Project – All projects

Project: All projects	Date:	Contract No: All contracts	Assessor:	Review date

Hazards	Risk Before			Who might be harmed	Control measures	Risk After		
	L	S	R			L	S	R
Coronavirus • **COVID 19** Exposure to others due to: 1. Living with someone with a confirmed case of COVID-19 2. Having come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19 3. Being advised by a public health agency that contact with a diagnosed case has occurred.	4	4	16	**Stonbury Employees** **Vulnerable employees who fall into the at risk groups identified by GOV.UK** **Clients** **Visitors** **Sub-contractors** **Other contractors on site** **General Public (including trespassers)** **Anyone else who physically comes into contact with you in relation to your business.** **Young Workers**	These are unprecedented circumstances and we must comply with the latest Government advice on COVID-19 (Coronavirus) at all times. Health and safety requirements must not be compromised and where it is not possible to undertake an activity safely due to lack of suitably qualified people being available or because of the requirements of social distancing please stop work and report to your Line Manager. **<u>Procedure if someone becomes ill</u>** Anyone who is showing signs of, or are suffering with, any of the following should not come to site: • Has a high temperature or a new or persistent cough • Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant) • Is living with someone in self-isolation Anyone who develops a high temperature or persistent cough while at work should: • Leave site and return home immediately • Avoid touching anything • Cough or sneeze into a tissue and dispose of the tissue in a bin; if they do not have a tissue, cough or sneeze into the crook of their elbow • Follow the current guidance on self-isolation and not return to work until their period of isolation is complete **<u>Travelling to Site</u>** • All employees travelling to sites will be issued with 'Freedom of Movement' or 'Key Worker Status' documentation from the Client • All site based employees should travel to site alone. • Where an individual is a non-driver arrangements have been made for vehicles to be provided which will allow individuals to travel as a passenger, in a rear seat where a seat belt is available and maintain the '2 metre' social distancing rule. At site consider the following situations: • Parking arrangements • Provision of hand cleaning facilities at entrances and exits. This should be soap and water where possible or hand sanitiser • If an individual reports to work showing signs of COVID-19	2	4	8

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					Social Distancing Social distancing measures are steps that you must take to reduce social interaction between people. This will help reduce the transmission of COVID-19. Everyone should follow these measures as much as is practicable. You must: • Avoid contact with another individual displaying symptoms of COVID-19 • Travel to site alone except where additional arrangements are made for non-drivers • Ensure that a 2-metre distance is maintained in any work area between all individuals present • Plan tasks so that you spend the shortest time possible close together • If you have to work within 2 metres from your colleague: - Maintain 2 metres distance when possible - When working indoors, maximise air movement if possible - Wear your Company issued Sundstrom FFP3 half face mask • Plan tasks so that you spend the shortest time possible close together • Wash hands or use sanitiser directly before and after carrying out the work activity **Personal health & hygiene including hand washing** There are general principles to follow that will help prevent the spread of COVID-19 including: • Washing your hands more often with soap and water for at least 20 seconds; use hand sanitiser where soap and water is not available • Use paper towels to dry hands; where sanitiser used allow sanitiser to dry naturally • Avoid touching your eyes, nose and mouth with unwashed hands • Avoid close contact with people who have symptoms • Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands or use hand sanitiser • Clean and disinfect frequently touched objects and surfaces • Ensure DEB hand station is stocked • Keep hydrated by drinking plenty of water When you return home take of your work wear and shower before changing into you home clothes. All work wear to be washed at 60 degrees. Clean and disinfect all door handles that you may have touched. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ **Personal Protective Equipment & Respiratory Protective Equipment** • Wear the standard 5 points of PPE (hi-vis vest/ jacket, safety footwear, hard hat, eye protection and gloves			

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					• Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Wearing of gloves is not a substitute for good hand washing. • Single use PPE must be disposed of so that it cannot be reused • Where RPE is a requirement for risks associated with the work being undertaken the following measures must be followed: - Use the face mask that you have been issued with by the Company. Do not share your mask with anyone else - Tight-fitting respirators, such as the Sundstrom half mask, rely on having a good seal with the users face - Ensure you have the correct filter for the work activity (FFP3) - Filters should be removed and both the interior and exterior surfaces of the face piece wiped carefully with disinfectant wipes. When dry the face piece should be stored in a sealed polythene bag (or sealable box) in clean, dry conditions, away from direct sunlight, sources of high temperature, petroleum and solvent vapours - Masks should be dismantled and cleaned with warm soapy water after long term use and at regular intervals (see Toolbox Talk Sundstrom Masks - Maintenance of Respirators *currently being written)* All wearers of face masks issued by the Company must have a face fit test to ensure the respiratory protective equipment (RPE) can protect the wearer. Face masks will not be provided as a precaution against the virus as there is no proven evidence that these provide protection; in some cases they may even help spread the virus **Welfare** Social distancing must be maintained in the welfare area at all times. • Break times should be staggered to reduce congestion in the welfare area or use your own van to ensure social distancing can be maintained • Avoid large and small gatherings with colleagues as infections spread easily in closed spaces where people gather together. • Bring your own food and drink from home • Do not make drinks for others • Do not share food with others • Ensure all waste is immediately binned, throughout the day Enhanced cleaning procedures must be in place particularly in communal areas and at 'touch' points including: • Taps and washing facilities			

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					• Toilet flush and seats (portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently) • Door handles and push plates • Hand rails and staircases and corridors • Lift and hoist controls • Machinery and equipment controls • Food preparation and eating surfaces • Shared communication equipment (telephones, iPads etc) • Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. Welfare areas must be wiped down with appropriate cleaning products throughout and at the end of the day along with frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles and light switches.			
Coronavirus • **COVID 19** **First Aid** Injury to site based persons Injury to others on site	**3**	**4**	**12**	**Stonbury Employees** **Sub-contractors** **Contractors** **Visitors to Site** (Client/ Delivery Drivers)	**Provision of First Aid** Time taken for the emergency services to get to site in an emergency situation may make all the difference. Some of our sites are remote and/ or difficult to find. Emergency services are currently stretched due to the current COVID-19 situation. • Ensure that there is at least one site based person trained in First Aid. • Ensure all personnel know who the First Aider is • Check First Aid kits weekly as a minimum • Ensure that the nearest A&E location is documented, the route known and available to the team should a decision be made that site transports the casualty to hospital. Post a copy on a notice board where available • Use 'What3Words' to give a specific site location. Document on site documentation or on a notice board if available • Record and report any first aid incidents			
Coronavirus • **COVID 19** **Deliveries to site**	**4**	**4**	**16**	**Stonbury Employees** **Visitors** (Delivery Drivers)	**Monitor site access points to enable social distancing and reduce congestion** • All deliveries to be pre-arranged and time of delivery known • Third party delivery drivers to park in designated areas • Drivers to remain in vehicle where possible or social distancing measures to be maintained • Welfare facilities must be made available to drivers if requested – Driver to follow Welfare cleaning regime after use; Stonbury staff to clean before use	**1**	**4**	**4**
Coronavirus • **COVID 19**	**4**	**4**	**16**	**Stonbury Employees**	**Site meetings** • Only absolutely necessary meeting participants should attend	**1**	**4**	**4**

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Operational Site Meetings				**Sub-contractors** **Client**	• No handshakes • Attendees should maintain the social distancing rules and be two metres apart from each other • Rooms should be well-ventilated/ windows open to allow fresh air circulation • Consider holding meetings in open areas where possible			
Coronavirus • **COVID 19** **Workplace Health & Wellbeing (including Metal Health)**	**2**	**4**	**8**	**Stonbury Employees**	**Workplace Health and Wellbeing** • Workplace health and wellbeing (including mental health) will be managed through regular surveys followed by the implementation of support packages provided by Stonbury's Wellbeing and Mental Health delivery partner, Arthur Ellis. • Provision of an Employee Assistance Programme and healthcare benefits through Stonbury Benefits package	**1**	**4**	**4**
Coronavirus • **COVID 19** **Expired Training**	**2**	**4**	**8**	**Stonbury Employees**	Measures are being put in place to manage expiry of training where renewal will not be able to take place during 'lockdown'. This will be monitored and reviewed as an ongoing priority by the Training Department. • EUSR National Water Hygiene – this cannot expire. Training Department monitoring expiry dates • Confined Spaces – an online course will be completed and validity of current training extended by three months. Training Department monitoring expiry dates • First Aid – an online course will be completed by individuals and validity of current training extended by three months. Training Department monitoring expiry dates	**1**	**4**	**4**
Coronavirus • **COVID 19** **Statutory Inspections**	**2**	**4**	**8**	**Stonbury Employees** **Sub-contractors**	• Equipment that is legally subject to Written Schemes, Statutory Inspections or Thorough Examinations must be maintained, tested and inspected. Where there is a requirement for a third party to attend site to complete maintenance or inspection activities they must comply with site rules and the documented control measures regarding good hygiene practices and social distancing measures • Portable appliance testing to be carried out at Stonbury stores.	**1**	**4**	**4**
Coronavirus • **COVID 19** **Conflict Resolution** Aggressive persons Physical attack Verbal attack	**2**	**3**	**6**	**Stonbury Employees**	If you are threatened or attacked, verbally or physically by a member to the public try to stay as calm as you can and remember: • Always try and distance yourself from the situation • Think about your body language – do not point your fingers or clench your fists • Do not shout or raise your voice unnecessarily • Do not invade the person's personal space • Be assertive but not aggressive if the individual is under the influence of drugs or alcohol • Do not retaliate. Physical self-defence should only be used as a last resort – you could be legally liable for assault • Report any threats or attacks to your Line Manager and the QSE department. • If the situation escalates and gets out of hand call 999 – Police.	**1**	**3**	**6**

20 Second Rule – Before starting a task look around your place of work and consider any potential risks. If any identified take immediate corrective action. Don't take chances with the Health and Safety of you or others.

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Stonbury's Risk Assessment and Risk Evaluation Matrix

The Risk is scored against the following system:-

Likelihood:	5 = Certain	4 = Probable	3 = Likely to Occur	2 = May Occur	1 = Unlikely
Consequence:	5 = Multi Fatality	4 = Fatality	3 = Major Injury	2 = RIDDOR 7 Day Injury	1 = Non reportable Accident

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

Risk Score	User Friendly Score
17-25	Very High
10-16	High
4-9	Medium
2-3	Low
1	Non

Risk Score = Likelihood x Consequence