

Staying COVID-19 Secure

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 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
H	2-07-20	Reviewed and updated in line with updated Government guidance doc "Working Safely during COVID-19" and associated revised CLC guidance rev 5, and revised government guidance on social distancing. First aid guidance added. Additional PPE guidance added.	SPD
I	24-9-20	Reviewed and updated in line with latest government guidance. Test rest result procedure, recording of arrangements for vulnerable people, revised signing in/records to accommodate track and trace, updated social distancing in vehicles, positive test procedure.	SPD
J	23-11-20	Reviewed, vulnerable persons section updated. Face covering policy introduced. Sub-contractor section added. Other minor updates to align with latest knowledge/guidance.	SPD

Task / Job Component Hazard	Persons at risk	Risk Rating L/M/H	Controls / Precautions to Reduce Risk	Residual Risk Rating L/M/H
<p>Prevention of spread of infection</p> <p>Who should be at work</p> <p>Potential carrier of COVID -19</p>	All	H	<ul style="list-style-type: none"> Do not come to work if you are displaying the symptoms of COVID-19 or if a member of your household has symptoms or if you have been contacted by the NHS Test and Trace Service. You must self-isolate and organise a test in accordance with latest government guidelines. (The gov.uk website should be consulted for latest guidelines) Test results must be reported immediately in line with normal sickness reporting procedures such that the company can follow latest government guidelines regarding COVID-19 outbreaks (see below). The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following: <ul style="list-style-type: none"> -a new continuous cough -a high temperature -a loss of, or change in, your normal sense of taste or smell (anosmia) Report absence in line with normal sickness reporting procedures. Do not come to work if you have recently returned from a country that is not on the Government Travel Corridor list. Report to your line Manager / HR and seek further advice on isolating in line with latest government guidelines. 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. In line with government guidelines work may be carried out 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. 	M
<p>Prevention of spread of infection</p> <p>Who should be at work</p>	As defined by the gov. website	H	<ul style="list-style-type: none"> All Managers/Directors in conjunction with HR/HSEQ should identify vulnerable persons in their teams and ensure suitable actions/arrangements are put in place/agreed and recorded following the latest government guidelines. Ensure those with protected characteristics are considered e.g. Disabled workers, 	M

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Vulnerable persons		H	<p>expectant mothers</p> <ul style="list-style-type: none"> Recognised risk groups should be considered in line with the latest guidance , see TBT dated Nov 2020 on people more at risk. Anyone defined as high risk or clinically vulnerable must be especially careful to follow the rules and minimise your contacts with others, and continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace. Anyone defined as Extreme Clinically Vulnerable must follow latest guidance. For the November lockdown they must not attend the workplace. Where possible they may work from home. 	
Prevention of spread of infection Site/office set up	All	H	<ul style="list-style-type: none"> 2m distance to be maintained between personnel where possible otherwise follow additional control measures for tasks within 2m. Face coverings must be worn when moving around in communal areas of offices. 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. Company issued COVID 19 symptoms posters and handwashing posters to be displayed at site entrances and on notice boards- larger sites should use the audible warning signs at site entrances. Automatic hand sanitisers to be placed at building and site entrances and utilised by all personnel entering. Compulsory hand washing policy on all sites and premises. All people attending offices or sites to wash hands on arrival and before entering welfare. All offices and sites to carry out cleaning of all frequent touch surfaces (door handles, kettles, microwaves, taps, kitchen surfaces etc.) a minimum of 2 times a day. Employees should clean their own desk areas normally 2 times per day. Where practical wedge toilet doors open so that handwashing can take place without cross contamination- consider other doors that could be wedged open. Display sign on toilets limiting number of persons at one time according to size of facilities. 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 or 1m with risk mitigation where 2m is not viable. Encourage use of vans and own cutlery and flasks etc. to further minimise interaction at breaks. Consider provision of additional welfare facilities especially at busiest periods of work program. All sites and offices must keep an accurate record of name/firm and contact number people attending/visiting to facilitate NHS Test and Trace. This may be achieved by signing in book/ site register/ visitors book as appropriate. Hand sanitiser should be provided at signing in points and one person may sign in for a team.(there is no need to record short stay delivery drivers) All FT Group staff must keep an accurate daily record of their whereabouts via diary or electronic calendar to facilitate NHS Test and Trace queries. 	M

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Prevention of spread of infection Site/office deliveries	All	H	<ul style="list-style-type: none"> Follow good hygiene practices Maintain 2m distance or wear face covering where 2m is not viable from delivery personnel Delivery operatives not to enter site offices, may use toilets where required. Wagon drivers should stay in vehicles where practical and otherwise should wash hands prior to handling materials. 	M
Prevention of spread of infection Business travel	All	H	<p>Minimise non – essential travel by using remote options.</p> <p>When travelling at/for work or between site locations, workers should travel alone where reasonably possible. If workers have to share a vehicle, then they should:</p> <ul style="list-style-type: none"> Share with the same individuals and with the minimum number of people at any one time. Wherever possible maintain a distance or 2m or wear face coverings where 2m is not viable. Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey where practical. 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. 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. Provide hand sanitizer in all vehicles subject to availability The numbers of personnel travelling in vehicles shall be minimised as far as is reasonably practical. To maintain 2m social distancing the following should be considered as normal maximums: -Car – 1 person or for long journeys where fatigue is a factor car sharing may occur ; maximise spacing and face coverings shall be worn -2 or 3 seater van/pickup/wagon- 1 person -Minibus – 3 people -3 seater vans may have 2 man teams working as a cohort (i.e. always together and treated as a bubble if isolation by either is required) It is recognised that on occasions personnel may need to exceed the above levels e.g. to drop a vehicle off for repair, or to give a lift to a none driver. For one off / short journey scenarios where 2m social distancing cannot be maintained , face coverings shall be worn by all in the vehicle To vary from the above limits Director level authorisation must be obtained. If the use of public transport is unavoidable, face covering must be worn in line with government guidelines. Avoid using public transport during peak times. 	M
Prevention of spread of infection Meetings	All	H	<ul style="list-style-type: none"> All non – essential meetings should be cancelled. 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. Where meetings are unavoidable minimise the number of personnel present follow social distancing rules and good hygiene protocols. Hold outdoors where practical. Maintain 2m distance from other persons , wear a face covering if there is a reasonable likelihood of this being breached.. In meeting rooms ensure 2m between persons and wear a face covering when moving around/ unless sat down. 	M

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Prevention of spread of infection General work activities	All	H	<p>To maximise social distancing CONSIDER which of the following could be implemented and would benefit your site/office and record on the risk assessment check list-</p> <ul style="list-style-type: none"> As much as possible, keep groups of workers working together in teams that are as small as possible (cohorting). Splitting teams Compartmenting/defining areas for each trade or work party Splitting shifts to reduce peak numbers on site Staggering start /finish times to reduce interface in site compound Where multiple entrances exist allocate a door to each trade or work party. Creation of one way systems- e.g. IN door and OUT door, UP stairway and DOWN stairway. Substantial reprogramming of work. 	M
Prevention of spread of infection Site plant/tools	All	H	<ul style="list-style-type: none"> One user/operator only policy- thorough clean if changing operator. Provide hand sanitizer in all mobile plant subject to availability 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. Open windows to increase ventilation. 	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"> Seek assurance from client that no one is in self isolation or shielding at the property. Enquire on arrival at job if anyone is in self isolation or shielding or is exhibiting symptoms. 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. Do not enter private accommodation until the status of anyone inside is checked. Follow good hygiene regimes i.e. follow hand washing and sneezing protocols. Maintain 2m distance from other persons. Wear a face covering. Clean/disinfect items before working on them. Wear disposable nitrile or other gloves. Where possible wash hands on departure or use hand gel. 	M
Prevention of spread of infection Tasks involving close working (within 2m) I.e. Risk mitigation where 2m is not viable.	All	H	<p>Work Planning to Avoid Close Working-Hierarchy of Controls</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>ELIMINATE</p> <ul style="list-style-type: none"> Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres) Avoid skin to skin and face to face contact Stairs should be used in preference to lifts or hoists and consider one ways systems Consider alternative or additional mechanical aids to reduce worker interface <p>REDUCE</p> <p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> Minimise the frequency and time workers are within 2 metres of each other. Minimise the number of workers involved in these tasks Workers should work side by side, or facing away from each other, 	M

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			<p>rather than face to face.</p> <ul style="list-style-type: none"> • Increase ventilation in enclosed spaces • Workers should wash their hands before and after using any equipment. <p>ISOLATE Keep groups of workers that have to work within 2 metres:</p> <ul style="list-style-type: none"> • Together in teams e.g. (do not change workers within teams) • As small as possible • Away from other workers where possible <p>CONTROL 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>PPE</p> <ul style="list-style-type: none"> • Where a task involves a reasonable likelihood of operatives coming within 2m of each other, face coverings must be worn by the operatives. • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it • when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands • change your face covering if it becomes damp or if you've touched it • continue to wash your hands regularly • change and wash your face covering daily • If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste • practise social distancing wherever possible 	
Administering First Aid Spread of infection	First aider and recipient		<ul style="list-style-type: none"> • If someone needs emergency first aid at work, go through the normal triage process and call the emergency services if necessary. • In other situations, maintain social distancing where possible and make sure as few people as possible go near the injured person. • If the situation allows, provide advice and instruction to enable the person to carry out first aid on themselves. <p>If you do need to administer first aid you should take appropriate precautions including:</p> <ul style="list-style-type: none"> • Wear disposable gloves, and a disposable plastic apron. • The use of a fluid repellent surgical face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) should be worn when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids. • Avoid touching your face or other parts of your body that may lead to you becoming infected. • Remove the gloves carefully when you have completed your first aid and immediately wash or sanitize your hands • Try to reduce the amount of time you are in close proximity to the patient. • Administer the first aid, make them comfortable and then go to a safer distance • If appropriate you may want to ask them to turn their head away from you while you are administering first aid to reduce the risk of being exposed to respiratory droplets. 	M

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			<p>If you are required to perform cardiopulmonary resuscitation (CPR)</p> <ul style="list-style-type: none"> In adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen). After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. 	
Confirmed case of COVID 19	All	H	<ul style="list-style-type: none"> Test results must be reported immediately in line with normal sickness reporting procedures/and via incident email reporting such that the company can follow latest government guidelines regarding COVID-19 outbreaks. Isolate and restrict access to the work area and tools/equipment. If practical, deep clean and disinfected the work area and tools/equipment or leave isolated for at least 72 hours. Make close contacts and others site works aware of the situation, so that they can self-monitor themselves more closely for symptoms. Anyone else reporting symptoms to be tested and self-isolate. If there is more than one case of COVID 19 associated with your workplace, HSEQ/HR will contact the local PHE health protection team to report the suspected outbreak. 	M
Sub -Contractors			<ul style="list-style-type: none"> A check on the sub-contractor COVID arrangements shall be carried out during RAMS appraisal. All sub-contractors should be briefed on site specific COVID arrangements during induction. Where practical sub-contractors should work in their own area and have allotted time for use of canteen. Any sub-contractors needing to isolate or testing positive should be reported to HSEQ as above. 	

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](#).

