

# 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 P. Hammerton Date 8-6-2020

Who to contact: G. Dickinson 01609 780700  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

Contract Name:	All sites and offices	Contract Number:	All
Activity	Control of Coronavirus(COVID-19)		

Rev	Date	Description of amendment	Amended by
0	16-03-20	Initial Issue	SPD
A	16-03-20	Updated with new self-isolation period.	SPD
B	17-03-20	Updated with revised guidance for vulnerable people	SPD
C	23-03-20	Reviewed and updated. Minor rewording of some control measures. New control measures added, highlighted yellow.	SPD
D	24-03-20	Close working control measures added	SPD
E	02-04-20	Fully reviewed in line with latest knowledge/guidance/best practice.	SPD
F	16-04-20	Reviewed and Updated in line with revised government guidance of 7-4-20 and associated CLC guidance of 14-04-20	SPD
G	19-05-20	Updated in line with new Government guidance doc "Working Safely during COVID-19" and associated revised CLC guidance rev 4, and revised government guidance on symptoms.	SPD

Task / Job Component Hazard	Persons at risk	Risk Rating L/M/H	Controls / Precautions to Reduce Risk	Residual Risk Rating L/M/H
Prevention of spread of infection  <b>Who should be at work</b>  Potential carrier of COVID -19	All	H	<ul style="list-style-type: none"> <li>Do not come to work or if you are displaying the symptoms of COVID-19 or if a member of your household has symptoms. You must self-isolate in accordance with latest government guidelines. (The gov.uk website should be consulted for latest guidelines)</li> <li>The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:               <ul style="list-style-type: none"> <li>-a new continuous cough</li> <li>-a high temperature</li> <li>-a loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> </li> <li>Report absence in line with normal sickness reporting procedures.</li> <li>If it is thought personnel are displaying symptoms and not self-isolating they should be challenged and reported through line management as appropriate for further investigation.</li> <li>In line with government guidelines carry out work from home where this is practical in agreement with your line manager. Periodic visits to sites or offices to continue where needed to carry out elements of your job role to support site teams.</li> </ul>	M
Prevention of spread of infection  <b>Who should be at work</b>  Vulnerable persons	As defined by the gov. website- over 70s and/or various medical conditions/ underlying health issues	H	<ul style="list-style-type: none"> <li>All Managers/Directors in conjunction with HR should identify vulnerable persons in their teams and ensure suitable actions/arrangements are put in place/agreed following the latest government guidelines. Ensure those with protected characteristics are considered eg. Disabled workers, expectant mothers</li> <li>Anyone defined as a vulnerable person should take additional precautions in line with the government guidance and professional medical advice as far as is reasonably practical and discuss with your line manager where applicable.</li> <li><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></li> </ul>	M
Prevention of spread of infection  Site/office set up	All	H	<ul style="list-style-type: none"> <li>2m distance to be maintained between personnel where possible otherwise follow additional control measures for tasks within 2m.</li> <li>Don't forget to maintain social distancing when walking to and from your work place / the site compound and when congregating at break times. When passing in corridors or stairs, give way/wait in openings such as doorways to reduce proximity when passing.</li> <li>Company issued COVID 19 symptoms posters and handwashing posters to be displayed at site entrances and on notice boards.</li> <li>Automatic hand sanitisers to be placed at building and site entrances and utilised by all personnel entering (to be introduced ASAP subject to availability.)</li> <li>Compulsory hand washing policy on all sites and premises. All</li> </ul>	M

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			<p>people attending offices or sites to wash hands on arrival and before entering welfare (delivery drivers accepted)</p> <ul style="list-style-type: none"> <li>All offices and sites to carry out cleaning of all frequent touch surfaces (door handles, kettles, microwaves, taps, kitchen surfaces etc.) a minimum of 3 times a day.</li> <li>Where practical wedge toilet doors open so that handwashing can take place without cross contamination- consider other doors that could be wedged open.</li> <li>Create rota to split breaks and lunch times to enable social distancing measures to be maintained as far as possible in canteens- set maximum no. of people according to size of canteen- reposition tables to maintain 2m rule. Encourage use of vans and own cutlery to further minimise interaction at breaks.</li> <li>Consider provision of additional welfare facilities especially at busiest periods of work program.</li> <li>The requirement to sign in at sites is suspended until further notice to minimise risk of cross contamination. Site diaries should be used to record accurately no's of personnel on site for each sub-contractor. A register maybe kept as an alternative. Any absences should be recorded in site diaries along with reason.</li> </ul>	
<p>Prevention of spread of infection</p> <p>Site/office deliveries</p>	All	H	<ul style="list-style-type: none"> <li>Follow good hygiene practices</li> <li>Maintain 2m distance from delivery personnel</li> <li>Delivery operatives not to enter site offices, may use toilets where required.</li> <li>Wagon drivers should stay in vehicles where practical and otherwise should wash hands prior to handling materials.</li> </ul>	M
<p>Prevention of spread of infection</p> <p>Business travel</p>	All	H	<p><b>Minimise non – essential travel by using remote options.</b></p> <p>When travelling at/for work or between site locations, workers should travel alone <b>where reasonably possible</b>. If workers have to share a vehicle, then they should:</p> <ul style="list-style-type: none"> <li>Share with the same individuals and with the minimum number of people at any one time.</li> <li>Wherever possible maintain a distance of two metres and avoid touching their faces.</li> <li>Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey.</li> <li>Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle.</li> <li>Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles steering wheel gear stick and other surfaces which may be touched during the journey.</li> <li>Provide hand sanitizer in all vehicles subject to availability</li> <li>The numbers of personnel travelling in vehicles shall be minimised as far as is reasonably practical.</li> <li>To maintain social distancing the following should be considered as maximums:            Car – 1 person            2 or 3 seater van/pickup/wagon- 1 person            Minibus – 3 people</li> <li>To vary from these Director level authorisation must be obtained.</li> </ul>	M

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Prevention of spread of infection Meetings	All	H	<ul style="list-style-type: none"> <li>All non – essential meetings should be cancelled.</li> <li>Face to face meetings shall be avoided where this is practical, try to use emails, phone calls, conference calls video calls etc. to minimise need.</li> <li>Where meetings are unavoidable minimise the number of personnel present follow social distancing rules and good hygiene protocols. Hold outdoors where practical.</li> <li>Maintain 2m distance from other persons.</li> </ul>	M
Prevention of spread of infection General work activities	All	H	<p>To maximise social distancing <b>CONSIDER</b> which of the following could be implemented and would benefit your site/office-</p> <ul style="list-style-type: none"> <li>As much as possible, keep groups of workers working together in teams that are as small as possible (cohorting).</li> <li>Splitting teams</li> <li>Compartmenting/defining areas for each trade or work party</li> <li>Splitting shifts to reduce peak numbers on site</li> <li>Staggering start /finish times to reduce interface in site compound</li> <li>Where multiple entrances exist allocate a door to each trade or work party.</li> <li>Creation of one way systems- e.g. IN door and OUT door, UP stairway and DOWN stairway.</li> <li>Substantial reprogramming of work.</li> </ul>	M
Prevention of spread of infection Site plant/tools	All	H	<ul style="list-style-type: none"> <li>One user/operator only policy- thorough clean if changing operator.</li> <li>Provide hand sanitizer in all mobile plant subject to availability</li> <li>Clean and disinfect handles, steering wheels operational levers and all other touch surfaces before first use and if changing operator and periodically in accordance with use.</li> <li>Open windows to increase ventilation.</li> </ul>	M
Working at occupied premises Exposure to infected persons	Operatives on maintenance contracts (RPC NYCC), post contract services and sites in live environments	H	<ul style="list-style-type: none"> <li>Seek assurance from client that no one is in self isolation or shielding at the property.</li> <li>Enquire on arrival at job if anyone is in self isolation or shielding or is exhibiting symptoms.</li> <li>No work should be carried out in any household which is isolating or where an individual is being shielded, unless the work is to remedy a direct risk to the safety of the household, such as emergency plumbing or repair. Consult project specific RA and/or GRA 137 for entering potential contaminated properties. If in doubt seek further guidance from your line management/HSEQ department.</li> <li>Do not enter private accommodation until the status of anyone inside is checked.</li> <li>Follow good hygiene regimes i.e. follow hand washing and sneezing protocols.</li> <li>Maintain 2m distance from other persons.</li> <li>Clean/disinfect items before working on them.</li> <li>Wear disposable nitrile or other gloves.</li> <li>Where possible wash hands on departure or use hand gel if available.</li> </ul>	M

Task / Job Component Hazard	Persons at risk	Risk Rating L/M/H	Controls / Precautions to Reduce Risk	Residual Risk Rating L/M/H
Prevention of spread of infection  Tasks involving close working (within 2m)		H	<p><b>Work Planning to Avoid Close Working-Hierarchy of Controls</b></p> <p>If you are not able to work whilst maintaining a two metre distance, you should consider whether the activity needs to continue for the site to continue to operate and, if so, risk assess it using the hierarchy of controls below.</p> <p><b>ELIMINATE</b></p> <ul style="list-style-type: none"> <li>Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)</li> <li>Avoid skin to skin and face to face contact</li> <li>Stairs should be used in preference to lifts or hoists and consider one ways systems</li> <li>Consider alternative or additional mechanical aids to reduce worker interface</li> </ul> <p><b>REDUCE</b></p> <p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> <li>Minimise the frequency and time workers are within 2 metres of each other.</li> <li>Minimise the number of workers involved in these tasks</li> <li>Workers should work side by side, or facing away from each other, rather than face to face.</li> <li>Increase ventilation in enclosed spaces</li> <li>Workers should wash their hands before and after using any equipment.</li> </ul> <p><b>ISOLATE</b></p> <p>Keep groups of workers that have to work within 2 metres:</p> <ul style="list-style-type: none"> <li>Together in teams e.g. (do not change workers within teams)</li> <li>As small as possible</li> <li>Away from other workers where possible</li> </ul> <p><b>CONTROL</b></p> <p>Where face to face working is essential to carry out a task then further guidance is to be sort from the HSEQ department as a task specific Risk Assessment may be required.</p> <p><b>PPE</b></p> <ul style="list-style-type: none"> <li>Where a task involves operatives coming within 2m of each other, <b>face coverings</b> should be worn by the operatives.</li> </ul>	M

**Safe Use Procedures:**

For latest info always check

<https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>

**Symptoms**
**Main symptoms**

The main symptoms of coronavirus are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptom

For most people, coronavirus (COVID-19) will be a mild illness. However, if you have any of the symptoms above you should self-isolate at home.

Use the 111 online coronavirus service if you have any of:

- high temperature
- new, continuous cough
- loss or change to your sense of smell or taste

111 will tell you what to do and help you get a test if you need one.

[Use the 111 online coronavirus service](#)

Call 111 if you cannot get help online. Do not go to places like a GP surgery, hospital or pharmacy.

#### How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread COVID-19:

- Infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face)

There is currently little evidence that people who are without symptoms are infectious to others.

#### Preventing spread of infection

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

Public Health England (PHE) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. See [Catch it, Bin it, Kill it](#)
- put used tissues in the bin straight away
- Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch your eyes, nose or mouth if your hands are not clean

If you are worried about symptoms, please call NHS 111. Do not go directly to your GP or other healthcare environment.

Further information is available on the [PHE blog](#) and [NHS.UK](#).

#### Additional Site Specific Information/Controls

- FT Group Construction sites should use this document in conjunction with HSEQ Bulletin , Coronavirus Site Operating Procedures – Protecting Our Workforce

This risk assessment details the principals and standards to be followed in setting up and managing all FT Group sites and offices:-

- **FT GROUP OFFICES:-** For all offices the HSEQ Manager in conjunction with the appropriate Directors/Managers shall record the actual arrangements for that office/department by completing the Office Risk Assessment Checklist OP1.23. It shall be reviewed and updated as required but as a minimum monthly.
- **FT GROUP CONSTRUCTION SITES:-** For all construction sites the HSEQ Manager in conjunction with the Site/Contract Manager shall record the actual arrangements for that project by completing the Construction Sites Risk Assessment Checklist OP1.24. It shall be reviewed and updated as required but as a minimum monthly during the HSEQ Managers site visit.

