

Coronavirus (COVID-19) Risk Assessment Best Practice

Assessment date: 19th July 2021

Review date: 1st December 2021

Version: 5

Site Location: India House

Site Address: Whitworth Street, Manchester, M1 6HB

Risk Assessment Prepared By: John Duggan

Activity / Scenario	Hazards/Risks Identified	Risk Rank			Control Measures	Risk Rank			Persons at Risk	Action & Monitoring Responsibility
		S	L	RR		S	L	RR		
Access & Egress to Site and Buildings	Spread of Covid 19 Contact with infected person/s Close contact or interaction with other persons Contact with contaminated surfaces	5	4	20	1) Limit all non-essential visitors to site and to the premises. Only persons directly involved in the works and management of the works allowed on site. 2) Consider staggered access start and finish times to reduce congestion and contact at start and end of shifts as no of operatives on site increases and multiple trades are on site. 3) Access to site through external walkways and not internally. 4) Anyone presenting with any of the Covid-19 symptoms of a new persistent cough, high temperature or loss of sense of taste and/or smell should not report to work or access the Office and should self-isolate in accordance with Public Health England and Government Guidelines. 5) If anyone in the same residence presents with any of the symptoms of Covid-19 of an employee or visitor then they should not report to work or access the office and should self-isolate in accordance with Public	5	2	10	Staff Visitors Members of the Public New and Expectant Mothers	Contracts Manager Site Manager

					Health England and Government Guidelines. 6) Information posters and signs will be present and displayed at all entrances to the site buildings, site office, canteen and toilets 7) Monitor site access points to enable social distancing – hold points and isolated waiting areas created at site office, welfare and around decontamination units. 8) Hand Sanitiser station's positioned at entrance to site, site office / welfare. All workers to wash or clean their hands before entering or leaving the site and moving between various site areas. 9) Regularly clean touch points including glazing and handles to building, decontamination units, access points to welfare etc.					
Travel to and from site	Spread of Covid 19 Contact with infected person/s Close contact or interaction with other persons Contact with contaminated surfaces	5	4	20	1) Travel to the site should be undertaken where possible either by traveling solo in a motor vehicle, by walking or cycling. In the event of the requirement to use public transport, staff should wear face masks/coverings at all times and wash hands immediately on arrival to work. 2) If in busy areas surrounded by large groups of people, face covering should be considered to be worn. 3) Where multiple persons are required to travel in a vehicle or crew cab van, reduced occupancy to be considered along with empty seats between passengers where possible, passenger where possible should	5	2	10	Staff Visitors Members of the Public New and Expectant Mothers	Contracts Manager Site Manager

					sit back to back or side on dependant on vehicle seating configuration. Windows should be opened to improve ventilation and air circulation. Hand Sanitiser to be available in all company vehicles for cleaning of hands on entering and exiting vehicles.					
Receiving Deliveries / Loading and Unloading to site	Spread of Covid 19 Contact with infected person/s Importing of contaminated goods Close contact or interaction with other persons Contact with contaminated surfaces	5	4	20	1) Any unplanned visits may be turned away in the event of other vehicles/teams being present. 2) Limit the number of vehicles/teams permitted to access dependant on the loading area at any one time. 3) Person/s teams should be turned around in shortest possible time, once loaded leave the area immediately and not be allowed to congregate. 4) Persons loading or delivering to stand at designated good receipt points demarcated by signage, maximum 2 persons/teams at any one time. 5) For any access where required and essential into the site by delivery drivers social distancing to be followed at all times where possible, persons to stick to designated demarcated walkways spaced at minimum 2m intervals where applicable. 6) All persons to use hand sanitiser prior to entering the site, before and after handing goods. 7) All goods to be disinfected by site teams prior to leaving site and returning to the Rhodar warehouse. 8) Goods received into site to be placed into	5	2	10	Staff Visitors	Site Manager

					goods received quarantine area at vehicle entrance. Where practicable external packaging to be removed immediately and disposed. Where not possible all items including plant and equipment to be cleaned/sprayed with disinfectant prior to being stocked into the site stores					
					9) Hands to be washed immediately following handling of plant, equipment and consumables.					
Manual Handling (& Manual Handling requiring 2 person lift within 2m of each other)	Spread of Covid 19 Contact with infected person/s Importing of contaminated goods Close contact or interaction with other persons Contact with contaminated surfaces	5	3	15	1) Consideration should be given to whether the task needs to be conducted and if so consider the use of manual handling aids such as ramps and/or high lift pallet trucks to enable single person loading of large or heavy items. 2) Items should be split down where possible into smaller loads allowing single person handling. 3) 2 person manual handling to be carried out only where no alternative option or manual handling aid allowing single person operation is available or suitable. 4) Where possible load to be handled lengthways on allowing for maximum distance between the 2 individuals. 5) Persons handling load when opposite each other should position face and open shoulders in direction of movement so individuals are not face on. 6) If in close proximity staff should wear face coverings or P3 disposable masks when working within 2m of each other.	5	1	5	Staff Visitors	Site Manager Site Supervisor

General Site Activity	Spread of Covid 19 Contact with infected person/s Close contact or interaction with other persons Contact with contaminated surfaces	5	3	15	1) All persons should wash hands or sanitise on a regular basis throughout the working day and each time a person moves between the site areas where hand washing or hand sanitising facilities are available. 2) All persons should maintain a suitable social distance from each other and other building users. Where this is not possible additional measures should be in place such as face coverings, screens etc 3) Where applicable, site personnel should adhere to signage as posted and maximum room occupancy limits where posted. 4) All site staff restricted from accessing the site office areas unless essential. In the case of access being required access should be kept to a minimum. 5) Ventilation to be improved to site areas, office and welfare by opening windows and doors. 6) Staff should practice good respiratory hygiene (i.e. covering the mouth and nose when coughing, sneezing and spitting). If staff cough/sneeze/spit, this should be done into a tissue with disposal of used tissues appropriately, followed by immediate hand washing/sanitising.	5	2	10	Staff Visitors	Site Manager
Working from Site Office / Desk space	Spread of Covid 19 Contact with infected person/s Close contact or interaction with other persons Contact with contaminated surfaces	5	4	20	1) All staff to be issued with designated work station, work stations not to be used by other staff where possible 2) Desks to be disinfected regularly. 3) Desks and work stations to be kept clear at all times with no accumulation or build-up of unnecessary paperwork/files etc. 4) Anti-bacterial cleaner and wipes to be allocated office to allow regular cleaning and disinfecting of desks, laptops and stationary etc	5	1	5	Staff Visitors	Contracts Manager Site Manager

Use of Office Equipment / Stationary etc	Spread of Covid 19 Contact with infected person/s Close contact or interaction with other persons Contact with contaminated surfaces	5	3	15	1) All persons should use their own stationary where possible and equipment to include, pens, rulers etc. These should be named and used by the named individual only. 2) Any unidentified loose lying or discarded stationary to be immediately disposed of and hands cleaned immediately following handling. 3) All persons should wash hands or use sanitiser on a regular basis throughout the day and before and after each use of shared items such as signing in book pen hole punches etc. Shared items to be cleaned a minimum of twice daily using antibacterial cleaner.	5	1	5	Staff Visitors	Contracts Manager Site Manager
Site Communications	Spread of Covid 19 Contact with infected person/s Close contact or interaction with other persons Contact with contaminated surfaces	5	4	20	1) Verbal Communication should be carried out by persons positioned at a suitable distance away from each other. 2) Persons should refrain from shouting over larger distances and reduce the distance of the communication but maintaining social distancing. 3) 2 radios should be issued out at the commencement of each shift to a designated individual who should disinfect the handset prior to use, the handset must remain in the sole possession of the designated individual and must not be passed for adhoc use to other users. 4) Where transfer of users is essential or hand sets needs to be reallocated they should be cleaned and disinfected by the user prior to handing back and re-cleaned by the recipient on receipt.	5	2	10	Staff Visitors	Site Manager Site Supervisor

					5) Individuals should only use their own phones only and should not pass the phone to other individuals mid-call. Where the supervisors phone needs to be used by site personnel, this should be for essential means only where alternatives are not available and disinfecting and cleaning takes place between users.					
Meetings. Inductions & Briefings	Spread of Covid 19 Contact with infected person/s Close contact or interaction with other persons	5	3		1) Only hold essential meetings and conduct meetings with the minimum persons in attendance. 2) Only hold meetings in the office/welfare area where absolutely essential and other alternatives are not suitable. 3) Use TEAM's or conference calls where possible. 4) Hold meetings externally where weather permits 5) Keep attendees to the minimum required.	5	1	5	Staff Visitors	Contracts Manager Site Manager
Break Times / Use of Welfare Areas	Spread of Covid 19 Contact with infected person/s Close contact or interaction with other persons Use of contaminated utensils and/or cups/glasses	5	3	15	1) Over crowding in welfare areas should be avoided. 2) External seating and table areas created. 3) Persons to wash hands before preparing and/or eating food or drinking. 4) Persons encouraged to bring a packed lunch or food to prepare on site rather than leaving site to go for lunch risking possible interaction with possible infection sources. 5) All multi use and shared cutlery, glassware, mugs and crockery etc to be discarded. Persons to be bring in their own personal issue crockery, mug, reusable drinking bottle etc all named for personal use only. 6) Any use of personal cups, crockery etc	5	1	5	Staff Visitors	Site Manager

					should be removed and washed immediately after use and then stored.					
					7) Food preparation and dining areas to be cleaned after each use.					
Plant and Equipment	Spread of Covid 19 Contact with infected person/s Close contact or interaction with other persons Contact with contaminated surfaces	5	4	20	1) All Rhodar plant and equipment will have been cleaned prior to leaving the warehouse and can be placed direct into site areas on arrival to site. 2) Any 3rd party hire equipment or direct delivered equipment to be placed into quarantine areas and then disinfected prior to being taken into site. 3) Site equipment and tools to be cleaned and disinfected on a regular basis. 4) All plant and equipment to be cleaned and disinfected prior to being removed from the building / site. 5) Hand tools to be cleaned and disinfected prior to being used by others.	5	2	10	Staff	Site Manager Supervisor
Use of Decontamination Unit	Spread of Covid 19 Contact with infected person/s Close contact or interaction with other persons	5	4	20	1) Operatives must not congregate and must maintain social distance when waiting to enter the decontamination unit. 2) Additional decontamination unit allocated to site to ease congestions and improve social distancing capability. 3) Supervisor to monitor to ensure steady flow of personnel and to ensure no overcrowding. 4) Decontamination Unit to be cleaned routinely. 5) All masks to be cleaned and restored immediately by individuals and not allowed to remain in DCU or hanging on hangers when next person uses shower.	5	2	10	Staff Analyst	Site Manager / Supervisor

Lodging away	Spread of Covid 19 Contact with infected person/s Close contact or interaction with other persons	5	4	20	1) Where operatives are required to work from away from home, suitability check to be undertaken to ensure accommodation selected has suitable Covid-19 measures in place and social distancing can be achieved. 2) Twin Bedrooms are to be of sufficient sizes that bed have sufficient spacing for social distancing. 3) Rooms must have suitable ventilation and/or opening windows 4) Individuals sharing rooms will be paired with the same room mate for consecutive weeks and will form a work bubble which will include travelling to and from work in the same vehicle and working on the same work site. 5) Travel and lodge bubbles will be maintained at all times where possible to prevent mixing of personnel and additional contact points. 6) Teams to be issued with disinfectant and cleaning materials to enable regular cleaning of touch points and sanitation of room at regular intervals.	5	2	10	Staff	Operations Managers Contracts Managers
Assessing Injured person/s or casualty and/or administering first aid	Spread of Covid 19 Contact with infected person/s Close contact or interaction with other persons	5	4	20	1) Social distancing does not need to be adopted during the assessment of an injured person or casualty. 2) Casualty and First Aider to wash hands or sanitise before treatment or assessment. 3) Casualty and/or First Aider to wear face coverings or disposable masks if available during assessment and administering of first aid for minor or non-life threatening injuries.	5	2	10	Staff Visitors Members of the Public New and Expectant Mothers	Designated First Aiders:

					4) In the event that only minor injuries are sustained or require treatment and the injury allows the injured person should be moved to external areas if possible to improve ventilation for the period of treatment or improve ventilation in the current area by opening doors and window to improve ventilation.					
Evacuation of Building / Site during emergency	Spread of Covid 19 Contact with infected person/s Close contact or interaction with other persons	5	3	15	1) In the event of an emergency requiring evacuation persons should exit the building via nearest available exit in the fastest possible time and assisting others where required. Priority should be placed on the timely evacuation of the building so social distancing will not be necessary or required during the period of evacuation. 2) Once clear of the building and exit points all persons unless assisting a vulnerable or injured person should immediately re-establish social distancing process whilst proceeding to and once arrived at the muster point. 3) Ensure that at least one fire marshall is present within the building at all times	5	2	10	Staff Visitors Members of the Public New and Expectant Mothers	Site Supervisor / Designated Fire Marshalls
Person develops or presents with Covid-19 symptoms whilst at work	Spread of Covid 19 Contact with infected person/s Close contact or interaction with other persons passing on infection.	5	4	20	1) Any developing symptoms whilst on the premises or at work should be immediately removed into an isolated area, either externally weather permitting or within the warehouse. 2) The person will be given a disposable mask or face covering and hand sanitiser to clean hands. 3) If the person has their own mode of transport they will immediately make their	5	3	15	Staff Visitors Members of the Public New and Expectant Mothers	All staff

	Contamination of surfaces and touch points				way home leaving any company property at the workplace, only taking home personal belongings. 4) In the event the person is a non-driver or has no mode of own transport, efforts will be made to arrange transportation with an immediate member of the family or person to whom the affected person resides with who will also need to self-isolate once at home. Where no other alternative is available to transport the person, the individual will be transported in a Rhodar vehicle. Transportation will take place where possible with the individual sitting in the rear seating of a 6 seater vehicle or the far passenger seat of a 3 seater vehicle. 5) Following drop off and on returning to the office the driver will immediately remove all disposable clothing and place into waste bags. The van will be placed into quarantine and immediately deep cleaned. 6) The site will be closed immediately and staff on site at the time sent straight home. 7) Any persons sent home showing symptoms should carry out self-isolation in accordance with Public Health England and Government guidelines before returning to work.					
Outbreak in the workplace	Spread of Covid 19 Contact with infected person/s	5	4	20	1) All attendance in the workplace and to site to be recorded including dates and times of attendance and records kept for a minimum of 21 days. 2) Keep records of all visitors including contact details and addresses and records	5	2	10	Staff Visitors	Site Managers Supervisors

	Close contact or interaction with other persons Contact with contaminated surfaces				3) Any notification of an outbreak or suspected outbreak to be reported to Rhodar SPOC Katie Metcalfe who will contact local public health authorities and assist with specific details and contact tracing information. 4) In the event of an outbreak at work, offices to be immediately closed and deep cleaning undertaken. 5) All staff in contact with infected persons as defined by PHE to self-isolate under government guidelines.					
Use of Hand Sanitiser	Dermatological effects on skin Occupational Dermatitis	3	4	12	1) COSHH assessment to be undertaken for hand sanitisers in use. 2) Where possible and in line with product availability hand sanitiser with moisturiser should be sourced. 3) Barrier cream and moisturiser to be provided.	3	3	9	Staff	Regional Manager
Individuals attending work with low or adverse mood	Mental impairment of staff or visitors Harm themselves or others Suicide	5	4	20	1) Regular contact to me made with staff either working at home or on Furlough to maintain communications and check on Wellbeing and to also continue to make people part of the business. 2) Holding of regular conference calls, TEAM's meetings and Whats App Group Chats. 3) Continue to provide and promote availability of employee assistance programme and mental health awareness throughout the coronavirus pandemic.	5	2	10	Staff	Regional Director Regional Manager Site Manager HR

					4) Provide assistance to employees and guidance on financial and other support available globally from the likes of lenders, utility companies etc to ease any financial impact concerns individual's may develop during the pandemic.					
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KEY:

S = Severity Rating

L = Likelihood of Occurrence

RR = Risk Rating

1. Negligible

2. Minor Injury

3. Major Injury (RIDDOR)

4. Fatality

5. Multiple Fatality

1. Improbable

2. Remote 1 – 10%

3. Possible 10 – 50%

4. Probable 50 – 90%

5. Almost certain 90%+

	5	5	10	15	20	25
4	4	8	12	16	20	
3	3	6	9	12	15	
2	2	4	6	8	10	
1	1	2	3	4	5	
	1	2	3	4	5	

Severity

Likelihood

R
O
Y
G

Unacceptable risk, plan out or add further controls

Acceptable only if no other method viable and with high level controls in place

Acceptable with suitable controls

Acceptable, no further action required

Risk Assessment Prepared by (Name): Andy Fisk

Signature: A Fisk

Date: 06/10/2021

Risk Assessment Approved by (Name):

John Duggan

Signature: _____

Date: 06/10/2021