|  |  |
| --- | --- |
|  | **Extent Of Harm Caused By The Hazard** |
| **Negligible (1)** | **Marginal (2)** | **Serious (3)** | **Critical (4)** | **Catastrophic (5)** |
| **Likelihood of The Hazard Occurring and Causing Harm** | **Likely (3)** | 3 | 6 | 9 | 12 | 15 |
| **Possible (2)** | 2 | 4 | 6 | 8 | 10 |
| **Unlikely (1)** | 1 | 2 | 3 | 4 | 5 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description**: COVID | **Completed By**: Melissa Fazackerley  | **Assisted By**:  | **Reviewed By**: |
| **Location/Site**: Site Based Employees  | **Signed**: | **Dated**: 17.09.2020Reviewed: 04.11.2020 (No significant changes) |
| **Hazards Identified** | **Who Could Be Harmed & How** | **Level of Risk (from matrix)** | **Control Measures to eliminate or reduce risk** | **Level of Risk after Control** | **Additional Controls required** | **Action Date** |
| Potential to contract COVID  | Employees/VisitorsCross contamination/close proximity  | **9** | Signage in place to remind employees of social distancing requirements and to wash hands regularly. Visual indicators in designated areas where people pass by to promote distance Anti-bacterial wipes and cleaning agents available for use and their use encouragedHand sanitiser available from Longworth site office and at various points on site. Director/manager spot checks on compliance with measures in place on site during inspectionsVisitors are restricted to essential visitors only and they are to be supervised/escorted at all times during their visit.Weekly formal review of the measures in place on site reported back to head office for review  | **3** | Contracts to review the contents of this RA to ensure it is site specific. |  |
| Spreading COVID  | Employees/VisitorsCross contamination/close proximityInfected person coming into the workplace  | **9** | Temperature reading taken for all people entering site, facilitates by the Principal Contractor Specific question set to answer on sign in, including confirmation of compliance, understanding of requirements and hand washing etc. Signage in place to remind operatives of social distancing requirements and to wash hands regularly. Visual indicators in designated areas where people pass by to promote distance Anti-bacterial wipes and cleaning agents available for use and their use encouragedHand sanitiser available at various points on site and additional hand washing stations available on site facilitated by the principal contractor Director spot checks on compliance with measures in placeMinimal movement of potential cross contamination e.g. sharing information electronically rather than paper based. Visitors are restricted to essential visitors only and they are to be supervised/escorted at all times during their visit. | **3** | Contracts to review the contents of this RA to ensure it is site specific. |  |
| Confirmed/Suspected case of COVID  | Employees Cross contamination/close proximityInfected person coming into the workplace | **6** | Project management to inform a Longworth company director to discuss the case and potential measures required for a Longworth operative or an operative from another company  | **3** |  |  |
| Deliveries to Site | Employees Cross contamination/close proximityInfected person coming into the workplace | **6** | Any deliveries are asked to sanitise their hands and where possible stay in their vehicle should site be offloading the materialsTo minimise contact deliveries are asked to sign the delivery note on our behalfAnyone collecting deliveries must sanitise hands before and after collecting/disposing of packagingMinimise the number of people handling the materials for as long as possible, 72 hours if possible, once set downOpt for mechanical means of material movement over manual handling  | **3** |  |  |
| Meetings in the workplace  | Employees Cross contamination/close proximityInfected person coming into the workplace | **3** | Physical meetings should be avoided where possible. Preference is to have minimum numbers in attendance and hold the meeting outdoors if possible.Should the meeting take place the following must be implemented: Social distancing with the seating at all times Hand sanitiser/hands cleaned before and after the meeting Anti-bacterial wipes used on the immediate seating area and other touch points such as handlesKeep the room ventilated where possible  | **2** |  |  |
| Emergency Situation  | Employees Cross contamination/close proximityInfected person coming into the workplace | **3** | Managers present in the business to monitor the situation with their own teams to ensure social distancing. First Aiders fully aware of the fact that chest compressions only are to be given in the event CPR is required. An ambulance must be called without delay. Under any circumstance first aid is to be given with the required PPE. It is unlikely a first aider will need to give first aid to someone with symptoms due to the other control measures in place in this workplace. Emergency drills are managed by the principal contractor.  | **2** |   |  |
| **Directors and Managers are reviewing working practice on a regular basis in line with government and official guidance. Any changes are communicated to all employees and on a site-specific basis where relevant.** **Workers will be consulted with on the process of safety at work in relation to COVID19.** **IF YOU FEEL UNSAFE OR UNCOMFORTABLE IN PROCEEDING WITH YOUR WORK IN ANY SITUATION PLEASE SPEAK TO YOUR LINE DIRECTOR.**  |