breaching statutory building compliance

4

x

4

=

16

Ensure documentation is available to prove that equipment requiring statutory examination has taken place (LOLER, thorough examination certificates for lifts, water risk assessments for Legionella management, fire risk assessment for fire plans etc)

Speak to your facilities team, specialist contractors or H&S department / consultancy regarding advice on building statutory compliance

Where equipment has exceeded the date, place equipment out of use until testing completed and equipment deemed operational again

1

x

4

=

4

Persons at risk: All site operatives

Emergency incidents including first aid

4

x

4

=

16

First aid kits to remain checked on a regular basis

First aid assessment and first aider arrangements to be reviewed to ensure resources still sufficient

First aider to be aware of additional COVID precautions to take when responding to an event

For fire evacuation and muster point gathering, social distancing may need to be breached

Specific plans and guidance will need to be drawn up and tested in relation to cleaning procedure after a suspected case of COVID on site

1

x

4

=

4

Persons at risk: All site operatives

2.2 COVID-19: Working in private premises / homes

2.2.1 Task: COVID-19: Working in private premises / homes

Hazard	Risk	Control measures	RR
Transmission from non-essential work or workers	4	Work delivered via remote or digital means to be considered first	1
	x	Only essential workers to visit premises where attendance is required	x
	4	Workers to only visit premises if COVID symptom free	4
	=	A discussion with the client shall occur in advance to agree COVID secure arrangements for the task	=
	16	Those in back of house and administrative functions should continue to work from home where possible or within COVID secure workplace	4
Persons at risk: All site operatives & public			
Individuals at a higher risk of contracting COVID 19	4	Clinically extremely vulnerable employees shall remain shielded in accordance with their medical advice	1
	x	Attendance to customers who are shielding is strictly for emergency works only	x
	4	If clinically vulnerable (but not extremely clinically vulnerable) workers cannot work from home, they should be offered the option of the safest available role in the office or on-site role where social distancing	4
	=	Additional risk assessment to be reviewed where customer is either clinically vulnerable with a pre-existing condition or where a further duty of care is owed such as new / expectant mother or those with a disability	=
	16		4
Persons at risk: User			
Risk of COVID 19 transmission - Staff travelling to and from work	4	Commute to work via walking or cycling where possible	1
	x	Private vehicles usage (sole occupancy) to be encouraged where insurance allows	x
	4	Where vehicles have to be shared, good ventilation, regular cleaning of vehicles and keeping to the same working teams shall be implemented	4
	=	Tasks matched to employee's home location to reduce amount of driving	=
	16	Public transport to be used as last resort and face covering is mandatory	4
Persons at risk: User			
Access / egress and use of the premises	4	Contact the customer in advance to explain company COVID secure procedure	1
	x	Request internal doors to be left open to reduce touch points	x
	4	Washing or sanitization of hands prior to entering the premises is to be	4
	=		=

16	completed	4
	Maintain social distancing in the workplace wherever possible	
	Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should	
	consider whether that activity needs to continue and implement additional measures. This will include persons working back to back or side by side and tools / materials being assigned to each worker	
	Use 'fixed teams or partnering' where possible (so each person works with only a few others)	
	Try to avoid sharing pens, documents and objects with customers, or clean prior and after use	
	Continue to wear standard PPE as you normally would for the task	

Persons at risk: All site operatives

General welfare arrangements - hygiene, hand washing	4	Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS	1
	x		x
	4	Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin	4
	=		=
	16	Agree with the customer safe waste arrangement or remove waste, materials and tools at the end of shift and end of the job	4
			=
	Bring your own food / drink / refreshments is encouraged		
	Breaks to be taken outside where weather permits		
	Payments should be encouraged using contactless methods where possible		

Persons at risk: User

General Infection control	4	Social distancing to be implemented at all times	1
	x	Opening windows and doors frequently to encourage ventilation, where possible	x
	4		4
	=	Consideration into separate temporary welfare arrangements for longer term tasks / projects	=
	16		4
		Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment has reflected the fact that the role of PPE in providing additional protection is extremely limited	
	Prevent customers from handling tools and materials		
	Putting in place picking-up and dropping-off collection points where possible, rather than passing goods hand-to-hand		

Persons at risk: All site operatives

Stress - including mental health	4	Remote staff to receive periodic contact via line management	1
----------------------------------	----------	--	----------

x	Advise staff of technology apps that can assist with stress management and / or mental health	x
(4)		(4)
=	Where enrolled, advise staff about occupational health advice available, including any confidential assistance programmes	=
(16)	Stress assessments available from H&S / HR specialists	(4)
	Offer flexible working arrangements where possible	
	Review any mental health first aider support for staff	

Persons at risk: User

Deliveries	(4)	Agree delivery points / transfer zones with employees and customer	(1)
	x	Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often	x
	(4)	Where possible and safe, use single workers for loading and unloading	(4)
	=	Where possible, using the same pairs of people for loads where more than one is needed	=
	(16)	Enabling drivers to access welfare facilities when required, consistent with other guidance	(4)
		Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways	
		Using phone calls to alert customers of deliveries rather than using the doorbell is encouraged	
		Regularly clean reusable delivery boxes	

Persons at risk: All site operatives & public

Emergency incident - accident or fire within the premises	(2)	In an emergency, for example, a fire or break-in, people do not have to stay 2m apart if it would be unsafe	(1)
	x		x
	(5)	First aid to be self administered or emergency services contacted where required	(5)
	=	Line management to be notified for assistance	=
	(10)	Continue to follow company specific procedures	(5)

Persons at risk: All site operatives

2.3 COVID-19: Construction site

2.3.1 Task: COVID-19: Construction site

Hazard	Risk	Control measures	RR
Transmission - Exposure from others due to: 1) Living or coming into close contact with someone with a confirmed case of COVID-19 2) Being advised by a public health agency that contact with a diagnosed case has occurred	3	<p>Continue following government action of self isolation for 7 days if you have developed covid 19 symptoms or 14 days isolation if someone you live is experiencing symptoms. This also includes anyone you have formed a support bubble with</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed to ensure reasonable adjustments are made accordingly</p> <p>Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance</p> <p>Travel is only required where you cannot work from home. Use private transportation, cycle or walk. As a last resort public transport to be used as a minimum and to implement social distancing where possible</p> <p>To continue following ongoing government guidance</p> <p>Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required</p> <p>Company to ensure extremely clinically vulnerable persons do not come to work and continue to shield themselves whilst following their specific medical advice issued to them</p> <p>Follow good NHS hygiene measures at all times</p> <p>Avoid all visitors to your home unless they are providing a medical requirement</p> <p>Do not approach delivery staff, allow packages to be left on the doorstep</p> <p>Do not take any antibiotics as they do not work against viruses</p>	1
	x		x
	4		4
	=		=
	12		4
Persons at risk: User			
Suspected case whilst working on site	4	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 3) 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 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed 5) A test should be requested and follow the test and trace service information 6) The work area should receive deep cleaning and social distancing maintained. Please consult specific measures within the emergency 	1
	x		x
	4		4
	=		=
	16		4

Persons at risk: User

General travel including foreign travel	4	Do not travel unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings	1
	x		x
	4	Self isolation measures must be followed in accordance with the government red/amber/green (RAG) system when travelling abroad	4
	=		=
	16	<p>Please continue to follow any further national government advice provided as airbridge agreements remain ongoing</p> <p>Where an occupational health (OH) service provider has been appointed, please seek additional advice or concerns through this service</p> <p>All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible, cycle or walk</p> <p>Public transport to be used as a last resort and wearing of face covering is mandatory</p> <p>Where corporate vehicles are shared (such as minibuses), limit passengers, increase ventilation and cleaning regime, and have workers facing away from one another</p> <p>Those travelling together should remain partnered to reduce staff rotation.</p>	4

Persons at risk: User

Access / egress to site	4	Where possible, please consider and implement the following practices:	1
	x	Ensure all extremely clinically vulnerable persons do not attend site	x
	4	Stop all non-essential visitors and reduce non-essential movement around sites and buildings where possible	4
	=		=
	16	<p>Log all visitors to site and retain the log for minimum of 21 days to assist the test and trace scheme</p> <p>Introduce staggered start and finish times to reduce congestion and contact at all times</p> <p>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. You may need to lower capacity in common areas and continue to monitor high traffic flow areas</p> <p>Remove or disable entry systems that require skin contact e.g. fingerprint scanners and look to increase cleaning or removal of common ‘touch points’ on site</p> <p>Require all workers to wash or clean their hands before entering or leaving the site</p> <p>Allow plenty of space (2m or 1m+ with precautions if safe to do so)</p>	4

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

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

Designate walking routes and one way systems with signage to help maintain social distancing

Additional parking and cycling facilities to be implemented to encourage those to avoid using public transport when travelling to work

Continue to wear PPE in accordance with both site rules and your own task risk assessment. Face covering generally will not provide additional protection however, if visitors and workers wish to wear, they should be allowed to do so

If face coverings are worn, they should be changed when damp or dirty and either washed in accordance with manufacturer instructions or responsibly disposed of

Persons at risk: User

Inclement weather – cold temperature

2

All persons to dress appropriately for the weather

1

x

Welfare facilities provided to shelter from the elements

x

2

Maintain good hygiene measures at all times

2

=

PPE on individual issue basis and not to be shared

=

4

2

Persons at risk: User

Poor hygiene

4

Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS

1

x

4

Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.

4

=

16

Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site

=

4

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

Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored

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 Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently

Persons at risk: User

Canteen - exposure from large numbers of persons

4

x

4

=

16

The workforce can stay on site once they have entered it and not use local shops to limit contact with others

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

Where catering is provided on site, it should provide pre-prepared and wrapped food only - Payments should be taken by contactless card wherever possible and 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

1

x

4

=

4

Persons at risk: User

Use of changing facilities, showers and drying rooms

4

x

4

=

16

Introduce staggered start and finish times to reduce congestion and contact at all times

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

1

x

4

=

4

Persons at risk: User

Manual handling - dual lifting

4	Always consider if the task can be performed with one person using mechanical aid	1
x		x
4	Ensure the individual(s) are fit for work prior to commencing task	4
=	Break down the load where possible so that one person can comfortably carry	=
16	Assess your route so you can maintain 2m social distance whilst moving the load or 1m+ with additional measures however, this should be avoided	4
	Where dual lifts cannot be avoided, lift facing away from each other or side by side rather than face to face where possible	
	Where teams are used, try to keep to fixed teams / partnering to prevent cross over of workers	
	Where PPE is to be used, this is on an individual issue and items should not be shared	

Persons at risk: User

Taking / accepting deliveries - contact with materials and persons (driver)

4	Review logistics plans to ensure safest routes have been identified including implementing one way systems	1
x		x
4	Maintain 2m social distancing when accepting materials (or 1m+ with extra precautions if deemed safe to do so)	4
=	Materials to be placed outside of sites to reduce exposure to drivers	=
16	Where 2 persons are required for regular deliveries, they should form a fixed partner arrangement to reduce job rotation	4
	Review work programme to assess whether 'just in time' arrangements can be made to prevent additional or unnecessary deliveries	
	Hand washing and sanitiser measures available to maintain good hygiene	
	Reusable delivery boxes to be regularly cleaned	

Persons at risk: User

Working in local vicinity to construction workforce (maintaining 2m distancing)

4	Starting and finishing times are to be staggered and reviewed to ensure no build up of staff / teams in areas	1
x		x
4	Workers who are unwell with symptoms of Covid-19 should not attend the workplace	4
=	Work design to be reviewed regularly to identify any safer ways to move around site	=
16	Work programme to be reviewed to identify any work reordering that would limit exposure to others	4
	Tasks are to be rearranged to enable them to be done by one person or	

a small number of persons without compromising safety measures

Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance

Avoid skin to skin and face to face contact

Stairs should be used in preference to lifts or hoists and consider one way systems around construction sites

Consider alternative or additional mechanical aids to reduce worker interface

Reduce job and equipment rotation

Any additional COVID 19 measures specified by your Principal Contractor's site rules must be followed. Details of this shall be shared at site induction

Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water)

Any health concern to be raised immediately to line management / Principal Contractor

Persons at risk: All site operatives

Working within 2 metres of working team (1m+ with additional precautions)

4

x

4

=

16

Always consider if the task can be performed differently without having to breach the 2m social distancing rule

Workers are to limit face to face working and work facing away from each other when possible

Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins

Consider introducing an enhanced authorisation process (permit to work) for activities where less than 2m distance may be required

Provide additional supervision to monitor distancing and teams not to be rotated

Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task

All equipment to be thoroughly cleaned prior and after using it

Increased ventilation will be provided within enclosed spaces

Sites can consider face covering however, it is advised to speak to your H&S competent person on these matters and supplies should be reserved for medical staff as it has been documented that the protective effect is minimal and supplies have been difficult to procure

Where respiratory protective equipment (RPE) needs to be worn, face fit testing (FFT) must be in place. This equipment is reserved to protect workers from other hazardous substances rather than COVID19 as there is limited evidence that the equipment will offer a high level of protection

2

x

4

=

8

Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination

Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places

Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor)

Workers deemed clinically vulnerable should never work within 2m of persons and preference should be given to whether any change in task can allow an individual to work from home where possible

Persons at risk: User

First aid - including mental health

4

x

4

=

16

First aid contents to be monitored to ensure adequate supplies remain

First aid and cover arrangements to be reviewed

First aider certificates to be checked for validity and understand amended practices in regards to attending a casualty during COVID (such as revised CPR methodology and increased sanitisation)

Emergency plans on site and communicated so all staff understand what action to take in the event of a suspected or confirmed case of COVID 19

Mental health first aiders to be considered

Communicate any occupational health service available to the workforce including any available employee assistance programme (EAP) or public support

Line management to regularly communicate to their team(s)

Effective reporting system established on site in order to rectify any raised issues or incidents in a timely manner

If a suspected case of COVID 19 is found on site the following cleaning process is recommended: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

1

x

4

=

4

Persons at risk: User

Supervision and personnel

Name

Role

Phone
