

SITE RISK ASSESSMENT

Date of Issue: 08/02/2021
Assessor: Amanda Hurrell - Health & Safety Advisor
Ref: Coronavirus on site

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

OPERATION BEING CARRIED OUT: Coronavirus on site

HAZARDS	WHO IS AFFECTED	INITIAL RISK RATING	PREVENTIVE / CONTROL MEASURES	RISIDUAL RISK RATING
Transmission of Covid-19	Employee / Operative / Other site Personnel	High	<p>Noticeboards at Kingfisher display guidance regarding coronavirus – hygiene, social distancing, testing etc.</p> <p>Hand sanitiser distributed across the premises for use by all employees and operatives as well as fully stocked washing facilities.</p> <p>Employees and operatives are advised that if their personal situation changes – they develop symptoms, a person at home develops symptoms, they must remain at home and advise their line manager of the change in situation.</p> <p>If an employee or operative develops symptoms, they must inform their manager immediately, leave site immediately, avoid touching anything, return straight home, get a coronavirus test.</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>Employees and operatives should avoid contact with common touch points – door handles, handrails, light switches etc. They must request that doors are opened, lights switched on etc by the resident prior to their arrival at the property.</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> <p>Face masks are mandatory across the business premises, signage is displayed, and TBT have been issued.</p> <p>Employees and operatives are advised to wear face coverings whilst working on site and must follow all site-specific guidance.</p> <p>Whilst at Kingfisher, operatives must be discouraged from nonessential movement around the premises and congregating in groups, contact should be made with others via telephone or email (where possible).</p>	Medium
Travel to site	Employee / Operative	High	<p>When travelling for work or between locations, employees/operatives should travel alone or with their ‘bubble’. If workers have no option but to share a vehicle risk mitigation must be maintained. 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), socially distance, spread out within the vehicle, wear a face covering.</p> <p>Before and after any journey, hands must be washed for 20 seconds using soap and water or hand sanitiser if soap and water are not available.</p> <p>The vehicle should be regularly cleaned using anti-bacterial spray and paper towel, whilst wearing gloves and a face covering. Particular emphasis should be given to 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 or sanitise their hands before entering site.</p> <p>Employees and operatives will sign in/out using their own pen. Electronic touchscreen system (fingerprint, keypad etc) will not be used 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 Coronavirus site guidance.</p> <p>Employees and operatives will not attend a site induction where there is risk to their health – e.g.: high attendee numbers, no ventilation, social distancing not possible. Face coverings must be worn during any onsite induction/briefing.</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>Employees and operatives must use stairs instead of hoists and lifts to move around site. Where it is safe to do so, avoid contact with common touch points such as handrails unless wearing appropriate PPE.</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 (e.g.: face covering).</p> <p>In line with the current CLC guidance, Kingfisher installers on site are not required to wear respiratory protective equipment (RPE). Face coverings should be worn in: • An enclosed space; • Where social distancing is not always possible; and • Where they come into contact with others they do not normally meet.</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 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, consideration must be given as to whether the activity should continue.</p>	Medium

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Work on site Cont.....	Employee / Operative / Other site Personnel	High	<p>Where social distancing cannot be maintained the number of employees/operatives involved in the task will be kept to a minimum. Work areas must be made solely available for Kingfisher employees, this should be communicated to principal contractors prior to works commencing.</p> <p>The frequency and duration of working within 2m of one another will be minimised, where possible.</p> <p>Team lifts will be carried out, with risk mitigation in place (i.e.: face coverings, no face to face working).</p> <p>Operatives / Employees will limit the amount of movement around the site during the works. Items such as materials/tools/ancillary will be brought into the site in as few loads as possible.</p> <p>Waste must be removed in bulk to reduce movement around the site.</p> <p>Goods / passenger lifts and hoists should be allocated/booked for sole use by the operatives at an agreed time/day through the site manager. The 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> <p>Other types of risk mitigation besides face coverings include side by side working, minimising face to face working, working outdoors, installing screens, hand washing facilities, operatives working in a 'bubble'.</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> <p>Drivers must wear face coverings when loading and unloading on site.</p>	Medium
Site Meeting	Employee / Operative / Other site Personnel	High	<p>Meetings must be held remotely where possible – conference call, email, telephone etc.</p> <p>Meetings held in person must take place in well ventilated areas, preferably in open areas. Only necessary individuals should attend meetings. Numbers attending meetings must be limited to ensure social distancing guidance.</p> <p>Employees and operatives will not attend meetings where there is risk to their health – e.g.: high attendee numbers, no ventilation, social distancing not possible. Face coverings must be worn during any onsite induction/briefing.</p>	Medium

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Populated sites	Employee / Operative / Other site personnel / Service user	High	<p>Employees/operatives to maintain good hygiene standards and follow all guidance, hand sanitiser should always be carried</p> <p>Sites who inform the company, they have positive coronavirus cases must not be visited by Kingfisher employees or operatives under any circumstance until evidence is received there is no risk (e.g.: deep clean, procedure change etc)</p> <p>Operatives attending sites will be part of a 'bubble' and will remain on site until the works are complete.</p> <p>Operatives must follow the guidance within the company issued RAMS and the instruction given at induction by the client/principal contractor on site.</p> <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>Work areas must be cleared of people and equipment. People must be decanted to a safe area of the building away from the operatives whilst the works are carried out. This must be coordinated by the client or principal contractor on site.</p>	Medium
General Hygiene	Employee / Operative / Other site Personnel	High	<p>Wash/sanitise hands regularly throughout the day especially when arriving and leaving a property, before eating/going to the toilet.</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>The work area should be cleaned prior to starting work and when work is complete, using anti-bacterial spray and paper towel.</p> <p>Avoid contact with common touch points – door handles, handrails, light switches etc unless wearing appropriate PPE.</p> <p>Operatives must bring their own food in a sealed container and refillable drink canister.</p> <p>Beverages or food must not be accepted from others.</p> <p>Refreshments should be eat/drank outside where possible.</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>Operatives should follow instruction on site regarding use of welfare facilities.</p>	Medium
			<p>PPE will be provided in line with this risk assessment or as requested by the employee.</p> <p>PPE will be suitable and sufficient for the task.</p>	

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PPE	Employee / Operative	High	<p>PPE must be worn as per the manufacturer's instruction and as instructed by the company.</p> <p>Any shortage of PPE or problem with that provided must be reported to the line manager or H & S adviser as soon as possible.</p> <p>PPE must be used as instructed and be disposed of in line with guidance issued by the company.</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>In line with the current CLC guidance, Kingfisher installers on site are not required to wear Respiratory Protective Equipment (RPE) and their workplace face coverings should be worn in: • An enclosed space; • Where social distancing is not always possible; and • Where they come into contact with others they do not normally meet.</p>	Medium
Behaviour	Employee / Operative / Other site personnel	High	<p>Employees and operatives must always follow guidelines and instructions given by the company regarding Covid-19.</p> <p>Employees and operatives are responsible for their own safety and that of others around them.</p> <p>Individuals must take responsibility for their own actions and behaviour whilst at work and any breach will result in removal from site and disciplinary action.</p> <p>Employees and operatives must raise any concerns and work collaboratively with the company or principal contractor on site to implement change or improvement.</p> <p>Employees and operatives must co-operate with any requirement imposed by the company or principal contractor on site, to allow the company's duty to be complied with.</p>	Medium
Accident or Incident	Staff / Operative	High	<p>In an emergency, people do not have to remain 2m apart if it is unsafe to do so.</p> <p>Fewer people as possible should be involved in dealing with any situation that may occur.</p> <p>Those who aid people should pay particular attention to sanitation measures immediately afterwards, including washing hands.</p>	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 7) issued January 2021.

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.

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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