

Qualitative Risk Assessment - COVID-19 (Coronavirus)

H02-02

VF-B ✓ VF-C ✓ VF-R ✓ VH ✓ VR n/a VS ✓ VB ✓ VGE ✓ VL ✓ VI ✓ Shared Services ✓

RISK ASSESSMENT for:		COVID-19 (Coronavirus)		Ref:	COVID-19	Rev	00
No.	Hazard	Person(s) at Risk	Undesired event	Control Measures <i>(List control measures that are required)</i>			
01	COVID-19	Anyone working on our behalf	Contracting COVID-19 in the workplace	<ol style="list-style-type: none"> Staff work from home wherever possible. Consideration of who is needed to be in the workplace: <ul style="list-style-type: none"> workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely. workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment. Planning for the minimum number of people needed on site to operate safely and effectively. Monitoring wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site. Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health. Providing equipment for people to work at home safely and effectively, for example, remote access to work systems. Those classed as 'clinically extremely vulnerable' - having received a letter from the NHS - are being advised by government to continue to shield themselves at home. If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals. 			
02	COVID-19	Anyone working on our behalf	Contracting COVID-19 in the workplace	Workforce instructed not to attend work if they have coronavirus symptoms			
03	COVID-19	Anyone working on our behalf	Contracting COVID-19 in the workplace	<p>Hygiene:</p> <ol style="list-style-type: none"> Signs and posters 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. Adequate supplies of soap and fresh water are readily available and kept topped up at all times Providing additional handwashing facilities, for example, pop-ups, particularly on large sites or where there are significant numbers of personnel on site, including plant operators. Providing sufficient hand sanitiser (minimum 60% alcohol based) where handwashing is not possible, but the preference is always towards hand washing. Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities. Consideration of greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical. 			

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04	COVID-19	Anyone working on our behalf	Contracting COVID-19 in the workplace	<p>Social distancing:</p> <ol style="list-style-type: none"> 1. Staggering arrival and departure times to reduce crowding into and out of the workplace. 2. Reducing congestion, for example, by having more entry points to the workplace. 3. Using signs and ground markings throughout premises and sites to demonstrate the 2m distance 4. Introducing one-way flow at entry and exit points, and through buildings or across sites, where possible. 5. Providing alternatives to finger touch-based security devices such as keypads. 6. Deactivating turnstiles in favour of showing a pass to security personnel at a distance. 7. Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points. 8. Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways. 9. Reducing movement by discouraging non-essential trips within buildings and sites, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use. 10. Creating separate working zones to keep different groups of workers separated as much as practical. 11. For people who work outdoors 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. 12. Where the social distancing guidelines cannot be followed in full in relation to a particular activity, considering whether that activity needs to continue, 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"> • keeping the activity time involved as short as possible • further increasing the frequency of hand washing and surface cleaning • 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) • as far as possible, where staff are split into teams or shift groups, fix these teams or shift groups so that where contact is unavoidable, this happens between the same people. • using screens or barriers to separate people from each other 13. Reducing job, location and equipment rotation. 14. Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible. Ensure that people with disabilities are able to access lifts. 15. Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses. 16. Scheduling times for the delivery and collection of goods to avoid over-crowding. 17. Finding alternative solutions to 2-person delivery. This could include delaying delivery of large items or using an alternative method, for example, mechanical / material handling equipment. Where these are not possible maintain fixed pairing for 2-person deliveries and minimise physical contact. 18. Ensuring site inductions include requirements for social distancing. 19. Reducing the number of people in attendance at site inductions and hold them outdoors wherever possible with social distancing. 			

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05	COVID-19	Anyone working on our behalf	Contracting COVID-19 at workstations	<ol style="list-style-type: none"> 1. Workstations allow social distancing where possible 2. Controlling occupancy levels to enable social distancing. 3. Workstations used by one person and not shared where possible. 4. If workstations must be shared the number will be minimised. 5. If workstations cannot be 2m apart then considering whether the task performed by that person/role/function should continue. 6. If the person/role/function should continue, taking all mitigating actions possible to reduce the risk of transmission. 7. Managing occupancy levels to enable social distancing. 8. Reviewing desk layouts and processes to allow people to work further apart from each other. 9. Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face. A chequerboard arrangement is best in banks of desks, where every other workstation is empty each side of the bank, but workers either side of the bank face an empty desk not another person. 10. Only where it is not possible to move workstations further apart, using screens to separate people from each other. 11. Avoiding use of hot desks and spaces and, where not possible, clean and sanitise workstations between different occupants including shared equipment. 12. Ensuring that air conditioning systems are not set to recirculate air. 13. Using signage and floor markings to help workers keep to a 2m distance. 14. In inductions and briefings, reminding people of the importance of good personal hygiene, including regular hand washing, and the need to maintain social distancing. 				
06	COVID-19	Anyone working on our behalf	Transmission of COVID-19 in the workplace	<ol style="list-style-type: none"> 1. Offices (including sites) have established cleaning regimes which provide frequent cleaning of work areas and equipment between uses, using standard cleaning products. 2. Enhanced cleaning of all facilities conducted regularly during the day and at the end of the day, with particular attention to cleaning of objects and surfaces that are touched regularly, including in common areas. 3. Breakout areas and canteens cleaned regularly, more so at break times, including vending machines and payment devices 4. Limited or restricted use of high-touch items and equipment, for example, printers or whiteboards. 5. Special care taken to ensure toilets are kept clean and social distancing is achieved as much as possible. 6. Where shower and changing facilities are required, clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items 7. Avoiding the provision or use of portable toilets where possible. 8. If cleaning after a known or suspected case of COVID-19 refer to the specific guidance (click here). 9. Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities. 10. Considering whether goods and merchandise entering site require cleaning before opening / use. 11. Instructing workers not to arrange private deliveries to site e.g. Amazon 12. Clearing workspaces and remove waste and belongings from the work area at the end of a shift as a minimum. 13. Conducting more frequent rubbish collection throughout the day and if required provide more waste facilities 				

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07	COVID-19	Anyone working on our behalf	Contracting COVID-19 in common areas	<ol style="list-style-type: none"> 1. Staggering break times to reduce pressure on break rooms or canteens. 2. Using outside areas for breaks where practical to do so. 3. Creating additional space by using other parts of the workplace that have been freed up by remote working. 4. Installing screens to protect staff in receptions or similar areas. 5. Canteens provide a takeaway service providing pre-prepared and wrapped food 6. Encouraging workers to bring their own food. 7. Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions. 8. Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site. 9. Drinking water provided with enhanced cleaning measures of the tap mechanism introduced 10. Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves. 11. Hand cleaning facilities or hand sanitiser available at the entrance to any room where people eat and should be used by workers when entering and leaving the area. 12. All rubbish put straight in the bin and not left for someone else to clear up. 13. Tables cleaned between each use. 14. Crockery, eating utensils, cups etc. not be used unless they are disposable or washed and dried between use. 15. Payments taken by contactless card wherever possible. 16. Canteen staff washing their hands often with soap and water for at least 20 seconds before and after handling food. 17. Canteen staff and workers using the same rest areas if they apply the same social distancing measures. 18. Personal items and clothing in personal storage spaces, such as lockers, during shifts. 19. Use of toilets will achieve social distancing where possible, remove toilet furniture from use as required. 20. Based on the size of each facility, determining how many people can use it at any one time to maintain a distance of two metres. Consider increasing the number or size of facilities available on site if possible. 21. Restricting the number of people using facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing 22. Setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and social distancing is achieved as much as possible. 				
08	COVID-19	Anyone working on our behalf	Contracting COVID-19 in meetings	<ol style="list-style-type: none"> 1. Using remote working tools such as Microsoft Teams to avoid in-person meetings. 2. Only essential participants attending meetings and should maintain 2m separation throughout. 3. Avoiding the opportunity for any risk of transmission during meetings, for example avoiding sharing pens and other objects. 4. Providing hand sanitiser in meeting rooms. 5. Holding meetings outdoors or in well-ventilated rooms whenever possible. 6. For areas where regular meetings take place, using floor signage to help people maintain social distancing. 				

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09	COVID-19	Anyone working on our behalf	Transmission of COVID-19 in vehicles	<ol style="list-style-type: none"> 1. Minimising non-essential travel - consider remote options first. 2. Avoiding sharing vehicles where possible. 3. If vehicle sharing cannot be avoided, including when staying away from home, creating fixed groups of people who work together and travel together as much as possible. 4. Minimising the number of people travelling together in any one vehicle, increasing ventilation when possible and avoiding sitting face-to-face. 5. Limiting passengers in larger vehicles such as minibuses. This could include leaving seats empty. 6. Providing sufficient quantities of hand sanitiser / wipes within vehicles to enable workers to clean hands when hand washing is not available. 7. Encouraging workers to wash hands before and after using vehicles. 8. Considering physical screening, provided this does not compromise safety, for example, through reducing visibility. 9. If delivering goods, or transporting other workers, minimising person-to-person contact during deliveries to other sites / locations, using electronic means wherever possible for the exchange of documentation. 10. Staggering arrival and departure times to reduce crowding into and out of the workplace. 11. If possible, considering more entry points to the workplace to reduce congestion. 12. Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible. 13. Providing more storage for workers for clothes and bags. 14. Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points and not using touch-based security devices such as keypads. 15. Cleaning shared vehicles between shifts or on handover: 16. Frequently cleaning of objects and surfaces that are touched regularly, such as door handles, fuel pumps and vehicle keys, and making sure there are adequate disposal arrangements. 17. Encouraging workers to wash hands before boarding vehicles. 18. Removing waste and belongings from the vehicle at the end of a shift. 19. Considering how someone taken ill would get home. 20. Ensuring all drivers and occupants are briefed on the requirements 				

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10	COVID-19	Anyone working on our behalf	Transmission of COVID-19 from visitors, maintenance, deliveries & collections	<ol style="list-style-type: none"> 1. Encouraging visits via remote connection / working as much as possible. 2. If site visits are required, ensuring it is limited to essential visitors. 3. Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. 4. Limiting the number of visitors at any one time. 5. Limiting visitor times to a specific time window and restricting access to required visitors only. 6. Determining if schedules for essential services, maintenance contractor visits, and deliveries / collections can be revised to reduce interaction and overlap between people and trades. 7. Adhering to schedules for planned visits, for maintenance or deliveries / collections 8. Ensuring visitors are limited to the areas only required for their visit/work and are instructed not to roam freely. 9. Maintaining visitor records, perhaps if the need arises for contact tracing. 10. Avoiding transmission via pens etc. having the receptionist complete the sign-in not the visitor. 11. Using contactless sign-in where possible. 12. Maximising use of electronic paperwork where possible and review procedures to enable safe exchange of paper copies where needed, for example, delivery receipts. 13. Establishing clear signage and instructions for all visitors and deliveries and at pick-up and drop-off collection points. 14. Pre-agreeing drop off locations to avoid contact where possible. Those responsible for ordering materials, or facilitating any collection/delivery service, should speak to the contractor / provider / carrier to request single-person delivery wherever possible. If not possible, brief the provider / carrier in advance on the arrangements to expect on arrival to meet social distancing requirements. 15. Where possible and safe having single workers load or unload vehicles. 16. Where possible, using the same pairs of people for loads where more than one person is needed. 17. Minimising unnecessary contact at gatehouse security, laydown areas, post rooms and receptions. 18. Avoiding physical contact when handling deliveries. 19. Ensuring drivers are given access to welfare facilities when required. 20. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice. 21. Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. 				

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11	COVID-19	Anyone working on our behalf	Reliance on PPE	<ol style="list-style-type: none"> 1. Staying 2m away from each other in the workplace if at all possible. 2. If the work activity does not allow workers to maintain the 2m rule, considering whether the activity should continue. 3. Specific risk assessments and method statements will determine PPE requirements (including masks) in accordance with all hazards involved in the activity. 4. Using extra PPE such as masks, to protect against COVID-19 transmission, is not required unless the risk of transmission is very high. 5. Any worker can use a face covering where they choose to do so but must be briefed in their correct use 				
12	All hazards (imbalanced focus on COVID-19)	Anyone working on our behalf	Focus on COVID-19 measures overrides all other safety measures, leading to increased risk of harm.	Reinforcing the message to everyone working on our behalf that COVID-19 should be considered in line with all hazards that present themselves in our workplace.				

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