

RISK ASSESSMENT – HERON HOUSE WORKING SAFELY DURING COVID-19	REF NO: HS 3.0.4	FIRST ISSUE: 16/03/2020
	REVISION DATE: 08/07/2020	REV NO: 03

RISK ASSESSMENT (KEY ITEMS)

LIKELIHOOD (L) = Frequent (5) – Probable (4) – Occasional (3) – Improbable (2) – Incredible (1)
SEVERITY (S) = Catastrophic (5) – Major (4) – Serious (3) – Significant (2) – Minor (1)

RISK (IR/RR) = LIKELIHOOD x SEVERITY

NO.	Activity	Initial Risk			Risk Control Measures	Residual Risk			Mitigation Ownership	
		L	S	IR		L	S	RR	Responsibility	Monitoring Responsibility
1	General Control - Spread of Virus	5	4	20	<ul style="list-style-type: none"> Do not leave the house if you are showing signs / symptoms (Dry Cough and fever) Stay at home and self-isolate Maintain social distancing of 2m where possible, if not possible stand side to side or back to back NEVER face to face Wash your hands more frequently Catch it, Kill it, Bin it Unnecessary touching of surfaces must be avoided No Spitting No skin to skin contact Staggered start times & break times to stop congestion of shared areas Access to Heron House restricted for non-essential visitors Use open spaces for meetings and attendance limited to absolutely necessary participants only When using a meeting room it must be well ventilated (open windows), participants kept 2m apart & sharing of hardcopy documents etc to be avoided, use electronic media. Hand sanitiser to be used when entering & leaving room. 	1	4	4	All employees	Everyone we all have a role to play Managers/Supervisors to monitor control measures are being observed

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					<ul style="list-style-type: none"> • Travel to meetings requires Director approval – use of electronic media recommended i.e. Microsoft teams etc • Clinical vulnerable employees to either work from home, if possible, or furloughed if not 					
2	Developing symptoms of coronavirus	5	4	20	<p>If you develop any symptoms of coronavirus you <u>must</u> self-isolate for a minimum of 7 days.</p> <ul style="list-style-type: none"> • DO NOT leave your home for any reason • DO NOT go out to buy food or collect medicine – order them by phone or online, or ask someone else to drop them off at your home. • DO NOT have visitors, such as friends and family, in your home • After 7 days: if you do not have a high temperature, you DO NOT need to self-isolate. • If you still have a high temperature, YOU MUST keep self-isolating until your temperature returns to normal • You DO NOT need to self-isolate if you just have a cough after 7 days. A cough can last for several weeks after the infection has gone. <p>If you live with someone who has symptoms:</p> <ul style="list-style-type: none"> • YOU MUST self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear. 	1	4	4	All employees	Everyone we all have a role to play

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					<ul style="list-style-type: none"> • If you get symptoms, YOU MUST self-isolate for 7 days from when your symptoms start, even if it means you're self-isolating for longer than 14 days. • If you do not get symptoms, you can stop self-isolating after 14 days. • Refer to the Government and NHS websites for latest up to date information 					
3	Developing symptoms at work	3	4	12	<ul style="list-style-type: none"> • Inform your line manager immediately preferably by phone. • You need to self-isolate as per Item 2 above. • Place your PPE in a sealed bag before placing in a bin • If you have driven / cycled / walked to work return to home using social distancing methods and enter into self-isolation as per item 2 above • If you have travelled by public transport return home keeping social distancing and if possible do not touch any surfaces, cover your mouth by the elbow method if coughing and enter self-isolation 	1	4	4	Employees	Everyone we all have a role to play
4	Contacted by NHS Test & Trace Service	2	2	4	<ul style="list-style-type: none"> • Comply with the Services advice with regard to self-isolation and what to do if you develop symptoms • Inform your line manager immediately preferably by phone 	1	2	2	Employees	Everyone we all have a role to play

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5	Travel to and from work - catching / spreading the virus	5	4	20	<ul style="list-style-type: none"> Where possible use your own transport to travel to work i.e. Car, Bike, Walk If sharing transport is unavoidable journeys should be shared with the same individuals and with the minimum number of people at any one time Ensure good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces Wash your hands with soap and water or sanitizer on arrival to site and when leaving – do this for at least 20 seconds. 	1	4	4	All employees	Everyone we all have a role to play
6	Travel to and from work on Public Transport - catching / spreading the virus	5	4	20	<ul style="list-style-type: none"> Avoid public transport where possible. Face masks must be worn when travelling on public transport If public transport is the only option avoid travelling in rush hours and ensure to wash your hands as soon as possible after completing your journey. Wash your hands with soap and water or sanitizer on arrival to site and when leaving – do this for at least 20 seconds. 	3	4	12	All employees	Everyone we all have a role to play
7	Hygiene	2	4	8	<ul style="list-style-type: none"> Cleaning regime in place for shared areas, and employees also required to wipe down these areas after use i.e. door 	1	4	4	All employees & visitors	Managers/Supervisors to monitor control

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				<p>handles, taps, key pads, table/preparation surfaces etc</p> <ul style="list-style-type: none"> • Wash your hands with soap and water more frequently – do this for at least 20 seconds. Use hand sanitiser gel if soap and water are not available • Wash your hands, on arrival to Heron House site, before smoking, before entering the canteen/kitchen, before eating, when leaving site and as soon as you get back home. • If you sneeze / cough, try and do this in a tissue or your elbow. Put used tissues in the bin immediately and wash your hands afterwards. • Do not touch your eyes, nose or mouth if your hands are not clean • Keep a minimum distance of 2m from all personnel and public where practicable • Employees to keep your own work areas clean and tidy. Office staff to wipe down desks daily • Wipe down tools frequently with wipes and bin immediately • Do not share PPE with other people. This is personal PPE so keep it this way! Wipe down your PPE at the end of each shift & store safely. Reusable PPE is to be bagged and binned after each use. • Office bins to be emptied daily into outside Biffa waste containers 					measures are being observed
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8	Working activities	5	4	20	<ul style="list-style-type: none"> • All workshop briefings are to be held in open areas where possible. This can be at the work face where the works will take place. Maintain 2m distancing • Keep a 2m distance from others when accessing your work area (ask others to move out of your way if this is not possible) • Social distancing measures have been put in place within work areas to reduce social interaction between people, ensure you abide by these controls and maintain the 2m rule. • Office staff - Do not share desk space only use the desk you have been allocated • If face to face working is essential to carry out a task when working within 2 metres: Speak to you Supervisor to assess if the task can be undertaken by another means. If it is unavoidable keep this time to a minimum & wear a face covering. • Avoid skin to skin contact at all costs. • Do not share PPE with others • If using single use PPE dispose of correctly in a sealed bin • Avoid touching your face & avoid unnecessary touching of surfaces • Wipe down shared tools/ equipment after each use and dispose of the wipes into bin i.e. crane remotes, steering wheels, machine controls etc 	1	4	4	All employees	DAM Supervisors and Managers
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9	Breaks in the workshop canteen	5	4	20	<ul style="list-style-type: none"> Adhere to staggered break timings and access rules When using the site canteen facilities clean your hands on entry and egress, Avoid unnecessary touching of surfaces Be polite and patient at all times as there may be queues Respect the facilities & clean up after yourself Bring in your own pack lunches, flasks and bottled drinks. Keep to the 2m rule whilst utilising the canteen, sit at least 2m apart unless they are in your allowed social bubble 	1	4	4	Employees	DAM Supervisors and Managers
10	Office Kitchen				<ul style="list-style-type: none"> Access limited to one person at a time Following use wipe down surfaces, taps, handles before exiting 				Employees	DAM Supervisors and Managers
11	Use of Changing Room facilities	5	4	20	<ul style="list-style-type: none"> Keep to the 2m rule, only enter if safe distancing can be maintained Overalls for cleaning to be put Johnson Cleaners bag for weekly collection Be polite and patient at all times as there may be queues Respect the facilities & avoid unnecessary touching of surfaces Store all personal items & workwear in your locker to safeguard others 	1	4	4	Workshop employees	DAM Supervisors and Managers
12	Deliveries to Heron House	5	4	20	<ul style="list-style-type: none"> None business deliveries are prohibited Upon arrival Delivery Driver to telephone the contact on the delivery note or call 	1	4	4	Delivery Driver Yard Operative Employees	DAM Supervisor / Manager

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					<p>number displayed on Heron House main entrance door to notify arrival of the delivery and follow instructions given.</p> <ul style="list-style-type: none"> • Where possible the delivery drivers are to remain within the vehicle. • Where chains and straps need to be released the driver will do so wearing PPE and then return to the cab before operatives access the load maintaining 2m distancing • Small packages delivered via couriers are to be off loaded by the driver and left in small deliveries cabin • Wipe down small parcels, if possible, and wash hands following contact • Dedicated toilet facility provided for deliver drivers use only 					
13	Fire on site	3	5	15	<ul style="list-style-type: none"> • Employees to follow DAM emergency action plan • In general this will involve: <ul style="list-style-type: none"> ○ Sounding the alarm ○ Notify your line manager ○ Walk to the designated muster point keeping to social distancing if possible ○ Await further instructions while maintaining social distancing 	1	5	5	DAM management	DAM management and employees
14	Accident/Incident - Minor cuts / bumps	3	4	12	<ul style="list-style-type: none"> • Stop work and inform your supervisor / line manager • Attend the first aid room / designated area 	1	4	4	All employees	SHEQ Manager / DAM Directors

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					<ul style="list-style-type: none"> The first aider will ask you to clean your cut / abrasion and apply a plaster / bandage yourself Fill in the accident book And if capable and safe to do so return to work 					
14	Major Accident on site	3	4	12	<ul style="list-style-type: none"> Stop work immediately Call 999 Inform line managers Follow DAM Emergency Action Plan Wash hands if the 2m rule has been breached 	1	4	4	All employees	SHEQ Manager / DAM Directors
15	Auditing, Monitoring compliance	3	3	9	<ul style="list-style-type: none"> Supervisors and Managers to regularly monitor the workforce to ensure compliance with all the above SHEQ Manager & DAM Directors to undertake frequent site tours to ensure compliance is being met 	1	3	3	Supervisors/Managers	SHEQ Manager & DAM Directors

Face coverings

Wearing a face covering is optional and is not required by law, including in the workplace. Evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

Face coverings are not the same as the PPE used to manage dust, fumes and sprays and should not be used instead of task specific RPE/PPE.

If you choose to wear a face covering it is important to follow the safety guidance below:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, 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.

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- 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.
- Social distancing must still be followed, wherever possible, even if you are wearing a face covering

Further advice with regard to COVID-19 can also be obtained from the following websites:

<https://www.gov.uk/coronavirus>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.hse.gov.uk/news/coronavirus.htm>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

Mental Health Awareness

If you find yourself struggling with your mental health please speak to someone; be that someone close to you or one of the contacts below:

- Your local GP
- Samaritans – 116 123
- DAM Mental Health First Aiders (anything you discuss with the below will be treated with the strictest confidence):
Ben Cooper - 07772 793862 Amanda Roberts - 07496 101948 Eldon Warwick – 07494469479 Artus Ruzgas – Heron House (night shift)
- Full list of other mental health helplines can be found at <https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/>

We recognise that not everyone feels comfortable talking about their feelings or personal situation. If this is you, then you could try downloading the free app called ‘Construction Industry helpline’.



The app is aimed at construction workers who would like to find out more information about how they can perhaps help themselves or if necessary, take the next step in seeking professional help.

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REMEMBER: Travel safe, work safe and stay safe!



UK Government



CORONAVIRUS STAY ALERT TO STAY SAFE

Go to gov.uk/coronavirus

STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES



HM Government



Coronavirus

Wash your hands with soap and water more often for 20 seconds



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

Use a tissue to turn off the tap.
Dry hands thoroughly.



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Briefing Record

Briefing given by:

Name	Position	Signature	Date

Briefed to: (By signing below, I confirm that I have received and understood the briefing for this task.)

Name	Signature