

# Trustland Combined Task Risk Assessment and Method Statement



Colour	Degree of Risk	Control Measures
1-2	Minimal	Acceptable Risk. No Further Action or additional controls are required
3-4	Low	A risk at this level may be acceptable, however if risks can be easily reduced then do so
5-10	Moderate	Not Normally acceptable efforts should be made to reduce the risk that is not disproportional
12-16	High	Very unlikely to be accepted. Significant resources may have to be allocated to reduce risk
20-25	Extreme	Unacceptable. Immediate action must be taken to manage the risk

JOB NR	PROJECT	SEVERITY OF HARM		LIKELIHOOD								
DOCUMENT NR	LOCATION			Remote	Unlikely	Possible	Likely	Probable				
PERSONS AT RISK	EMPLOYEES	OTHER WORKERS	PUBLIC	1	2	3	4	5				
	Company wide	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	x								
DESCRIPTION OF TASK TO BE UNDERTAKEN				1	First Aid Injury	1	2	3	4	5		
As a result of the Coronavirus pandemic we need to change the ways by which we operate. This Risk Assessment deals with the specific issues around Coronavirus and are in addition to the RAMS already prepared for all activities. Where conflict exists between the task specific and CV-19 RAMS then clarity should be sought from the line manager.				2	Lost Time Injury	2	4	6	8	10		
				3	Permanent Injury	3	6	9	12	15		
				4	One Death	4	8	12	16	20		
				5	Multiple Deaths	5	10	15	20	25		
Element of Task	Hazard, hazardous event and expected consequence	Pre Control Assessment			Risk Control / Action to Control Hazard					Post Control Assessment		
		L	S	R						L	S	R
Selection of personnel	Certain groups of individuals are more likely to become seriously ill if they contract Covid-19. This increases the likelihood of severe consequences.	3	4	12	<ul style="list-style-type: none"> <li>Personnel who have received specific advice from their health authority or their own GP advising them to be shielded from the disease should advise their line manager that they are not available for work. Personnel have a duty to advise line manager on any extension of shielding requirements.</li> <li>Information to be sent to all workers advising them that they are not to attend to work if they have symptoms or are living with somebody with symptoms of CV-19.</li> <li>Management must ensure that personnel who have previously reported health conditions affecting their respiratory system should seek guidance from their doctor and be interviewed prior to going to work and assessed if suitable to return.</li> <li>Operatives with severe ongoing respiratory health conditions will require suitable controls put in place such as, social distancing and use of face covering for those around the high-risk personnel.</li> <li>Operatives whose doctors deem face masks unsuitable for the wearer due to severe lung conditions will be provided with an air-fed hooded respirator (APF 20) following doctors recommendations.</li> </ul>					1	4	4
Fitness to work at start of day	If any person attends work either with Covid-19 or as a carrier of Covid-19 it is more likely that they will spread the disease to the rest of the workforce endangering the health of others	3	4	12	<ul style="list-style-type: none"> <li>Information to be sent to all personnel advising them that they are not to attend to work if they have symptoms or are living with somebody with symptoms of CV-19.</li> <li>Signage to be displayed in all welfare areas detailing the above</li> </ul>					1	4	4

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					<ul style="list-style-type: none"> <li>All personnel to attend a morning briefing where the above will be reiterated and discussed.</li> <li>All personnel will take their temperature using electronic thermometer on arrival and will return home if they appear to be suffering a high temperature.</li> </ul>			
Fitness to work during working day	If any person starts to display any symptoms during the working day it is possible that they are infectious and could pass on the disease to others	3	4	12	<ul style="list-style-type: none"> <li>Personnel must be informed and reminded every day that if they start to display symptoms, they should immediately notify their line manager by telephone or in person observing social distancing and leave site avoiding contact with any other persons. They must inform their line manager by telephone of any safety related issues that need to be addressed.</li> <li>Signs explaining the above must be prominently displayed</li> </ul>	1	4	4
Travel to work and around site	Travelling to work may result in personnel being closer than 2m apart increasing the risk of persons carrying the virus spreading it to co-travellers.	3	4	12	<ul style="list-style-type: none"> <li>Personnel must not travel to work on public transport unless there is no other way of getting to work and this should be discussed with line management. If no other means of transport can be made available then passengers should wear an appropriate mask and gloves, avoid busy times and avoid sitting close to others.</li> <li>Workers should, where possible, travel to work alone.</li> <li>Where it is not possible to travel alone workers should commute with the same travel companion every day.</li> <li>Company commercial vehicle drivers should travel around site alone – others should walk around site.</li> <li>When travelling around in a commercial vehicle windows should be kept open for ventilation.</li> <li>All unnecessary items should be removed from the cabs of commercial vehicles and the cabs should be kept clean and wiped down with disinfectant spray several times every day.</li> <li>All the above measures regarding selection of personnel should be followed.</li> </ul>	1	4	4
Hygiene and handwashing	If, despite all of the selection of personnel measures, a worker on site is carrying the virus it is possible that it might spread.	2	4	8	<ul style="list-style-type: none"> <li>The best way to protect each other is by following the PHE advice of washing hands properly and thoroughly, avoiding</li> </ul>	1	4	4

					<p>touching your face, maintaining social distancing, and coughing or sneezing into the elbow or a tissue and disposing of it.</p> <ul style="list-style-type: none"> <li>• All personnel will be asked to wash their hands thoroughly on entry to any building.</li> <li>• Workers who smoke/vape will observe social distancing in designated areas and will wash hands before and after smoking and will avoid touching surfaces between smoking and washing.</li> <li>• All personnel will be issued with individual sanitisers with high alcohol content to use throughout the day. COSHH assessments to be produced</li> </ul>			
Welfare	Personnel may not be able to socially distance during break times increasing the risk of spread of infection	3	4	12	<ul style="list-style-type: none"> <li>• Adequate facilities must be provided</li> <li>• If there are insufficient welfare facilities, then breaks will be staggered – if this is necessary than anti-bac wipes will be used by personnel leaving and entering their mess area.</li> <li>• Facilities must be provided so that personel are encouraged to distance (seats blocked off, tables spaced apart, etc)</li> <li>• Facilities must be regularly cleaned by users and cleaned during the day as usual by FM staff.</li> <li>• Adequate equipment should be available in every welfare facility to allow users to clean work areas. This should include disinfectant sprays and disposable towels.</li> <li>• Workers will be required to bring their own food and drink to site with them and will not be allowed to visit local shops.</li> </ul>	1	4	4
First Aid situations	Workers requiring first aid may be endangered or may endanger a first aider/first responder if either are infected with the virus.	2	4	8	<ul style="list-style-type: none"> <li>• If first aid is required, it should be administered. First Aiders should use their experience and training to decide what additional precautions are reasonably practicable before first aid is administered taking into account the condition of the injured worker</li> </ul> <p>All first aid to be carried out wearing a mask. CPR full face shield to be provided in FA box or personally to First aiders</p>	1	4	8

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Work situations where work can be carried out with 2m separation	Workers are protected because of the social distancing and other measures mentioned above	1	4	4	<ul style="list-style-type: none"> <li>No further action required</li> <li>Pre task brief detailing the importance of the 2m physical distancing?</li> </ul>			
Work situations where work cannot be carried out with 2m separation	Workers could contaminate each other when working in proximity	3	4	12	<ul style="list-style-type: none"> <li>Hierarchy of controls should be observed</li> <li>Generally maintaining social distancing will not be possible because of manual handling and two man lifts.</li> <li>Situation should be <b>eliminated</b> by utilising, where possible, mechanical means.</li> <li><b>Reduce</b> - Observing all precautions above to minimise the possibility that a worker is a carrier of the virus.</li> <li><b>Reduce</b> - Periods of two man lifts should be minimised by using scoots and chocks.</li> <li><b>Reduce</b> - Working within two metres of other workers should be done for as short as time as possible and operatives should try where possible not to have face to face contact.</li> <li><b>Reduce</b> - Tools should not be swapped between teams – this includes battery charges and particularly Dect phones.</li> <li><b>Isolate</b> - Work should only ever involve two operatives and operatives should be kept in the same work team. Where it is necessary for workers to travel together, they should form teams and teams should be required to mess together.</li> <li><b>Control</b> - At the end of the two man lift the object being carried must be wiped down by the operative who will continue to work on the object using disinfectant wipes.</li> <li><b>PPE</b> - Operatives working in close proximity should wear face coverings or task specific ppe as detailed in task rams</li> </ul>	1	4	8
Waste removal	Disposed of PPE may be contaminated	3	4	12	<ul style="list-style-type: none"> <li>Do not over fill rubbish bags</li> <li>Waste containing disposable PPE should be double bagged and identified.</li> </ul>	1	4	4

## **Additional Precautions at Head Office**

### **Personnel**

1. No person will attend head office if they have been in contact with anybody suffering from Covid-19 or if they feel unwell
2. Employees based at Head Office should only attend work if they are carrying out work that is business critical and cannot be carried out from home.
3. Employees who are working from home but require occasional visits to the head office will arrange their visits in advance with their line manager.

### **Arrival**

4. All visitors should wear a face mask at all times when not seated at desk.
5. On arrival all visitors should use hand sanitiser and then take their temperature and record it on the sheet at reception. Anybody recording a high temperature (above 38 degrees) should leave the building.

### **General**

6. All personnel must follow maximum occupancy levels in rooms.
7. All staff should keep their work area clean and tidy and regularly sanitise their workspace.
8. Staff should not prepare drinks or food for each other.
9. A cleaning rota is to be maintained whereby all touch points are sanitised every 2 hours throughout the day.
10. All washable towels will be removed from toilets and be replaced with paper towels and automatic soap dispensers.
11. All personnel should avoid having materials/equipment delivered to the office if it can be delivered direct to site.

**Please remember that you should only come into the office if you absolutely have to and you should not under any circumstances attend the office if you feel unwell.**

**Feel unwell – Get tested – Stay home**