

**COVID-19 SITE RISK ASSESSMENT**

Completed by: Sophie Grant

 Date completed: 18<sup>th</sup> January 2021

Review date: Mar 21 (or in line with any major Government changes)

**COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called CORONAVIRUS. Symptoms can be mild, moderate, severe or fatal.**

HAZARD	WHO COULD BE AFFECTED	SEVERITY	PROBABILITY	RISK RATING	CONTROL MEASURES	RESIDUAL RISK RATING
Spread of COVID 19 coronavirus due to exposure from others due to:  1) Living with someone with a confirmed case of COVID-19.  2) Have come into close contact (within 2 metres) with a confirmed case of COVID-19  3) Being advised by a public health agency that contact with a diagnosed case has occurred.  4) Touching a surface that has been touched by someone	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Visitors to site</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups</li> <li>• Anyone else who physically comes in to contact with you in relation to your business.</li> </ul>	<b>4</b>	<b>3</b>	<b>12</b>	<u>Hand washing</u> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• NHS hand washing guidance posted on site.</li> <li>• Drying of hands with disposable paper towels or hand dryer.</li> <li>• Reminder to wash hands for 20 seconds.</li> <li>• Hand sanitiser available around site.</li> </ul> <u>Cleaning</u> <ul style="list-style-type: none"> <li>• Frequent cleaning of surfaces using anti-bacterial cleaner and paper towels to prevent cross contamination.</li> <li>• Cleaning surfaces of high use such as door handles, light switches, canteen, driver hatch.</li> <li>• Cleaning conducted before each break time of canteen and toilets.</li> <li>• External cleaner on site once a week to conduct further cleaning.</li> </ul>	<b>4 x 1=4</b>

<p>who is infectious and not washing hands correctly.</p>					<p><u>Social distancing</u></p> <ul style="list-style-type: none"> <li>• Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Government.</li> <li>• Where the 2m gap cannot always be adhered to, other measures in place with a minimum of 1m distancing. Passing back to back, side to side and outside working only.</li> <li>• Breaks staggered to prevent social areas from being overcrowded.</li> <li>• Conference calls in place of face to face meetings.</li> <li>• Where possible, meetings with visitors on site should be limited and video conference or telephone calls should be considered instead.</li> <li>• One-in-one-out for drivers signing in and collecting paperwork from main office.</li> <li>• Work from home if possible.</li> <li>• Prevention of access to top office for non-office workers.</li> <li>• Limit of 5 people in portacabin to allow for social distancing.</li> <li>• Men's toilet reduced to two people at a time to comply with social distancing and prevent overcrowding. Two</li> </ul>	
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					<p>coloured blocks are available, and one should be taken with the user and put back for the next person.</p> <ul style="list-style-type: none"><li>• Reduce seated areas in canteen and ensure social distancing.</li><li>• External seating blocked off to allow for social distancing or moved to comply with 2m rule.</li></ul> <p><u>Symptoms of COVID 19</u></p> <ul style="list-style-type: none"><li>• If anyone becomes unwell with a new continuous cough, loss or change of sense of smell or taste or a high temperature in the workplace, they will be sent home, avoiding coming in to contact with anyone else on site or touching any surfaces. They will be advised to follow the stay at home guidance in line with the NHS. Line managers will maintain contact with staff members during this period.</li><li>• All members of staff are aware of the government advice should they get any symptoms, have been in contact with anyone who has symptoms or have been Track and Traced and following NHS/ government advice, not to attend work.</li></ul>	
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Signed: *Jon Towers*

Name: Jon Towers

Date: 18<sup>th</sup> January 2021