


Head Office Risk Assessment

RA No: HS-COVID19-01	Site: Head Office	Activity: All Works	Location: 8 Stucley Place	Date: 14.05.2020
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Persons Exposed	Approx no. of Employees	No. other workers	Public/Visitors	Total Persons at Risk	Young Persons	Person Conducting Assessment: Mark W-S	Signature: 	Date: 14.05.2020
Public and Work Force						Person Supervising Work:	Signature:	Date: 14.05.2020

Severity	5	0	5	10	15	20	25
	4	0	4	8	12	16	20
	3	0	3	6	9	12	15
	2	0	2	4	6	8	10
	1	0	1	2	3	4	5
	0	0	0	0	0	0	0
		0	1	2	3	4	5

Likelihood

Rating 0 = Zero to Very Low
 Rating 1 = Very Unlikely
 Rating 2 = Unlikely
 Rating 3 = Likely
 Rating 4 = Very Likely
 Rating 5 = **Almost Certain**

Severity

Rating 0 = No Injury or Illness
 Rating 1 = First Aid Injury or Illness
 Rating 2 = Minor Injury or Illness
 Rating 3 = "3 day" Injury or Illness
 Rating 4 = Major Injury or Illness
 Rating 5 = Fatality, Disabling Injury, etc

Risk = Likelihood x Severity		Acceptable	Further Review	Unacceptable Risk				
Hazard	Factors of Harm		Risk	Control Measures	Likelihood	Severity	Residual Risk	Controls Implemented By:
	Likelihood	Severity						
Travel to and from Head Office	3	5	15	<ul style="list-style-type: none"> Travel outside of rush hour Do not use public transport where possible Seek alternative routes Wear gloves or face masks if possible Adhere to social distancing measures of 2m minimum Avoid unnecessary contact with anyone outside of your household Wash hands as soon as possible after traveling All employees to be issue a headed letter for travel to avoid police action Minimise non-essential travel – consider remote options first. Minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. Clean shared vehicles between shifts or on handover. Maintain consistent pairing where two-person deliveries are required. Minimise contact during payments and exchange of documentation. 	2	5	10	Individual
ACCESS/EGRESS	3	5	15	<ul style="list-style-type: none"> Keep 2m apart when queuing for access/egress to head office Avoid contact with access control system where possible Wipe down biometrics' reader before and after use 	2	5	10	Individual / Management Team

			15	<ul style="list-style-type: none"> Wash hands immediately after entering site 			10	
Coming to and Leaving work	3	5	15	<ul style="list-style-type: none"> Stagger arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. Additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible. Limit passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty. Reduce congestion, for example, by having more entry points to the workplace. The use of 7 Stucley place entrance is to be increased to create a 1-way system through Head Office. Use markings and introducing one-way flow at entry and exit points. Provide handwashing facilities, or hand sanitiser where not possible, at entry and exit points. Provide alternatives to touch-based security devices such as keypads. Define process alternatives for entry/exit points where appropriate. 	2	5	10	Individual / Management Team
Shift Patterns	3	5	15	<ul style="list-style-type: none"> As far as possible, where people 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. Identify areas where people have to directly pass things to each other, such as shared tools, materials, or job instructions, and finding ways to remove direct contact, for example, by using drop-off points or transfer zones. create fixed groups of workers so that where contact is unavoidable, this happens between the same people. Minimise worker congregation at bottlenecks such as timeclocks, entrances and exits and maintaining social distancing during shift handovers. 	2	5	10	Management Team
Social Distancing at Work	3	5	15	<ul style="list-style-type: none"> Maintain social distancing in the workplace wherever possible. Consider whether that activity needs to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Mitigating actions include: <ul style="list-style-type: none"> Further increase the frequency of hand washing and surface cleaning. Keep the activity time involved as short as possible. Use screens or barriers to separate people from each other. Use back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). 	2	5	10	Individual / Management Team

Static/Office Working	3	5	15	<ul style="list-style-type: none"> For people who work in one place, workstations should allow them to maintain social distancing wherever possible. Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people. If it is not possible to keep workstations 2m apart then you should consider whether that activity needs to continue to operate, and if so, take all mitigating actions possible to reduce the risk of transmission. 	2	5	10	Individual / Management Team
Office Visits	3	5	15	<ul style="list-style-type: none"> Where visits to the office are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. Encourage visits via remote connection/working where this is an option. Limit the number of visitors at any one time. Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people. Maintain a record of all visitors if this is practical. 	2	5	10	Individual / Management Team
Moving around Buildings	3	5	15	<ul style="list-style-type: none"> Reduce movement by discouraging non-essential trips within buildings and sites. For example, restricting access to some areas, encouraging use of telephones where permitted, and cleaning them between use. Reduce job rotation and equipment rotation, for example, single tasks for the day. Implement one-way systems where possible on walkways around the workplace. Use signage such as ground markings or being creative with other objects to mark out 2m to allow controlled flows of people moving throughout the site. Reduce occupancy of vehicles used for onsite travel, for example, shuttle buses, and when needed, social distancing measures should be followed within the vehicles. Separate sites into working zones to keep different groups of workers physically separated as much as practical. Plan access and 'area of safety' points to enable social distancing. Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing. Regulate use of high traffic areas including corridors and walkways to maintain social distancing. 	2	5	10	Individual / Management Team
Security	2	5	10	<ul style="list-style-type: none"> Introduce staggered start and finish times to reduce congestion and contact at all times 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 Remove or disable entry systems that require skin contact e.g. fingerprint scanners Allow plenty of space (two meters) between people waiting to enter site 	2	5	10	Security / Individual / Management Team

			15	<ul style="list-style-type: none"> 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 Temperature checks should be carried out by all sub-contractors on their operatives 			10	
Meetings	3	5	15	<ul style="list-style-type: none"> Meetings should be kept to a minimum where possible Only those necessary for the meeting should attend Where possible all meetings should be held outdoors or in well ventilated areas Maintain social distancing where possible Where briefings cannot be given outdoors then a well-ventilated room must be used Avoid touching door handles and chairs where possible Wash hands immediately as soon as possible after briefing Use remote working tools to avoid in-person meetings. Avoiding transmission during meetings, for example, avoid sharing pens and or other objects. Provide hand sanitiser in meeting rooms. For areas where regular meetings take place, use floor signage to help people maintain social distancing 	2	5	10	Management Team
Rubbish Clearance	3	5	15	<ul style="list-style-type: none"> All rubbish should be put straight in the bin and not left for someone else to clear up All bins within communal areas should be emptied more often to prevent the buildup of rubbish 	2	5	10	Welfare Cleaner / Management Team
Changing Facilities	3	5	15	<ul style="list-style-type: none"> Staggered start and finish times should be implemented to prevent overcrowding in the changing rooms A supermarket style one in one out operation in the changing rooms. 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 Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. 	2	5	10	Management Team
Hygiene and Restrooms	3	5	15	<ul style="list-style-type: none"> A one in one out operation in the changing rooms. 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 Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	2	5	10	Management Team


Head Office Risk Assessment

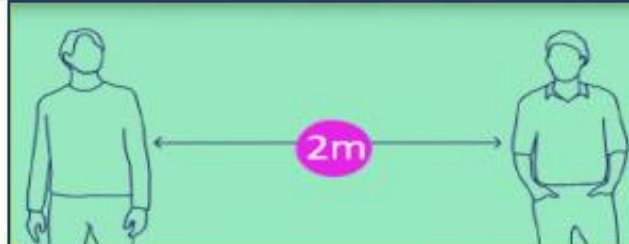
				<ul style="list-style-type: none"> • Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. • Provide regular reminders and signage to maintain hygiene standards. • Provide hand sanitisers in multiple locations in addition to washrooms. • Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. • Enhance cleaning for busy areas. • Provide more waste facilities and more frequent rubbish collection. • Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities 				
Canteen / Eating Areas	3	5	15	<ul style="list-style-type: none"> • Additional marshals / attendants around welfare areas to ensure no social distancing breaches. • The number of operative in the kitchen area must be managed to maintain the 2m rule • Tables must be set up so that operatives are not sat opposite each other and the 2m rule is maintained • Head Office workers are requested to remain at the project once they arrive and not use local shops • Break times should be staggered • Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced • Tables should be cleaned between each use • 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 • Head Office workers 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 • Crockery, eating utensils, cups etc. should not be used • Use safe outdoor areas for breaks • Create additional space by using other parts of the workplace freed up by remote working. 	2	5	10	Management Team
Cleaning	3	5	15	<ul style="list-style-type: none"> • Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at • touch points including: • Taps and washing facilities • Toilet flush and seats • Door handles and push plates • Hand rails on staircases and corridors • Lift and hoist controls • Machinery and equipment controls • Food preparation and eating surfaces 	2	5	10	Welfare Cleaner / Management Team

			15	<ul style="list-style-type: none"> Telephone equipment Keyboards, photocopiers and other office equipment Carry out cleaning procedures and providing hand sanitiser, before restarting work. Frequent cleaning of work areas and equipment between uses, using your usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as buckets, site equipment and control panels, and making sure there are adequate disposal arrangements. Clearing workspaces and removing waste and belongings from the work area at the end of a shift. Sanitisation of all hand tools, controls, machinery, and equipment after use. 			10	
Procedure if Someone falls ill	3	5	15	<ul style="list-style-type: none"> Ensure all staff and operatives are briefed on this. Rules are: <ul style="list-style-type: none"> Tell them to return home immediately Tell them to avoid touching anything. Cough or sneeze into a tissue and put in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 	2	5	10	Management Team
First Aid	3	5	15	<p>PPE</p> <ul style="list-style-type: none"> Use and dispose of all PPE according to the instructions and training previously provided by your employer or organisation. Disposable gloves and fluid repellent surgical face mask (FFP2/3 can also be used) is recommended and, if available, disposable plastic apron and disposable eye protection (such as face visor or goggles) should be worn. Wash your hands thoroughly with soap and water before putting on and after taking off PPE. <p>What to do if there is a Cardiac Arrest and CPR is needed</p> <ul style="list-style-type: none"> Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt chest compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast to the beat of "staying alive". 	2	5	10	Management Team

<p>Communication and Training</p>	<p align="center">3</p>	<p align="center">5</p>	<p align="center">15</p>	<ul style="list-style-type: none"> • Provide clear, consistent, and regular communication to improve understanding and consistency of ways of working. • Engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. • Develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work. • Maintain ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments. • Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). • Use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language. • Use visual communications, for example, whiteboards or signage, to explain safe working practices around the working site to reduce the need for face-to-face communications. • Communicate approaches and operational procedures to suppliers, customers, or trade bodies to help their adoption and to share experience. 	<p align="center">2</p>	<p align="center">5</p>	<p align="center">10</p>	<p align="center">Management Team</p>
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This common standard is to support the safe operating procedures during the COVID-19 pandemic in line with the Construction Leadership Council site operating procedures

Review Your Workforce	Check Your Workforce	Travel Safely
<p>The following people are to stay at home:</p> <ul style="list-style-type: none"> ○ Vulnerable people: 70+ years old, underlying health condition, clinical condition or are pregnant. ○ People living with someone in self isolation or living with a vulnerable person. ○ People with high temperature or a new persistent cough. ○ If you fall ill at work, return home immediately. Wear new gloves to avoid touching anything and cough/sneeze into tissues and throw away or use crook of your elbow. 	<ul style="list-style-type: none"> ○ Managers to liaise with PC to agree Non-Contact temperature checking at the site entrance. ○ People showing symptoms of coughs or high temperatures 37.8°C or higher are to go home and isolate for 7 days or until better. ○ Consider how someone taken ill would get home ○ People returning from isolation must complete a back to work interview.  <p>By screening at the entrance, you reduce the risk of the virus being brought into site</p>	<ul style="list-style-type: none"> ○ Wherever possible travel to/from site alone using your own transport. ○ Where possible, avoid the use of public transport. Sites to consider providing additional onsite parking. ○ Identify nearby car parks and public cycles to make alternative means of transport easier. ○ Managers to consider individual shift patterns / site opening & closing times to reduce the need for congestion at entrances, welfare facilities, and need for people to take public transport, if unavoidable, during peak times. 



COLOR KEY / SITE ZONE IDENTIFICATION

● PURCHASING LANCHE	● WAREHOUSE	● OFFSHORE / OFFSHORE GENERAL	● POST TENDERING / CONCRETE GENERAL
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WORKING / VISITING TIMES FOR USAGE OF OFFICE KITCHEN

WORKING	OFFSHORE	OFFSHORE
● 08:00-10:00	● 08:00-07:00	● 08:00-07:00
● 07:00-07:30	● 07:00-07:30	● 07:00-07:30
● 07:30-08:30	● 07:30-07:30	● 07:30-07:30
● 07:30-08:30	● 07:30-07:30	● 07:30-07:30

WORKING / AFTERNOON BREAK TIMES FOR USAGE OF CANTINE

WORKING	AFTERNOON
● 09:00-09:30	● 14:00-14:30
● 09:30-10:00	● 14:30-15:00
● 10:00-10:30	● 15:00-15:30
● 10:30-11:00	● 15:30-16:00

Testing Plan



PLEASE USE HAND GEL DISPENSERS THROUGHOUT THE DAY TO PREVENT CROSS-CONTAMINATION

- General**
- Managers to work with PC to identify max number of people on site and stagger break times to allow social distancing.
 - Alternate groups into welfare to allow social distancing.
 - Cleaners to maintain welfare cleanliness, including communally used equipment and ensure sufficient hand washing facilities, bins and sanitizer, and supplies are available.
 - Hand cleaning facilities are to be provided at entrances/exits
 - Ensure you wash your hands before and after using welfare facilities
 - Enhanced cleaning procedures should be in place throughout the day and between shifts, particularly in communal areas and at touch points (handles, office equipment handrails, etc)

- Canteens**
- Managers work with PC to develop and people to follow canteen seating plans for groups to socially distance whilst eating. Tables should be cleaned between each use.
 - Bring in packed lunches and water bottles. Put rubbish straight in the bin.
 - Try not to use communal canteen equipment (i.e kettles and microwaves).
 - Where catering is provided on site, it should provide pre-prepared and wrapped food only
 - Payments should be taken by contactless card wherever possible
 - Crockery, eating utensils, cups etc. should not be used.
 - 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.

- Toilets**
- Managers to work with PC to set max numbers in the toilet with 2m distance markers outside for queuing.
 - Managers to work with PC to block off some urinals to allow for distancing. Perhaps using welfare attendants during peak times.
 - 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.

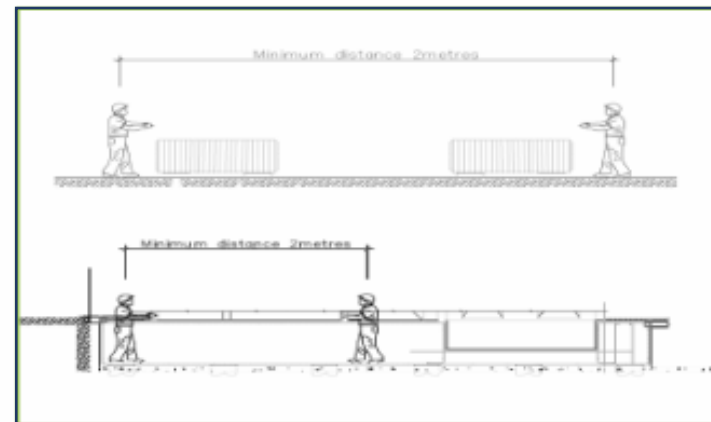
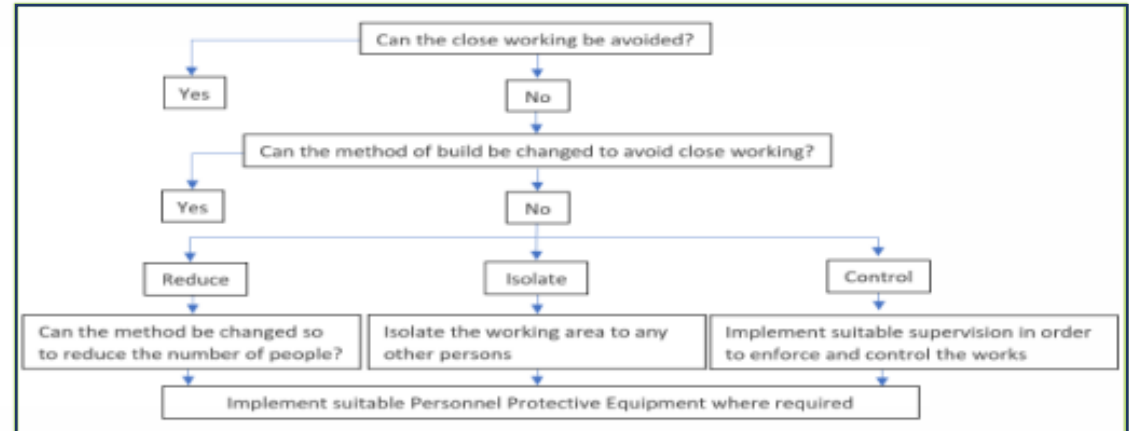
- Drying Rooms**
- Managers to work with PC to establish max numbers in drying rooms at any time.
 - Managers to work with PC to stagger changing times and set distance markers outside for next group to wait for current group to finish
 - Change as quickly as possible to reduce waiting times

- Site Offices**
- Set up work stations to ensure 2m social distancing
 - Remove paperwork from desks at the end of the day for cleaners to clean desks properly
 - Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day in offices and all welfare areas.

- Smoking Areas**
- Managers and PC to consider the need for smoking areas
 - If required, mark out standing spots and walkways to maintain social distancing, with queue lines for people waiting.
 - Use queue lines and standing spots to maintain social distancing

Planning and Implementing Works

- Review all your operations and available workforce.
- Identify available work space and where distancing can be maintained.
- Review alternative work methods to maintain social distancing (this may require less people to carry out a task and may require more mechanical lifting operations).
- Ensure new/other hazards and risks are controlled.
- Update RAMS to reflect changes and brief the workforce.
- Limit the number of people entering areas, using signage and discuss in DABs. Monitor operations and review as required.
- In more restricted spaces where distancing cannot be implemented (i.e small excavations, trenches, lift shafts, etc) RPE can be used as a last resort. Face Fit Testing must be carried out.
- Maintain cleanliness of reusable PPE and dispose of single use PPE after use. Skin to skin contact working should not be carried out
- Identify emergency measures and trained personnel with a potentially reduced workforce.



Use pictures and sketches to help with RAMS and briefings

Logistics Planning






- Consider using a one-way pedestrian route / passing points throughout the site to avoid close contact where possible.
- Staggered start and finish times will reduce congestion and contact.
- Increase ventilation in enclosed spaces.
- Regularly clean the inside of vehicle cabs and between use by different operators.
- Notify delivery drivers to remain in their vehicles if the load will allow it and that they must wash or clean their hands before unloading goods and materials.

Logistics on Site

- Reduce non-essential visits to site
- Monitor site access points to enable social distancing – you may need to change the number of access points to reduce congestion. Use stairs in preference to hoists. If using hoists, lower capacity and regularly clean touchpoints.
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners
- Wash or clean hands thoroughly before entering or leaving the site
- Allow 2 metres between people waiting to enter site with guide markers
- 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.



Inductions	Meetings	Briefings
		
<ul style="list-style-type: none"> • Reduce number of people permitted to each induction and display max numbers at each entrance. Consider outdoor inductions. • Seating will be prepared/ spaced according to distancing requirements of two metres. • Windows will be open to allow for ventilation • Inductions will be delivered only where people are essential to the immediate works, otherwise, postponed to a more suitable time. 	<ul style="list-style-type: none"> • Use technology (i.e. Microsoft Teams to host meetings) as priority. <p>Otherwise;</p> <ul style="list-style-type: none"> • Only necessary meeting participants should attend and keep distanced (2m rule). • Rooms should be well ventilated / windows opened to allow fresh air circulation. • Consider holding meeting outdoors where possible 	<ul style="list-style-type: none"> • When in briefings, remain two metres apart from each other. • Hold briefings in open areas where possible. • Reduce the number of attendees at the briefing where possible by holding additional briefing sessions. • Use Whatsapp group messaging for short, non-urgent communication.

Planning and Implementing Works

- Managers to review upcoming training requirements and determine who will carry out which tasks.
- Managers to ensure you have an up to date site training matrix and sufficient supervision on site.
- Do not carry out works if you are not trained to do so.
- If training certificates are expiring, there are extension periods on some cards. Some cards can be temporarily extended with e-learning assessments.
- Speak to your H&S manager about expiring certification and actions required to temporarily extend training cards.
- Ensure you have sufficient critical training and emergency arrangements in place including rescue teams and first aiders.
- Emergency response will not require social distancing.



Facial Hairstyles & Filtering Facepiece Respirators



If you need to wear an FFP3 mask on site, you need to be face fit tested. Facial Hair can affect the mask fit. See above for accepted facial hair styles.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer  NICK CURRAN Date 13.05.2020

Who to contact: GERRY MCGEE - 07768 221 862
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

