

Mark Walker Grounds Maintenance

Risk Assessment N^o: RA Covid-19A	COVID-19 SITE CONTROLS	Last Review: 20/06/2020
Date of Assessment: 1/04/2020	Assessed By: E. Hussein	Next Review: 20/07/2020

REF	Specific Hazard & Potential Harm / Effect	Persons At Risk	Risk Without Controls			Controls in Place	Residual Risk		
			Severity 1-5	Likelihood 1-5	Rating S x L		Severity 1-5	Likelihood 1-5	Rating S x L
1	Infection Covid-19 Coronavirus from attending client sites	ALL	5	4	20	<ul style="list-style-type: none"> • Management to check with each site prior to work commencing that appropriate arrangements are in place on each individual site and obtain written policies and procedures from each outlining how the site is controlling Covid-19 • If staff are invited onto a client site, they must observe and follow all client safety guidelines regarding coronavirus • Staff to check each site daily for updates • Company standards must still be followed as a minimum • Management will keep a record of any employee who displays symptoms and any contact they've had with others. 	5	2	10

Use the table below to calculate the severity and likelihood.

Use the table below to indicate whether the Residual Risk Rating is:

Severity of Outcome; 5 Very High. 4 High. 3 Moderate. 2 Minor Injuries. 1 Negligible. Likelihood of Harm; 5 Almost Certain, 4 Very Likely, 3 Fair Chance, 2 Remote, 1 Very Unlikely.	RISK RATING	1 – 5 = Low Risk
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2	Infection Covid-19 Coronavirus through vehicle use	ALL	5	4	20	<ul style="list-style-type: none"> This risk assessment will be reviewed on an ongoing basis with the latest government guidelines, and controls will be implemented until further notice Employees must travel to site in separate vehicles where possible Otherwise staff to be paired with colleague for the duration of these controls being implemented for traveling together Keep windows open for ventilation when travelling with two operatives Clean all vehicles on a regular basis Clean all cabins on a regular basis Sanitise area where they come into contact with hands i.e. steering wheel, gear stick, door handles, seat belts Wash and sanitise hands regularly Management will keep a record of any employee who displays symptoms and any contact they've had with others. 	5	2	10

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3	Infection Covid-19 Coronavirus from work activities	ALL	5	4	20	<ul style="list-style-type: none"> We shall make every reasonable effort to enable working from home as a first option Staff encouraged to work from home where possible. Only essential staff to attend office/warehouse/factory Minimum number of staff to be on site Keep a distance between colleagues and where possible adhere to government guidelines of 2 metres Upon arriving and leaving the site/office immediately wash hand and sanitise. Increase frequency of hand washing and surface cleaning Essential work requiring staff to be in close proximity of less than 2meters to be kept to a maximum of 15 mins Use screens or barriers to separate people from each other Use back to back or side to side working Implement fixed teams or partnering Avoid hand shaking or close contact greeting Increase ventilation in closed spaces Review layouts or processes to allow people to work further apart from each other where possible split staff into teams or shift groups to reduce the number of 	5	2	10

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3	Infection Covid-19 Coronavirus from work activities CONTINUED	ALL	5	4	20	contacts each worker has <ul style="list-style-type: none"> Stagger break times to reduce pressure on break rooms or places to eat Encourage staff to stay on site during working hours (including breaks) Only use one cup for drinks and wash immediately after use Ensure phones are cleaned and sanitised regularly Work surfaces and common surfaces such as door handles, handrails, cooking equipment and all other equipment including computers, printers etc are to be regularly cleaned. Ensure rubbish is being removed from working area and site regularly Management will keep a record of any employee who displays symptoms and any contact they've had with others. Wash hands regularly for 20 seconds with soap and water Hand sanitiser is also available Use signs and posters to build awareness of cleanliness and hygiene Use tissues to blow nose or sneeze & discard after first use One person to use welfare facilities at a time 	5	2	10

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3	Infection Covid-19 Coronavirus from work activities CONTINUED	ALL	5	4	20	<ul style="list-style-type: none"> Use safe outside areas for breaks Provide paper towels instead of hand dryers where possible Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day Break periods are to be staggered to minimise number of interactions within the workplace All visitors to be supervised following social distancing measures Only absolutely necessary meeting participants should attend meetings and be spaced 2 meters apart Meetings to be carried out outdoors where possible Discourage non-essential trips within buildings and sites Wear nitrile gloves where appropriate Stagger start times for staff to reduce peak flow of staff entering and leaving the site Discourage non-essential trips within sites reduce job and equipment rotation Reduce maximum occupancy for lifts and encourage use of stairs wherever possible Implement use of floor marking tape to keep 2m distance All visitors to be supervised following social distancing 	5	2	10

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3	Infection Covid-19 Coronavirus from work activities CONTINUED	ALL	5	4	20	measures <ul style="list-style-type: none"> Limit number of visitors at any one time Maintain a record of visitors where possible Additional PPE beyond what is usually worn for your work activity is not beneficial, as Covid 19 needs to be managed effectively through social distancing, hygiene and fixed teams/partnering. Face covering can be used in spaces where social distancing is not possible (Ensure hands are washed thoroughly, avoid touching face, change face covering if damp, and wash if possible PPE required for work activities allocated to each individual and not to be shared Single use PPE should be disposed of so that it cannot be reused Waste bins are to be emptied regularly Deliveries on site to be unloaded by the delivery driver, maintaining a 2metre distance at all times and gloves to be worn when handling delivered material Hazardous Manual Handling activities to be carried out as per RAMS Any operations requiring operatives to work within 2m of 	5	2	10

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3	Infection Covid-19 Coronavirus from work activities CONTINUED	ALL	5	4	20	each other, to be assessed whether task is essential, limited to 15mins, operatives to work with the same personnel only • All equipment/tools/plant to be allocated to each staff member and not to be shared where possible • Any equipment/tools/plant being shared is to be cleaned with disinfectant wipes after each use • Revise pick and drop off collection points for handling deliveries • Minimise person to person contact during deliveries • Wash hands are handling goods • Have single workers, loading and unloading vehicles • Where possible, use same the same pairs of people for loads where more than one is needed • Enable drivers to access welfare facilities • Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice	5	2	10

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4	Transmission of Covid-19 Coronavirus	ALL	5	4	20	<ul style="list-style-type: none"> Symptoms Fever, Dry Continuous Cough If you believe you have Covid-19 symptoms – Do Not Come into Work. Call your line Manager Arrange to self-isolate immediately Visit NHS website for guidance or dial 111 Persons who have been in contact with someone else who has had symptoms in the last 14 days should self-isolate immediately. Persons who classed as vulnerable should self-isolate immediately. This includes those who are pregnant, over 70, have existing respiratory conditions, diabetes Management will keep a record of any employee who displays symptoms and any contact they've had with others. 	5	2	10
5	Feeling isolated, disconnected, or abandoned impacting on stress levels and mental health of the workers	ALL	3	3	9	<ul style="list-style-type: none"> Maintain regular contact with remote workers to check on their mental health and how they are coping. 	3	1	3

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