



**Task Risk Assessment**

<b>Task Risk Assessment:</b>		<b>(Contract/Depot/Office)</b>						<b>Rev No.</b>	<b>009</b>	
<b>Contract number:</b>		<b>Date:</b>	20/05/2020	<b>Prepared by:</b>	Lee Cartwright	<b>Reference N°:</b>	TMCOV19			
<b>Task description:</b>	Managing the work place during Coronavirus (Covid-19) pandemic (as per GOV.UK advice)			<b>Affected:</b>	<b>Work Force</b>	x	<b>Subcontractors</b>	x	<b>Public</b>	x

Activity	Hazards	Initial <sup>1</sup>			Control measures	Residual <sup>1</sup>		
		S	L	R		S	L	R
Office provisions, Site facilities & Work areas including first aid treatment	Possible contamination and spread of the virus	4	3	12	<ul style="list-style-type: none"> <li>• Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel are on site.</li> <li>• Hand cleaning facilities/sanitiser to be available at the access and egress of the site.</li> <li>• Ensure soap and fresh water is readily available and kept topped up at all times and or hand sanitisers.</li> <li>• Regularly clean the hand washing facilities.</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Maintain good personal hygiene at all times.</li> <li>• See and follow Do's &amp; Don'ts guidance (<b>Appendix A</b>) This is located or displayed on site/ office.</li> <li>• See and follow Guidance for Self-isolation (<b>Appendix B</b>) This is located or displayed on site/ office.</li> <li>• See and follow WHO Poster for Washing Hands (<b>Appendix C</b>) This is located or displayed on site/ office.</li> <li>• Wash hands before and after using toilets.</li> <li>• Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.</li> <li>• Portable toilets should be avoided wherever possible,</li> </ul>	4	1	4



Activity	Hazards	Initial <sup>1</sup>			Control measures	Residual <sup>1</sup>		
		S	L	R		S	L	R
					but where in use these should be cleaned and emptied more frequently. <ul style="list-style-type: none"> <li>• Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant on larger sites.</li> <li>• Use soap and water (hand sanitiser) after using toilets, washrooms and canteen areas.</li> <li>• Appropriate clothing, free from contamination.</li> <li>• Change all clothing daily.</li> <li>• Maintain cleanliness of your vehicles, plant, IT equipment &amp; desk space.</li> <li>• Ensure Line managers and site managers are aware of the higher risk employees on each individual site.</li> <li>• Make yourself known to the site manager if you are at higher risk employee.</li> <li>• Keep potential contaminants at the point of work away from water supplies.</li> <li>• Stay away from vulnerable individuals, such as the elderly and those with underlying health conditions, as much as possible.</li> <li>• Stay a safe distance from individuals by following social distancing guidelines.</li> <li>• Avoid contact with your face unless your hands are freshly washed.</li> <li>• Re-usable PPE should be thoroughly cleaned after use and not shared between workers.</li> <li>• Single use PPE should be disposed of so that it cannot be reused.</li> <li>• First Aid personnel to wear PPE as defined for close proximity working (below) when treating a casualty on site</li> <li>• Appoint Social Distancing Marshal to monitor work area and compliance with social distancing and close proximity working (Third Man/Machine Driver etc.)</li> </ul> Appointments to be formalised using letter of appointment			



Activity	Hazards	Initial <sup>1</sup>			Control measures	Residual <sup>1</sup>		
		S	L	R		S	L	R
					(Appendix E)			
Interaction between personnel including movement between Projects and Offices	Possible contraction of the virus	4	3	12	<ul style="list-style-type: none"> <li>Stop all non-essential visitors to site.</li> <li>Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</li> <li>Wherever possible workers should travel to site alone.</li> <li>Non-essential physical work that requires close contact between workers should not be carried out.</li> <li>Do not allow work requiring skin to skin contact.</li> <li>Plan all other work to minimise contact between workers.</li> <li>Ensure all other employees are aware of the higher risk employees on sites or in offices (with permission from the individual)</li> <li>Do not Travel on public transport. Speak with your Line Manager and arrange for alternative means of transport.</li> <li>If you are not needed on site, speak with your Line Manager regarding other working arrangements.</li> <li>All Higher risk employees must be based on one site/ office only and not travelling between sites/offices.</li> <li>Transfers between sites only following authorisation from Ops / Contracts Manager.</li> <li>Working from home authorised by Line Manager</li> <li>Limit visits between sites if not critical.</li> <li>Utilise Teams or a similar platform for meetings.</li> <li>Ensure all vehicles are regularly cleaned.</li> <li>Arrange end of shift deep cleaning to include frequently touched surfaces such as desks/ chairs/ doors handles.</li> <li>Always wash your hands prior to eating and or</li> </ul>	4	1	4



Activity	Hazards	Initial <sup>1</sup>			Control measures	Residual <sup>1</sup>		
		S	L	R		S	L	R
					smoking. <ul style="list-style-type: none"> <li>• Eat at separate times to other employees to reduce exposure.</li> <li>• Always wash your hands after using the toilet, blowing your nose, sneezing, coughing or shaking hands.</li> <li>• Wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitizer.</li> <li>• Avoid close contact with people who are unwell or are showing symptoms.</li> <li>• Gloves are to be worn at all times whilst on site.</li> </ul>			
Communal Areas	Possible contraction of the virus	4	3	12	<ul style="list-style-type: none"> <li>• Hold daily briefings, TBT's and any other similar site meetings outside where possible and ensure all attendees are 2 metres apart.</li> <li>• Only those required to attend site briefings etc. may be present.</li> <li>• Increase ventilation in enclosed spaces</li> <li>• Introduce staggered start and finish times to reduce congestion and contact at all times.</li> <li>• Based site facilities - determine numbers of people using facility at any one time - maintain social distancing.</li> <li>• Stagger break times.</li> <li>• Hand cleaning facilities or hand sanitiser available at entrances where people consume food – used by personnel before entering and leaving the area.</li> <li>• Workforce to bring pre-prepared meals and refillable drinking bottles from home.</li> <li>• Crockery, eating utensils, cups etc. should not be used unless they are cleaned and dried before use.</li> <li>• Deep cleanse drinking water by taps before and after use.</li> <li>• Tables and surfaces should be cleaned and disinfected after each use.</li> <li>• All rubbish to be binned immediately.</li> </ul>	4	1	4



Activity	Hazards	Initial <sup>1</sup>			Control measures	Residual <sup>1</sup>		
		S	L	R		S	L	R
					<ul style="list-style-type: none"> <li>Communal areas to facilitate social distancing.</li> <li>Avoid close contact with people keeping a 2 metre gap at all times.</li> <li>Appoint Social Distancing Marshal to monitor work area and compliance with social distancing and close proximity working (Third Man/Machine Driver etc.) Appointments to be formalised using letter of appointment (<b>Appendix E</b>)</li> </ul>			
Office/Site personnel reporting diagnosis of the virus or suffering symptoms or Personnel returning from abroad who may have contracted / been exposed to virus	Spreading the infection	4	4	16	<ul style="list-style-type: none"> <li>If anyone on the site/ office starts to show any symptoms remove the high risk individuals from that site/ office immediately.</li> <li>Person with new continuous cough and/or high temperature and/or Anosmia which is the loss of or a change in your normal sense of smell. It can also affect your sense of taste as the two are closely linked to self-isolate and stay indoors at home and avoid contact with other people immediately. See and follow (<b>Appendix D</b>) for more guidance.</li> <li>Avoid touching anything as far as is practicably possible.</li> <li>If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for <b>14 days</b>. The 14-day period starts from the day when the first person in the house became ill.</li> <li>For anyone in your household who starts displaying symptoms, you need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period. <b>Contact your Line Manager immediately.</b></li> <li>See and follow Do's &amp; Don'ts guidance (<b>Appendix A</b>) This is located or displayed on site/office.</li> <li>See and follow Guidance for Self-isolation (<b>Appendix B</b>) This is located or displayed on site/office.</li> </ul>	4	1	4



Activity	Hazards	Initial <sup>1</sup>			Control measures	Residual <sup>1</sup>		
		S	L	R		S	L	R
					<ul style="list-style-type: none"> <li>• See and follow WHO Poster for washing hands (<b>Appendix C</b>) This is located or displayed on site/office.</li> <li>• Site / Depot / Facilities Manager to isolate premises and arrange for deep cleansing. This includes sanitising all touch points, surfaces, equipment and floors.</li> <li>• Stay away from vulnerable individuals, such as the elderly and those with underlying health conditions, as much as possible</li> </ul>			
Person at work confirmed with COVID – 19	COVID -19 Virus Spread at Workplace	4	4	16	<ul style="list-style-type: none"> <li>• Isolate confirmed case from others and arrange for immediate return home</li> <li>• Arrange for COVID-19 testing for co-workers / people who have had close face to face contact with confirmed case (<b>Appendix F</b>)</li> <li>• Once tested the result needs to be disclosed with their Line Manager to ensure that anyone who may be affected if there is a positive result is informed and testing arranged</li> <li>• Co-workers where they are not showing COVID-19 symptoms and feeling well to continue at work complying with Social Distancing rules</li> <li>• A deep clean of any possible affected areas, all touch points etc require a deep clean prior to their use.</li> </ul>	4	1	4
Undertaking site activities where social distances can or cannot be maintained  1) <b>Category 1</b> - Operations which enable Social Distancing i.e. > than 2mtrs	Essential workers & 3 <sup>rd</sup> Party workers	4	4	16	<ul style="list-style-type: none"> <li>• Normal PPE standards with additional PPE based on task risk assessments</li> <li>• Comply with all of the safety precautions stated above in this Risk Assessment around being on site and working</li> <li>• Social Distancing Marshall observing / monitoring working practices</li> <li>• Employees should keep the windows of enclosed machinery or enclosed spaces 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</li> </ul>	4	1	4



Activity	Hazards	Initial <sup>1</sup>			Control measures	Residual <sup>1</sup>		
		S	L	R		S	L	R
2) <b>Category 2</b> - Close Proximity Working – within 2mtrs but <b>NOT</b> face to face / skin to skin	Essential workers & 3 <sup>rd</sup> Party workers				<ul style="list-style-type: none"> <li>Appoint Social Distancing Marshal to monitor work area and compliance with social distancing and close proximity working (Third Man/Machine Driver etc.) Appointments to be formalised using letter of appointment (<b>Appendix E</b>)</li> <li><b>Category 1</b> plus below</li> <li>Pre-start temperature checking (<i>Transitional implementation phase</i>)</li> <li>No sneezing or coughing within the 2 meter distance, move away if required and dispose of any tissues wipes etc. immediately</li> <li>Avoid touching anything as far as is practicably possible.</li> <li>Ensure all areas of skin are covered at all times</li> <li>Assess whether the task is critical and if not <b>DO NOT</b> proceed</li> <li>Assess alternative working methods – mechanical rather than manual</li> <li>Display Close Proximity Working sign at work zone</li> <li>Work completed by 'House Cell' / Cohort Teams only</li> <li>Increased hand hygiene provisions at work zone</li> </ul>	4	1	4
3) <b>Category 3</b> - Close Proximity Working – Requiring face to face / skin to skin	Essential workers & 3 <sup>rd</sup> Party workers				<ul style="list-style-type: none"> <li>Category 1 &amp; Category 2 controls plus:</li> <li>Display Close Proximity Working sign at work zone</li> <li><b>NO</b> skin to skin contact authorised – arms must be covered</li> <li>Personnel to work 'side by side' or facing away from each other, rather than face to face</li> <li>Mandated PPE includes gloves and eye protection which be worn at ALL times – Optional use of face masks by individuals – NOT to be reused and disposed of correctly</li> </ul>	4	1	4



Activity	Hazards	Initial <sup>1</sup>			Control measures	Residual <sup>1</sup>		
		S	L	R		S	L	R
					<ul style="list-style-type: none"> <li>Face to face working to be completed in short durations during the course of the shift (the time spent doing such tasks should be minimised as much as possible), If the above cannot be achieved then you must <b>STOP</b> and contact your Line Manager</li> </ul>			

**This document is live and will be revised accordingly to consider new advice issued by the UK Government.**

### Guidance on Scoring of H, S & E Risks/Aspects

<sup>1</sup>Site / Depot / Office specific initial risks should be based on corporate residual risks presented in the company health & safety risk registers (see 621-01). In evaluating site-specific residual risks, scores should only change if controls additional to company controls are implemented. **Residual risk rating should a score of 4 or less where reasonably practicable.**

**Safety Risk ratings:** Severity x Likelihood

S = Severity	1 = Minor	2 = 3 Day	3 = Major Injury	4 = Fatality.
L = Likelihood	1 = Unlikely	2 = Possible	3 = Likely	4 = Very Likely

### Environmental risks/aspects





<sup>1</sup>Site / Depot / Office specific initial risks should be based on corporate residual risks presented in the company environmental risk registers (see 621-02) In evaluating site-specific residual risks, scores should only change if controls additional to company controls are implemented.

Severity	Score	Likelihood	Score
Impact could result prosecution?	No = 0, Yes = 1	Unlikely	1
Impacts are at least regional rather than remain within or close by the site?	No = 0, Yes = 1	Possible	2
Long term duration of impact e.g. more than 3 months?	No = 0, Yes = 1	Probable	3
Noticeable damage to our environment will occur?	No = 0, Yes = 1	Certain	4
Severity Score (add scores from severity categories)	Max score = 4		
<b>Total score = Severity x Likelihood</b>			

### Risk Assessment Review Form

Review Date	Activity Description	Comments Following Review of Control Measures / Compliance on Site <i>(Monitored on site as activity proceeds)</i>	Name of Reviewing Supervisor	Signature
17.03.2020	Managing the work place during Coronavirus (Covid-19) pandemic (as per GOV.UK advice)	Captures change in Government Policy/Advice as of 16/03/2020 16:30 PM.	Mihai Ichim	
20.03.2020	Managing the work place during Coronavirus (Covid-19) pandemic (as per GOV.UK advice)	Captures high risk and vulnerable employees who are able to work with special control measures implemented. Special Control measures highlighted in <b>RED</b> .	Tim Maltby	<i>T.A. Maltby</i>
24.03.20	Managing the work place during Coronavirus (Covid-19) pandemic (as per GOV.UK advice)	Captures measures released by CECA around site operating procedures.	Tim Maltby	<i>T.A. Maltby</i>
27.03.20	Managing the work place during Coronavirus (Covid-19) pandemic (as per GOV.UK advice)	Captures measure working within 2 meters of one another. Special control measures are in <b>BLUE</b>	Francis McCauley	

03.04.20	per GOV.UK advice) <b>Managing the work place during Coronavirus (Covid-19) pandemic (as per GOV.UK advice)</b>	Captures review and amendment in <b>GREEN</b> . Also inclusion of Appendix E Letter of Appointment for Social Distancing Marshall. Wording of control measures reviewed and duplication removed. First Aid personnel control added.	Lee Cartwright	<i>L Cartwright</i>
14.04.20	<b>Managing the work place during Coronavirus (Covid-19) pandemic (as per GOV.UK advice)</b>	Captures review and measure working >2m and within 2 metres of one another. Special control measures are in <b>AMBER</b>	Lee Cartwright	<i>L Cartwright</i>
30.04.20	<b>Managing the work place during Coronavirus (Covid-19) pandemic (as per GOV.UK advice)</b>	Captures review and additions in <b>DARK RED</b> regarding person at work confirmed with COVID-19. Testing now available for key workers with COVID-19 symptoms.	Lee Cartwright	<i>L Cartwright</i>
20.05.20	<b>Managing the work place during Coronavirus (Covid-19) pandemic (as per GOV.UK advice)</b>	Captures review and additions in <b>Purple</b> regarding person at work confirmed with COVID-19. Additional symptoms associated with COVID-19 added. Revision to the time whilst working face to face.	Lee Cartwright	<i>L Cartwright</i>

**Note:**

First review date will be undertaken on the first day of the activity with subsequent review dates on a weekly basis or following changes to working methods/conditions resulting in additional risk realisation and control measures.



Appendix A

# CORONAVIRUS

## How to avoid catching or spreading Coronavirus

### DO



Wash your hands with soap and water often - do this for at least 20 seconds.

Always wash your hands when you come into work or get home



Use hand sanitizer gel if soap and water are not available

Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze

Put used tissues in the bin straight away and wash your hands afterwards

Try to avoid close contact with people who are unwell.

### DON'T



Touch your eyes, nose or mouth if your hands are not clean.

Guidance from: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

## Appendix B

### Guidance relating to Self-isolation - Coronavirus (COVID-19)

#### What does self-isolating mean?

If you have been told to self-isolate, you need to stay indoors and avoid contact with other people for the recommended days as stated by the UK government/NHS 111.

It is important to follow the advice for the whole period, even if you do not have any symptoms.

Do not leave your home for 7 days from when your symptoms started.

Stay away from vulnerable individuals, such as the elderly and those with underlying health conditions, as much as possible

#### Do

- stay at home
- separate yourself from other people – for example, try not to be in the same room as other people at the same time
- only allow people who live with you to stay
- stay in a well-ventilated room with a window that can be opened
- ask friends, family members or delivery services to carry out errands for you, such as getting groceries, medicines or other shopping
- make sure you tell delivery drivers to leave items outside for collection if you order online
- clean toilets and bathrooms regularly
- think about a bathroom rota if a separate bathroom is not available, with the isolated person using the facilities last, before thoroughly cleaning the bathroom themselves
- use separate towels from anyone else in the household
- wash crockery and utensils thoroughly with soap and water; dishwashers may be used to clean crockery and cutlery
- stay away from your pets – if unavoidable, wash your hands before and after contact

#### Don't

- do not invite visitors to your home or allow visitors to enter
- do not go to work, school or public areas
- do not use public transport like buses, trains, tubes or taxis
- do not share dishes, drinking glasses, cups, eating utensils, towels, bedding or other items with other people in your home

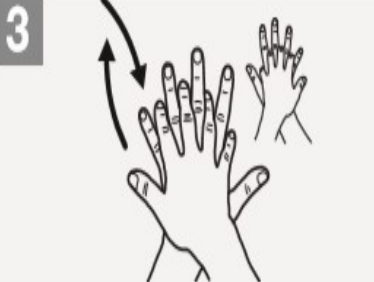

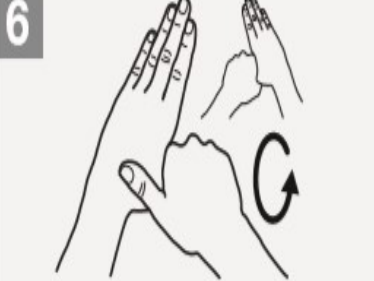


### **What to do about work or other responsibilities**

During an outbreak, it is important to reduce the risk of further spread of the infection. This will require understanding and support from employers, family members and friends.

It can help to:

- talk to those around you, including your employer, about the importance of self-isolation to reduce the risk of spreading infection at work; if you are well, you may be able to work from home
- make plans with your family and friends on how to manage shopping, dropping children to schools and events
- ask people not to visit your home while you're self-isolating; if you need a healthcare or care visit at home during this time, tell them in advance that you are self-isolating so they can follow their local employer's guidance

**Appendix C**

		
<p>Right palm over left dorsum with interlaced fingers and vice versa;</p>	<p>Palm to palm with fingers interlaced;</p>	<p>Backs of fingers to opposing palms with fingers interlocked;</p>
		
<p>Rotational rubbing of left thumb clasped in right palm and vice versa;</p>	<p>Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;</p>	<p>Rinse hands with water;</p>
		
<p>Dry hands thoroughly with a single use towel;</p>	<p>Use towel to turn off faucet;</p>	<p>Your hands are now safe.</p>



**World Health Organization**

**Patient Safety**

A World Alliance for Safer Health Care

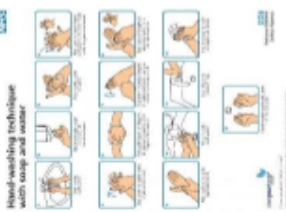
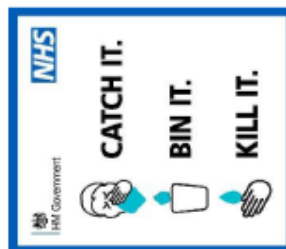
**SAVE LIVES**

Clean Your Hands

Appendix D

Coronavirus COVID-19 Public Health Advice			
Symptoms	Coronavirus (can be mild to severe)	Cold (Gradual onset)	Flu (abrupt onset)
Fever	Common	Rare	Common
Cough	Common (usually a dry cough)	Mild	Common (usually a dry cough)
Fatigue	Sometimes	Sometimes	Common
Aches and pains	Sometimes	Common	Common
Sore throat	Sometimes	Common	Sometimes
Headaches	Sometimes	Rare	Common
Shortness of breath	Sometimes	No	No
Runny or stuffy nose	Rare	Common	Sometimes
Diarrhoea	Rare	No	Sometimes for children
Sneezing	No	Common	No

Sources: World Health Organisation, Centres for Disease Control and Prevention



**GOV.UK** advice:  
 Stay at home for 7 days if you have Coronavirus Symptoms:

- A high temperature
- A new, continuous cough

**Do not go to the GP, pharmacy or hospital**  
 Only call 111 if you feel you cannot cope with your symptoms at home or the conditions worsen or do not improve after 7 days

How to avoid catching or spreading coronavirus	
<b>Do</b>	Wash your hands with soap and water often (use hand sanitiser gel if not available) and always wash your hands when you arrive at home or work. Sneeze/cough into a tissue or your sleeve, bin the tissue immediately and wash your hands. Try to avoid contact with people who are unwell.
<b>Don't</b>	do not touch your eyes, nose or mouth if your hands are not freshly cleaned



**Appendix E**

[Date]  
[Name]

Barhale plc  
[Address]  
[Post Code]

Dear [Name],

**Social Distancing Marshall Letter of Appointment**

**Site:** [Contract Name & No / Depot Name, Name and Address]

This letter is to confirm that Barhale have appointed you as a Social Distancing Marshall for the above site. Your responsibilities extend to monitoring work carried out within your gang and ensuring compliance with the 2 metres social distancing rule. In addition to this, you must ensure work activities which require close proximity working are in accordance with safe system of work requirements.

Barhale’s Social Distancing Policy is:



Please sign and return a copy of this 'letter of appointment', as acceptance of your responsibilities.

Yours sincerely

**Signed as accepting the above Social Distancing Marshall duties:**

Name:-.....

Signature:-.....

Date:-.....

**TO BE DISPLAYED IN SITE OFFICE**

## Appendix F

### **All essential workers in England and members of their households who are showing symptoms of coronavirus will now be able to get tested.**

This will mean individuals and people they live with will have the reassurance of knowing whether their symptoms are caused by coronavirus and can decide whether they are well enough to return to work.

Booking the test has been made simpler via a new online system. From today, employers can [register and refer self-isolating staff](#), and from tomorrow employees will be able to [book a test directly for themselves or members of their household](#) who are experiencing symptoms – a high temperature or new continuous cough.

Essential workers using the new portal can enter their details and will then receive a text or email the same day inviting them to either book an appointment at one of more than 30 drive-through testing sites across the country, or receive a home testing kit.

Test results from the drive-through sites will be sent out by text within 48 hours, and within 72 hours of collection of the home delivery tests.

The aim is that most people should not have to drive for more than 45 minutes to get to a regional testing site. However, additional testing methods are being rolled-out to support testing accessibility:

- A network of new mobile testing units is being rapidly established. These will travel the country to reach care homes, police stations, prisons and other sites where there is demand for testing. The units have been designed to clinical requirements by army engineers and can be easily set up in under 20 minutes.
- The new mobile units will work alongside the drive-through test sites, together sending thousands of patient samples to the network of Lighthouse Labs, to rapidly increase the number of tests completed each day.
- A delivery service for home testing kits has been designed with key industry partners, including Royal Mail and Amazon. The availability of home testing kits will initially be limited, but more will become available soon. This will ensure those not able to travel to a test centre can still take the test, find out their results and return to work if possible.