

Job Specific Risk Assessment



Civil Engineering • Surfacing • Plant

Activity: Covid – 19 Construction Activities]				Assessor: [Rhian Rees]					
Exact Location of Activity: Various				Signature: [RRees]					
Reference Number: [RRCON001]				Date: [09/06/20]					
Who may be affected by the activity?	Employee?	X	Client?	X	Other Contractor?	X	Members of the Public?	X	Other?

For the Potential and Residual Risk ratings, please refer to the Risk Rating Matrix in Appendix A of this document.

Hazard	Potential Risk			Standard Controls?	Adequate? (Yes/No)	Additional Controls	Residual Risk?		
	Probability x Severity	Risk Rating	High, Medium or Low?				Probability x Severity	Risk Rating	High, Medium or Low?
Health of employee	4 x 5 = 20		H	Employees displaying symptoms of Covid-19 or sharing a house with someone who has symptoms, must self-isolate as laid out in current RKB and Government Guidance notes, and ensure their line manager is notified within 24hrs. Employees will be assessed in regards to their vulnerability to Covid-19 and appropriate individual action will be taken as required.	N	If an employee falls ill whilst at work (in particular displaying Covid-19 symptoms) they must stop work and inform their Supervisor immediately. The Supervisor must then inform their Manager so that an informed decision can be made e.g. a deep clean of the area, works stopped. Those with symptoms to follow the NHS track and trace guidelines.	1 x 5 = 5		L
Travelling to / from site (Non-HPC)	3 x 5 = 15		H	Employees will use their own transport (private or company provided) when travelling to and from work. Ask your Line Manager what the site parking arrangements are. Consider additional parking /cycle facilities. Be mindful of others getting out of their vehicles in the car park and allow for 2m social distancing to be maintained. Clean the vehicle regularly and wash hands before getting in and when you have reached your destination.	N	If it is not possible to use own transport then one or more of the following mitigating measures will be put in place; <ul style="list-style-type: none"> Minimising the number of people travelling in one vehicle, Increase ventilation i.e. open windows, Face away from each other where possible, Travel with the same operatives. Regularly clean the vehicle paying particular attention to handles, and areas where passengers are likely to have touched.	1 x 5 = 5		L

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Travelling to / from site (HPC)	4 x 5 = 20	H	Where possible, all operatives to travel to site in separate (whitelisted/authorised) vehicles. Alternatively, operatives to travel to site using their allocated park and ride facility, following the control measures put in place by HPC / Somerset Passenger Services. Report any issues safely to the driver or your line manager when the journey is complete. Be patient and respectful to all whilst additional measures have been put in place for your safety.	N	Only sit on allocated seats and be prepared to have to wait for another bus during busy times. Wash / sanitise hands when you get off the bus and avoid hand to face contact.	1 x 5 = 5	L		
Travelling around site	3 x 5 = 15	H	Use your own transport to the work area and travel alone where possible. If not, use designated walkways or site transport. When using the walkways, maintain social distancing and be mindful of others. When using internal site buses follow the guidelines put in place for your safety. Report any issues to your line manager immediately. Do not make unnecessary journeys across site.	N	Where site vehicles are shared, clean high touch areas such as steering wheel, handbrake, door handles, after each use. Travel together only if necessary and open windows for ventilation, face away from each other, minimise the number of people in the vehicle and travel with the same operatives. Wash/Sanitise hands before and after travelling in a vehicle together.	1 x 5 = 5	L		

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Access / egress to and from site	4 x 5	= 20	H	Follow site specific control measures set out by Main Contractor / Client. Where possible biometric signing in point will be disabled and alternative signing in arrangement put in place. Station a hand washing / sanitising point at all exit / entry point guiding all who enter to use them. Stagger start times to prevent bottlenecking and increase entry points without compromising security. Consider the safety of the public where site activities may interact.	N	Mark out current social distancing points on the floor at exit/entry to site and at places of work within the site. Consider one-way systems if the space is available. Operatives to consider having their own pens to reduce the spread of germs when signing in.	1 x 5	= 5	L
Briefings and site meetings	4 x 5	= 20	H	Preferably hold meetings online or via conference calls. If that is not possible minimise the number of attendees and preferably hold it in an outside space. Maintain social distancing and good ventilation with people not directly facing each other. All to wash hands before and after attending meetings. Daily briefings to be held outside or staggered with reduced numbers in order to maintain social distancing. Site Supervisor to sign off briefing attendance with operative's verbal confirmation.	N	Where possible bring your own refreshments into meetings being careful to maintain social distancing when making them. Avoid touching your face with your hands.	1 x 5	= 5	L

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Canteen / kitchen facilities	4 x 5 = 20	H	Stagger breaks and maintain current social distancing. Follow site guidelines as set out by the Main Contractor / Client. Avoid sitting directly opposite each other. Wash hands before and after eating / drinking or preparing meals / drinks. Clear up as you go along i.e. spillages, teaspoons, rubbish, when making food/drinks and do not leave dirty dishes or rubbish lying around. Use washing up liquid and water when cleaning up dishes avoid just using running water. Wipe down the areas you have used/touched ready for the next person, using wipes / spray provided. Facilities to be cleaned regularly.	N	Ensure there are sufficient bins and arrangements for waste collection in place. Disposable hand towels to be provided for use. Payments should be contactless wherever possible. Canteen staff to maintain high hygiene standards at all times.	1 x 5 = 5	L		
Drying/changing room and toilet facilities	4 x 5 = 20	H	Follow restrictions guidelines set out for drying/changing rooms and toilet areas. Operatives to clean hands before and after using the facilities. Allocate operative changing areas ideally providing lockers to control where personal items are stored. Minimise personal items stored. Facilities to be regularly cleaned.	N	Wipe down after use procedures to be considered and displayed. Access/high touch points to be regularly cleaned. Limit number of employees in the toilet facilities at any one time. Clearly display hygiene reminders throughout the site. Disposable hand towels to be used.	1 x 5 = 5	L		

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Site offices / meeting rooms	4 x 5	= 20	H	Site offices to consider the layout of desk / seating areas to allow for social distancing and avoiding face to face. Make arrangements for other staff / visitors who may need to come in to the office i.e. lay out standing / waiting points so that conversations can be had outside or in a dedicated meeting room. Meeting room to be assessed for maximum occupancy and mark out sitting areas to comply with social distancing. Avoid face to face seating. Frequent high touch points i.e. photocopier, door handles, light switches, filing cabinets to be regularly cleaned.	N	Meeting to be held online or via conference calls where possible. Limit the number of people / visitors to site. Maintain a means of booking the room so availability is transparent.	1 x 5	= 5	L
Smoking	4 x 5	= 20	H	Social distancing to be maintained at all times within the smoking areas. Follow site guidelines/site signage. Wash hands before and after smoking. Do not enter the area if it appears too busy.	Y		1 x 5	= 5	L

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Working on site	3 x 5	= 15	H	All operatives to be inducted to site and be issued with 'R K Bell Covid-19 Guidance Notes' when working for or on our behalf. Follow the site rules and control measures as set out in the induction. Wash hands regularly and avoid hand to face contact. Operatives to be mindful of maintaining social distancing where possible. Avoid sharing tools and equipment and clean the touch points before use. Use screens or barriers to separate tasks/work areas where practical i.e. creating work zones. Where it does not present an additional risk to operatives, consider temporarily suspending job rotations. Limit traveling around the work area unless absolutely necessary.	N	Plan tasks so that the number of people on site at any one time are minimised. Where social distancing can't be maintained the task will be assessed to determine if it is necessary. Minimise close contact, back to back or side to side working, partner up operatives to work together, ideally with those who need to travel together. Provide suitable face coverings where task / site specific assessment requires it. Provide and use multiple hand washing / sanitising points throughout the clearly displaying signage for correct use. Compliance to site arrangements will be monitored by Site Management and SHEQ Manager as required.	1 x 5	= 5	L
Storage of tools, equipment and materials.	3 x 5	= 15	H	Arrange materials storage areas to align with tasks / work areas where possible. Limit the number of persons in the storage areas at any one time. Regularly clean access points to site storage cabins / trailers and depending on size, limit the number of persons allowed in at a time.	Y		1 x 5	= 5	L

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Use of operated plant (dumpers, excavators, rollers)	3 x 5 = 15	H	Where possible operatives to have their own plant, if not minimise the swapping of plant between operatives. Plant operator to clean down high touch areas before and after each use (including break times). Operatives to lock the cab to prevent contamination from others using it when away from the machine.	Y		1 x 5 = 5	L		
Deliveries to Site	3 x 5 = 15	H	All deliveries to be booked in giving an accurate time for arrival. Consider methods to reduce the frequencies of deliveries. Send a copy of site arrangements to the supplier. Where possible delivery driver to stay in vehicle. Preferably unload mechanically, or where safe, have single workers load or unload vehicles. Use same pairs of people for unloading / loading (using those who have to travel together if suitable). Electronic evidence of delivery i.e. photo to avoid the need for signatures.	N	All those involved in deliveries to wash / sanitise hands before and after the delivery (including the driver). Allow driver access to welfare and make them aware of the measures in place.	1 x 5 = 5	L		

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Incidents and emergency arrangements.	3 x 5 = 15	H	<p>Consider safe access and arrangements for emergency vehicles.</p> <p>Observe the onsite emergency arrangements and follow instructions.</p> <p>Social distancing does not need to be maintained in an emergency situation, however where practical it should be observed.</p> <p>First aiders to be issued with a pack containing disposable gloves, surgical masks and glasses. Where possible these to be worn when first aid is required.</p> <p>First aiders to wash hands after treating casualties.</p> <p>All accidents and incidents to be reported immediately to Line Manager and SHEQ Manager to be informed as soon as practical.</p> <p>HSE RIDDOR reporting procedures will be observed in respect to Covid - 19 cases and a full investigation will be carried out to determine the cause of transmission.</p>	N	Give consideration to possible delays to the arrival of emergency services due to current pressures on their resources.	1 x 5 = 5	L		

Appendix A - Risk Rating Matrix



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S E V E R I T Y	5 Fatality	5	10	15	20	25
	4 Major (Broken Bone, In- patient, Occupational disease)	4	8	12	16	20
	3 Minor (Laceration, first aid)	3	6	9	12	15
	2 Negligible (Scratch, bruise etc)	2	4	6	8	10
	1 None	1	2	3	4	5
		1 Improbable (Virtually zero)	2 Remote (Unlikely)	3 Possible (Could Occur)	4 Probable (Occur several times)	5 Certainty (Definitely occur)

Action Priorities

15-25 HIGH	8-12 MEDIUM	1-6 LOW
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PROBABILITY