









Location	Covid-19	Date Prepared	24/07/2020
		Revision date	

PERSONS AFFECTED						
Operatives	Members of Public	Site Visitors	Young Persons	Managers	Other Workers	Others
✓	✓	✓	✓	✓	✓	

PERSONS AFFECTED								
								
Harness & Lanyard	Hearing Protection	Safety Gloves	Hi-Viz Clothing	Eye Protection	Safety Boots	Respiratory Protection	Head Protection	Edge protection

Action No	Task/Activity	Hazards	No Controls			Controls	Residual Risks			Action By
			L	S	R		L	S	R	
1	Working at Adamson Construction	Spreading the virus (without symptoms)	4	4	16	Workers to maintain social distancing of at least 2 meters between them at all time, when possible. Workers need to maintain good hygiene standards around the workplace: <ul style="list-style-type: none"> • Wash your hands frequently with soap and water for at least 20 seconds or alcohol-based hand wash (if soap and water are not available) • Always wash your hands when you get home or into work • Avoid touching eyes, mouth and nose • Practice respiratory hygiene: <ul style="list-style-type: none"> ○ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze 	2	4	8	Worker Worker

RISK ASSESSMENT

					<ul style="list-style-type: none"> ○ put used tissues in the bin straight away and wash your hands afterwards <p>Workers to stay informed and follow the advice given by health care providers</p> <p>Workers to encourage colleagues to adhere to good hygiene standards</p> <p>Workers to have access to appropriate hygiene facilities such hot water, soap and bins to get rid of used tissues.</p>				Worker	
									Worker	
									Worker	
									Manager	
		Spreading the virus (with symptoms)	4	4	1 6	<p>Workers to report to the company if they feel ill and to contact local health services (NHS 111).</p> <p>Workers to contact local health services (NHS 111) to get tested if they have any of the Covid-19 symptoms described by health authorities.</p> <p>Workers to not come to work if they have a high temperature, have a persistent cough or any of the Covid-19 symptoms described by health authorities.</p> <p>Any worker to get a positive Covid-19 test to immediately report the company so close work contacts to be informed and isolated.</p>	1	4	4	Worker
									Worker	
									Worker	
									Worker	
		Spreading the virus by:	4	4	1 6	<p>Worker to immediately report the company that they have been in close contact with a confirmed case or living with a confirmed case.</p> <p>Worker to follow government guidelines and self-isolate and only leave the house after 14 days if they live with a confirm case</p> <p>Workers that have been in contact with a confirm case but do not live with them must immediately self-isolate at home for 14 days from the date of the last contact with the confirm case.</p>	2	4	8	Worker
		<ul style="list-style-type: none"> ● Being in close contact with a confirmed case of Covid-19 ● Living with someone with a confirm case of Covid-19 							Worker	
									Worker	
2	Driving to work	Exposure from others on public transports	4	4	1 6	<p>Workers to avoid public transport whenever possible given priority to walk, cycle or use private vehicle to work.</p> <p>If public transport cannot be avoided, follow Government</p>	2	4	8	Worker
									Worker	

RISK ASSESSMENT

		<p>Exposure from others on shared private vehicle</p> <p>Exposure from others on shared company vehicle</p>			<p>guidelines, and use face covering at all times on public transport.</p> <p>Whenever possible transport vehicles should only be shared by people of the same household or fixed travel partners and fixed seating.</p> <p>If own vehicle use is not possible vehicle should have a minimum number of people travelling together in the vehicle with empty seats between them.</p> <p>Increase ventilation in the vehicle (open windows if possible) and do not seat in front of each other</p> <p>Clean shared vehicles between shifts or handover.</p>				<p>Worker</p> <p>Worker</p> <p>Worker</p> <p>Worker</p>	
3	Loading/Unloading	Exposure from others during deliveries	3	4	1 2	<p>Contact person to person to be minimised.</p> <p>Pairing where 2 persons deliveries are required to be maintained consistently.</p> <p>Delivery driver to stay inside of vehicle and avoid contact with workers, whenever possible.</p>	1	4	4	<p>Supervisor</p> <p>Worker</p> <p>Driver</p>
4	Working on site	Exposure from others on site	4	4	1 6	<p>Activities should be reviewed to accommodate the new social distance rules (2 meters distance between workers).</p> <p>If social distancing is not possible the activities should be accessed if it is necessary.</p> <p>Reduce the number of people each person has to be in contact with by using "fixed" teams or partnering.</p> <p>Different trades working on same place should be avoided, if possible.</p> <p>Sharing of equipment/tools should be avoided, if possible. Share items should be clean before and after use.</p> <p>Common contact surfaces should be clean regularly</p>	2	4	8	<p>Manager</p> <p>Supervisor</p> <p>Supervisor</p> <p>Supervisor</p> <p>Worker</p> <p>Worker</p>
5	Working in office		4	4	1	Remote working (teleworking) whenever possible. Working	1	4	4	Manager

RISK ASSESSMENT

					6	<p>times/rota/working from home needs to be done on a team basis.</p> <p>The entrance should be done through the back of the building to avoid touching the gate.</p> <p>Visitors, if necessary, entering the office, should use the alcohol gel at the entrance before entering.</p> <p>Whenever possible windows and doors should be open to encourage ventilation. However, this should only happen if there are people in the office at all time (for security reasons). At the end of the day all fire doors should be close.</p> <p>When exiting a room make sure to check if there is anyone in the corridor.</p> <p>In the corridor there should be common sense, however, the priority is of the people of the small office except when people are exiting the toilets or when people are exiting in the direction of the exit.</p> <p>Personals deliveries to the office should be avoided if possible.</p> <p>There should not be any sharing of desks. Workers should not share equipment, if this not possible the equipment should be clean before sharing.</p> <p>People to clean own desks regularly with the wipes supplied. There should be clearing of workspaces and removing of waste and belongings from the work area at end of day.</p> <p>Printer should be clean before and after use with wipes provided, there is also alcohol gel available.</p> <p>Personal items (bags and clothes) should be kept in personal working area of personal locker.</p>					Worker				
															Worker
															Manager
															Worker
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															Worker/ Manager
															Worker
															Worker
6	Using welfare facilities	Exposure from others while using welfare facilities	3	4	1 2	Storage of personal items and clothes in personal storage spaces to be encouraged.	1	4	4						Worker

RISK ASSESSMENT

					<p>If lock rooms or changing rooms facilities exists on site, their use should be regulated to respect social distancing rules.</p> <p>Common contact surfaces should be clean regularly.</p> <p>The breaks should be staggered to avoid concentration of people during break times. The use of the canteen should be limited to respect social distancing.</p> <p>If eating facilities available outdoors, it should be used, whenever possible.</p> <p>Workers to only make their own drinks. Used mugs to be washed by the user.</p> <p>Waste bins should be available in the canteen.</p> <p>Canteen should be cleaned regularly, at least once a day, specially taps, washing facilities, doors handles and handrails.</p>				<p>Worker</p> <p>Worker</p> <p>Manager</p> <p>Worker</p> <p>Worker</p> <p>Manager</p> <p>Manager</p>
7	First aid procedures	Exposure from others during first aid	3	4	<p>1 2</p> <p>The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services arrive, if called.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	1	4	4	<p>First aider</p> <p>First aider</p>

Likelihood (L)	Severity (S)
5 = Certain	5 = Death
4 = Very Likely	4 = Serious
3 = Likely	3 = Over 3 day injury
2 = May Happen	2 = Treatment off site
1 = Unlikely	1 = Negligible

Likelihood (P) x Severity (S) = Risk Rating (RR)
13-25= Unacceptable – Must be eliminated or reduced
8-12 = Undesirable – To be avoided if reasonably practicable
3-7 = Acceptable – If risk is managed
1-2 = Negligible – No further consideration necessary