

**SITE RISK ASSESSMENT**

Date of Issue: 13/07/2020  
Assessor: Amanda Hurrell - Health & Safety Advisor

Ref: Covid – 19

		Impact		
		Low	Medium	High
Probability	High	low	medium	high
	Medium	low	medium	medium
	Low	low	low	low

OPERATION BEING CARRIED OUT: Covid-19

HAZARDS	WHO IS AFFECTED	INITIAL RISK RATING	PREVENTIVE / CONTROL MEASURES	RISIDUAL RISK RATING
Transmission of Covid-19	Employee / Operative / Other site Personnel	High	<p>Any employee and operatives with symptoms, is self-isolating, is within 14 days of someone in their household showing symptoms, has been contacted by track &amp; trace will not report for work, or travel to site. Symptoms include, high temperature, continuous new cough, loss or change to sense of smell or/and taste</p> <p>If an employee or operative develops symptoms, they must inform their manager immediately, leave sight immediately, avoid touching anything, return straight home, get a coronavirus test.</p> <p>They must then follow the guidance on self-isolation and not return to work until they have received a negative test result, or, in the event of a positive test result, their period of self-isolation has been completed.</p> <p>If an employee or operative suspects or observes another individual has coronavirus symptoms, they will report their concerns to the site contact and the Contracts Manager immediately.</p> <p>Employees and operatives how are shielding or are vulnerable must follow current government guidance</p> <p>Works will not be carried out in properties where individuals are shielding or vulnerable.</p> <p>Operatives will work in 'bubbles' and will remain on the job until completion.</p> <p>Records of operatives and work locations are kept if required for track and trace purposes.</p> <p>Work areas to be exclusively given over to the installation team, to prevent contact with other trades and operatives.</p> <p>Operatives must not use equipment that has been used by other operatives unless they have evidence that it has been cleaned or there is appropriate paraphernalia present for the operative to clean it down safely before use.</p>	Medium
Travel to site	Employee / Operative	High	<p>When travelling at work or between site locations, employees/operatives should travel alone. If workers have no option but to share a vehicle, workers should maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable. Risk mitigations include: Share with the same individuals and with the minimum number of people at any one time, Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey, Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle, Avoid touching their faces, use face coverings, Regularly clean the vehicle using gloves and standard cleaning products with particular emphasis on handles and other surfaces which may be touched during the journey.</p>	Medium

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Arrival on site	Employee / Operative / Other site Personnel	High	<p>Employees and operatives will wash (sanitise) their hands before entering site.</p> <p>Employees and operatives will sign in/out using their own pen. They must not use any electronic touchscreen system (fingerprint, keypad etc) unless it is cleaned after each person and this has been evidenced.</p> <p>Employees and operatives will attend the principal contractors site induction which will give comprehensive Covid-19 site guidance. Numbers at the site induction will always be limited to allow for 2m social distancing, or one metre with risk mitigation where two metres is not viable, is maintained between people.</p>	Medium
Moving around site	Employee / Operative / Other site Personnel	High	<p>Employees and operatives must follow the instruction given on site regarding site movement.</p> <p>One-way systems must always be followed to prevent causing or encountering a congested area where social distancing cannot be maintained.</p> <p>Stairs should be used instead of hoists and lifts. Where it is safe to do so, avoid contact with common touch points such as handrails unless wearing appropriate PPE (Latex gloves).</p> <p>Where it is necessary to use a passenger hoist/mast climber etc, they should only be accessed inline with site guidance and where social distancing can be maintained.</p> <p>Operatives must always maintain a 2m distance from others when moving around site or one metre with risk mitigation where two metres is not viable.</p> <p>Any pedestrian one-way systems should be followed to prevent individuals crossing paths in confined areas.</p> <p>Two metre distance, or one metre with risk mitigation where two metres is not viable, must be maintained when queuing.</p>	Medium
Work on site	Employee / Operative /	High	<p>Employee and operatives should be reminded (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families, and the UK population.</p> <p>If work cannot be carried out whilst maintaining a two-metre distance, or one metre with risk mitigation where two metres is not viable, you should consider whether the activity should continue.</p> <p>Employees and operatives will maintain as far as is always reasonably practicable a 2m distance from others or one metre with risk mitigation where two metres is not viable.</p> <p>Where social distancing cannot be maintained the number of employees/operatives involved in the task will be kept to a minimum</p> <p>The frequency and duration of working within 2m of one another will be minimised.</p>	Medium

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Work on site Cont'd .....	Employee / Operative / Other site Personnel	High	<p>Risk mitigation includes side by side working, minimising face to face working, working outdoors, installing screens, hand washing facilities, operatives working in a 'bubble'.</p> <p>Team lifts will be carried out, where social distancing can be maintained</p> <p>Goods / passenger lifts and hoists should be allocated for sole use by the operatives at an agreed time/day, controls should be cleaned and evidenced prior to use.</p> <p>Stairs should be used in preference to lifts or hoists.</p> <p>Alternative or additional mechanical aids to reduce worker interface should be considered.</p>	Medium
Delivering to site	Employee / Operative / Other site Personnel	High	<p>Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles.</p> <p>If a driver is required to exit their vehicle, they should wash or sanitise their hands before handling any materials and must have access to welfare facilities</p> <p>Drives must always maintain a 2m distance from other individuals or one metre with risk mitigation where two metres is not viable.</p>	Medium
Site Meeting	Employee / Operative	High	<p>Meetings to be held remotely where possible – conference call, email, telephone etc.</p> <p>Meetings which must be held must take place in well ventilated areas, preferable in open areas.</p> <p>Numbers to meetings to be limited to ensure social distancing guidance. Attendees should be at least 2m apart or one metre with risk mitigation where two metres is not viable.</p> <p>Only necessary individuals should attend meetings.</p>	Medium
Domestic or populated sites	Employee / Operative / Resident/ Tenant	High	<p>Employees/operatives to maintain good hygiene standards and follow all guidance, hand sanitiser should always be carried</p> <p>Properties where residents inform the company, they are self-isolating or have tested positive for coronavirus must not be visited by Kingfisher employees or operatives under any circumstance.</p> <p>When appointments are booked at properties, a questionnaire must be completed with the resident, which asks if they are self-isolating, have symptoms themselves or anyone within the household etc</p> <p>If an employee arrives at a property / site without an appointment they must knock at the door and stand 2m back and await a response.</p> <p>Operatives attending domestic properties / populated sites will be part of a 'bubble' and will remain on site until the works are complete.</p>	Medium

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Domestic or populated sites ....Cont'd			<p>If an employee suspects a person has symptoms, they must not enter the property or carry out any work – this must be reported to the office and logged</p> <p>If possible, work can be carried out from the external of the building (surveying only) if the employee feels this is appropriate but social distancing must be maintained and hygiene measures maintained.</p> <p>Residents/tenants should be asked to move to another room or area of the property whilst the works are carried out.</p> <p>Further guidance should be taken from the government guidance – Working safely during covid-19 – Other people’s homes.</p>	
General Hygiene	Employee / Operative / Other site Personnel	High	<p>Wash/sanitise hands regularly throughout the day especially when arriving and leaving site, before eating and after going to the toilet.</p> <p>Coughs and sneezes should be caught in a tissue, which should be placed in the bin or into the crook of the elbow.</p> <p>Clean down tools and equipment regularly and do not allow others to use them.</p> <p>Always maintain a 2m distance from other individuals or one metre with risk mitigation where two metres is not viable.</p> <p>Used PPE should be thrown away once used (only use for one shift or as per the manufacturer’s instructions).</p> <p>Avoid contact with common touch points – door handles, handrails, light switches etc unless wearing appropriate PPE.</p> <p>Operatives should follow instruction on site regarding use of welfare facilities.</p> <p>Operatives should bring their own food to site in a sealed container and refillable drink cannister, which should be removed from site once finished with.</p>	Medium
PPE	Employee / Operative	High	<p>PPE will be provided in line with this risk assessment and the site-specific method statement.</p> <p>PPE will be suitable and sufficient for the task.</p> <p>Employees and operatives must wear the PPE provided as per instruction within this risk assessment and method statement</p> <p>PPE must be worn as per the manufacturer’s instruction.</p> <p>Any shortage of PPE or problem with that provided must be reported to the contract’s manager or H &amp; S adviser immediately.</p> <p>PPE must be used as guided and be disposed of in line with guidance at the end of each shift, when damaged/worn or when replaced in line with the manufacturer’s guidance.</p> <p>PPE is to be used as a last resort and should only be used as guided within this document or the site method statement.</p> <p>In line with CLC guidance and government guidance RPE will not be worn when the social distancing and hygiene guidance can</p>	Medium

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			be met. Where this cannot be achieved the activity will be risk assessed as to whether the task should go ahead. Face coverings can be worn but are not mandatory.	
Behaviour	Employee / Operative / Other site Personnel	High	Employees and operatives must always follow guidelines and instructions on site regarding Covid-19 safety measures. Employees and operatives are responsible for their own safety and that of others around them. Individuals must take responsible for their own actions and behaviour whilst on site and any breach will result in removal from site and disciplinary action. Employees and operatives must raise any concerns and work collaboratively with the principal contractor and other contractors on site.	Medium
Accident or Incident	Staff / Operative	High	In an emergency, accident or incident people do not have to maintain social distancing if it is unsafe to do so. Few people as possible should be involved in dealing with any situation that may occur. Those who aid people should pay particular attention to sanitation measures immediately afterwards, including washing hands.	Medium

### Monitoring compliance:

This risk assessment will be reviewed periodically to ensure that the control measures are suitable and sufficient for the operations being carried out within the current government guidance - Working safely during COVID-19 in Construction and other Outdoor work - Guidance for employers, employees and the self-employed 11 May 2020 and the CLC site operating procedures (Version 5) issued 4 July 2020.

This risk assessment must not be deviated from without prior approval from Kingfisher Windows.

Operatives / Site Staff signing and dating the form below confirm that they have read and understood this risk assessment and will adhere to it at all times. If, at any point, you are unsure as to how to proceed you shall stop work and seek further advice from your line manager or health and safety advisor.

I have read and understood the content of this risk assessment. If I do not follow the instructions within this risk assessment disciplinary action will be taken against me.

Signed .....

Date .....

Name .....