Introduction

This 'generic Covid-19 risk assessment' is provided for policyholders of Syndicate 2525 and to assist in the production of your own risk assessment. It is not intended to detail all potential risks arising in any given workplace. This is for guidance only.

Employers should keep abreast of Government guidance which changes often. Government guidance creates the framework that establishes your duty of care as an employer during these unprecedented times relative to the Coronavirus (Covid-19) pandemic. Whilst it is not yet clear the extent to which the Health & Safety Executive might seek to monitor the steps being taken by employers to protect their workforce from COVID-19, it is likely that, should an employer suffer an outbreak in the workplace, the HSE will look to the extent of mitigation measures introduced in response to areas of risk identified by the risk assessment.

This example generic risk assessment should be read in conjunction with the latest HSE guidance that is available by following this link:
www.hse.gov.uk/news/coronavirus.htm

The Government's guidance will change during the course of the pandemic whilst differing restrictions and / or guidance may be issued in Scotland, Wales or Northern Ireland. It is therefore important that the guidance issued in the respective jurisdictions is monitored appropriately. Further advice for working safely during the Coronavirus outbreak is available on the Government website: www.gov.uk/coronavirus

Policyholders should keep fully abreast of the evolving situation presented by the Coronavirus pandemic and keep risk assessment documentation up to date to reflect the Government's guidance as that evolves.

Policyholders should establish and maintain effective lines of communication with the workforce to ensure employees comply with mitigation measures intended to assure their wellbeing. As with all workplace risk mitigation measures, employees must understand what's required of them and it can be useful if employees sign to say that they have received training/tool-box talks in realtion to COVID-19. Enforcement of the measures set out is key.

General Advice

- Preventing exposure remains the principle focus with particular consideration towards protecting defined vulnerable groups.
- Plan, Manage, Monitor, Review & Co-ordinate your response to COVID-19.
- Maintain social distancing to 2-metres apart wherever reasonably practicable, the so called '2m Rule'. Acknowledging that the risk of COVID-19 being in the workplace cannot be eliminated entirely, the '2m Rule' is at the top of the 'Hierarchy of Controls'. If the 2m Rule cannot be achieved, consider if the activity needs to be performed at all. If the activity is required to be performed to allow the business to operate, apply demonstrable Mitigating Actions to reduce the risk to as low as reasonably practicable, adopting a Hierrachy of Controls approach.
- Mitigating actions include but are not limited to:
    - further increasing the frequency of hand washing and surface cleaning
    - keeping the activity time involved as short as possible (see below)
    - using screens or barriers to separate people from each other
    - using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
    - reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Existing activity based risk assessments, which supplement this generic COVID-19 risk assessment, should be reviewed to take into account the COVID-19 risk. If the activity can be performed maintaining the 2m Rule that will be the additional control measure to be briefed out to workers. Where the 2m Rule cannot be maintained, the review should stipulate the Mitigating Actions are to be applied adopting the Hierarchy of Controls approach. The Mitigations Actions should be briefed out to workers and the activity should be subject to enhanced supervision/monitoring.
- Encourage the use of technology to avoid group meetings, etc.
- Where the 2-metre rule cannot be applied then the work duration should be limited to 15-minutes. The '15 minute Rule' emanates from Public Health England Guidance. The Govt Guidance, which has primacy, refers to "Keeping the activity time involved as short as possible" as a Mitigating Action.
- Apply enhanced supervision where the 2m Rule cannot be fully complied with.
- Display the 'Staying Covid-19 Secure During 2020' signage at the entrance together with the '2-metre distancing' rule notice plus additional notices as applicable.
- Employees need to be able to recognise the symptoms of COVID-19 and know when to self-isolate.
- Whilst Employers are not generally responsible for the risks associated with employees journeys to and from work, be mindful that employees travelling on public transport may have a higher risk of contracting COVID-19 and so increase the risk of importing it into the workplace.
- Taking employees temperature may assist in identifying employees who should not be in the workplace and, if done with good reason, does not breach GDPR rules, although naming employees who have tested positive for COVID-19 may breach GDPR rules.
- Do not fall below the minimum standards as advised by the Government.

(C) Health & Safety Consequence		(F) Frequency	H&S Consequence		RISK MATRIX				
		1: Remote	Catastrophic – Fatality(s)	5	5	10	15	20	25
1: Minor Injury(s)		2: Unlikely	Specified/Major Injury	4	4	8	12	16	20
2: Lost Time Injury(s)		3: Occasional							
3: Reportable Injury(s)		4: Probable	Reportable Injury	3	3	6	9	12	15
4: Specified/Major Injury(s)		5: Frequent	Lost Time Injury	2	2	4	6	8	10
5: Catastrophic - Fatality(s)			Minor Injury	1	1	2	3	4	5
			(RR) Risk Rating (Frequency x Consequence)		1	2	3	4	5
					Remote	Unlikely	Occasional	Probable	Frequent
			1 – 4 Low, 5 – 9 Medium, 10 – 25 High						

Assessed By:		PERSONNEL AFFECTED (Please Tick)							
Date:		Employees	X	Contractors	X	Visitors	X	Members of Public	x	Young People	x

ACTIVITY EVENT	HAZARD/ ISSUE	RISK/ UNDESIRED EVENT	CONSEQUENCE	BEFORE CONTROL			CONTROL		AFTER CONTROL		
				(F)	(C)	(RR)		X ✓	(F)	(C)	(RR)
Work activity:- **Haulage & Logistics** **Driving company vehicles** **Forklift trucks** **Mobile plant**	Health hazard to people from Covid-19	Employees, Contractors, Public, Workers family & Others from contracting Covid-19	Death or serious illness New continuous cough or a high temperature Self-isolation and absence from work Mental illness	3	5	15	Limit vehicles to single use/ occupancy where reasonably practicable. When travelling with a colleague(s), restrict to the minimum number required, select and maintain fixed teams where possible. Ensure good ventilation in the cab by opening windows and face away from each other where possible to help reduce the risk of transmission. Plan the journey to avoid unscheduled stops. Stay within the cab (where possible) at delivery or collection points. Vehicles should be cleaned regularly using sanitising products with particular emphasis on touch points i.e. handles, steering wheel, gear shift and other controls. To wear appropriate gloves during the cleaning process. Open windows after use (if it is safe and secure to do so), to ventilate the vehicle. Following NHS guidelines, workers should be encouraged to regularly wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water is not available. Provide hand sanitiser in the vehicles and other suitable places at the depot/base. Provide disposable gloves & face coverings or other items of PPE as applicable that should be provided and worn in accordance with Government advice.		2	5	10

ACTIVITY EVENT	HAZARD/ ISSUE	RISK/ UNDESIRED EVENT	CONSEQUENCE	BEFORE CONTROL			CONTROL	✗ ✓	AFTER CONTROL		
				(F)	(C)	(RR)			(F)	(C)	(RR)
Work activity:- **Fabrication and assembly workshops** **Warehousing** **Other in-door work areas**	Health hazard to people from Covid-19	Employees, Contractors, Public, Workers family & Others from contracting Covid-19	Death or serious illness New continuous cough or a high temperature Self-isolation and absence from work Mental illness	3	5	15	Consider the introduction of shift patterns to minimise the number of employees present in the workplace at any one time. Stagger start, finish and break times to reduce congestion. Avoid bottlenecks within the workplace including at points of entry and exit, canteens etc. Consider the introduction and use of infrared thermometers to check the temperature of staff and visitors. Ask employees and visitors about their health history relative to Covid-19. Assign designated work cells and restrict the number of workers operating within each cell to seek to maintain social distancing as far as practicable. Rearrange tasks to enable them to be carried out by one person or by maintaining social distancing where practicable. Encourage side by side working or to face away from each other rather than working face to face. Designate walkways, introduce a one-way system if possible whilst maintaining the 2-metre rule. Use Covid-19 signage and floor markings to aid in enforcing the 2-metre rule. To carry out specific risk assessment to implement additional control measures in accordance with Government guidance where it is not practicable to maintain social distancing. Limit the use of tooling and equipment to individuals.		2	5	10

							Store tools and equipment away after use to prevent third party use or contact. Regularly clean common touchpoints on work surfaces, machinery, tools and equipment. Adopt a clean as you go policy. Areas should be well ventilated with windows or doors opened to allow fresh air circulation. Allow regular breaks for employees to wash their hands, including the provision of pop-up hand wash stations where practicable. Establish hand sanitiser stations and encourage their use. Workers should be encouraged to wash their hands before and after using machinery, tools or equipment. Provide additional supervision if necessary. Communicate the Company's approach to preventing the spread of Covid-19 through the provision of information, instruction & training. Provide regular repeat training via the media of toolbox talks. Carry out periodic inspections to ensure compliance. Audit and review the current management system to ensure continued compliance.				

ACTIVITY EVENT	HAZARD/ ISSUE	RISK/ UNDESIRED EVENT	CONSEQUENCE	BEFORE CONTROL			CONTROL	AFTER CONTROL			
				(F)	(C)	(RR)		X ✓	(F)	(C)	(RR)
Work activity:- **Construction** **Demolition** **Waste recycling** **Other outdoor working**	Health hazard to people from Covid-19	Employees, Contractors, Public, Workers family & Others from contracting Covid-19	Death or serious illness New continuous cough or a high temperature Self-isolation and absence from work Mental illness	3	5	15	Adopt the general principles as included above for transport and fabrication workshops as applicable. Avoid pinch-points at site entrance / exits. Disengage finger-print or other contact identification points and supplement with alternative measures such as registering workers by security staff. Reassess traffic management provisions to introduce social distancing as far as practicable and if achievable without adversely impacting on workplace transport safety. Once on-site, workers should be discouraged from visiting local shops etc. Consider the introduction of external / remote site safety induction, briefing and documentation stations. Restrict the use of hand tools and equipment to single person usage. Discourage the practice of sharing. Re-define the work areas and sequencing of the respective operations to minimise the number of people deployed in the same area at any one time.	2	5		10

ACTIVITY EVENT	HAZARD/ ISSUE	RISK/ UNDESIRED EVENT	CONSEQUENCE	BEFORE CONTROL			CONTROL	X ✓	AFTER CONTROL		
				(F)	(C)	(RR)			(F)	(C)	(RR)
Work activity:- **Employee welfare**	Health hazard to people from Covid-19	Employees, Contractors, Public, Workers family & Others from contracting Covid-19	Death or serious illness New continuous cough or a high temperature Self-isolation and absence from work Mental illness	3	5	15	**Canteens / Rest Rooms** The capacity of canteens and rest areas should be defined and clearly identified at the entrance. Break times should be staggered to reduce congestion and contact. Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area. Frequently clean surfaces using appropriate sanitising products. Where possible, workers should be encouraged to bring their own food and utensils. After eating, non-disposable packaging and utensils should be contained for washing at home. Drinking water should be provided with enhanced cleaning measures of the tap mechanism. Employees to immediately dispose of waste materials into bins provided and not left for others to clear. **Changing Facilities, Showers, Wash & Drying Rooms** Restrict the number of people using the facilities at any one time. Introduce staggered start and finish times to reduce congestion and contact. Introduce an enhanced cleaning regime throughout the working day and at the end of each day.		2	5	10

							Restrict the number of people using toilet facilities at any one time and use signage, such as floor markings to ensure 2-metre distancing is maintained between people when queuing. Limit use by blanking off intermittent urinals, cubicles, showers etc. Discourage the provision and use of portable toilets. Enhance the cleaning regimes for welfare facilities, particularly door handles, locks and the toilet flush. Provide suitable and sufficient waste bins for hand towels with regular removal and disposal. First Aid stations to be stocked with suitable and sufficient hand-wash, cleaning materials and PPE. **Fire Evacuation** In the event of a fire and the need to evacuate the building / site, then social distancing measures should continue to be applied where practicable, but **NOT** at the detriment of safe escape. **Smoking** Review the current arrangements including the provision and location of smoking shelters. **Return to Work** Consider the introduction of an employee return to work policy.				

ADDITIONAL SITE RISKS NOT IDENTIFIED IN THE ABOVE

DATE	ASSESSORS NAME	ASSESSORS SIGNATURE	NEXT REVIEW DUE

ACTION PLAN				
REF	ACTION REQUIRED	RESPONSIBLE PERSON	REQUIRED DATE	COMPLETED
1	Continue to follow HSE & Government guidance and adapt the existing or to introduce additional risk control measures as maybe necessary.	Management	Ongoing	
2	Management and supervision to conduct ad hoc inspections to ensure continued compliance with the applied control measures.	Management & supervision	Ongoing	

RECORD OF COMMUNICATION

DATE	EMPLOYEE NAME	EMPLOYEE SIGNATURE	NEXT DELIVERY DUE DATE