

# RISK ASSESSMENT

|                 |                             |   |     |
|-----------------|-----------------------------|---|-----|
| <b>Task</b>     | GM during Covid 19 Pandemic | <b>Frequency &amp; Duration of Work</b> | N/a |
| <b>Location</b> | All Sites                   | <b>Work Time</b>                        | N/a |

This risk assessment covers general grounds maintenance work carried out during the Covid 19 outbreak. It does not cover specific tasks, which are covered by the task based risk assessments in place.

| Hazard   | Who May Be Harmed & How   | Controls in Place  | Risk Rating |   |    | Comments/ Risk Reduction                             |
|--|---|--|-------------|---|----|--|
|  |   |  | L           | S | R  |  |
| <b>Contact with Employees</b> <ul style="list-style-type: none"> <li>Risk of contracting/ passing on Covid-19 from fellow employees</li> </ul> | E<br>Contact with employees who may be suffering from Covid 19 or being a carrier | Signage to highlight awareness of requirements for anyone working/ entering depot, including hand sanitising and symptom reporting<br><br>TBT028 – Working During Covid 19<br><br>Social distancing – maintaining 2m apart from other employees/ others. Signage in place to remind on rules on social distancing<br><br>Where more than one person in a vehicle at a time: <ul style="list-style-type: none"> <li>Use of face coverings</li> <li>Opening of windows to increase ventilation.</li> <li>Sit as far apart as possible (avoid middle seat if present)</li> <li>Face away from each other</li> <li>Staggered break times</li> <li>Pairing of employees to avoid changing teams</li> <li>Sanitising vehicles – Daily as per TBT028</li> </ul> Use of own vehicles, where possible, to reduce need for two in a van. | 2           | 5 | 10 | Ensure that all controls are maintained at all times |

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|  |                         |  |  |   | L           | S | R  |  |
| <b>Contact with Employees (Continued)</b> <ul style="list-style-type: none"> <li>Risk of contracting/ passing on Covid-19 from fellow employees</li> </ul> | E                       |  |  | Reporting of symptoms and isolating live alone then they are to self-isolate for 7 days. Should employees disclose that personnel living with them are showing the above symptoms, they should be encouraged to stay at home for 14 days from the day the first person got symptoms<br><br>High-risk employees are to self-isolate in line with government guidance<br><br>Reducing the number of employees in depots at any time. Staggered start times. Employees will be allowed to work from home where possible<br><br>Essential work and travel only<br><br>Employee updates/ WHO & Government guidance and advice on Covid 19 measures | 2           | 5 | 10 | Ensure that all controls are maintained at all times |

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| <p><b>Contact with Employees (Continued)</b><br/>Risk of contracting/ passing on Covid-19 from fellow employees</p> | E                       |  |  | <p>Individual allocated PPE (Gloves/ Face Covering)</p> <p>Daily Sanitisation of equipment/ vehicles as per TBT 028. Equipment to be allocated to team to prevent cross contamination</p> <p>Following recommended hygiene practices. Welfare facilities will contain suitable levels of soap and sanitiser, washing hands for 20 seconds as per guidelines. Signage of cleansing hand procedure</p> <p>Tissues will be provided for all employees. Employees should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>Employees are reminded to not touch their eyes, nose or mouth if their hands are not clean</p> <p>A daily (at least) cleaning schedule will be implemented throughout the site, ensuring that worksurfaces, door handles, taps etc. are all thoroughly cleaned with a sanitiser</p> <p>Where still at work, breaks should be staggered to ensure that only a suitable number of personnel are in canteens/welfare facilities and that they can remain 2m apart</p> | 2           | 5 | 10 | Ensure that all controls are maintained at all times |

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| <b>Contact with Employees (Continued)</b><br>Risk of contracting/ passing on Covid-19 from fellow employees | E                       | Contact with employees who may be suffering from Covid 19 or being a carrier | Medical questionnaires are issued upon employment<br><br>Employees known to be in the "at-risk" category to follow government guidance and as a minimum take "particular care to minimise their social contact". These personnel may have received letters to state that they must self-isolate for 12 weeks. The category includes: <ul style="list-style-type: none"> <li>o Pregnant women</li> <li>o People over 70</li> <li>o People who have had an organ transplant and are taking immunosuppressant medicine</li> <li>o People who are having chemotherapy or radiotherapy</li> <li>o People who have blood or bone marrow cancer</li> <li>o People who have a severe chest condition, such as cystic fibrosis or severe asthma</li> <li>o People who have other serious health conditions</li> </ul> | 2           | 5 | 10 | Ensure that all controls are maintained at all times |

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| <b>Contact with Public</b> <ul style="list-style-type: none"> <li>Risk of contracting/ passing on Covid-19 from contact members of the public</li> </ul> | E                       | P |  | As above and in addition:<br><br>Avoiding entry into accommodation/ premises unless emergency e.g Pest Control<br><br>Pre-visit communication to establish if individuals self-isolating/ showing Covid 19 symptoms<br><br>Use of individual PPE (Respirator) if unable to establish if occupants are isolating etc. when entering a property<br><br>Reminding of social distancing<br><br>Essential work only<br><br>Following client issued guidelines<br><br>Sanitising hands, equipment after each visit<br><br>Removal and disposal of potentially contaminated PPE<br><br>Ask employees to not use public transport unless absolutely necessary | 2           | 5 | 10 | Ensure that all controls are maintained at all times |

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## Revision/ Review History

| Date       | Issue No.<br>Reviewed/ Revised | Comments  | Reviewed/<br>Revised By | Next Review |
|------------|--------------------------------|---|-------------------------|-------------|
| 16-04-2020 | 0                              | Additional information included e.g. 2 people in vehicle                | A Davies                | As required |
| 04-05-2020 | 1                              | Include reference to face covering (nose and mouth). New issue level: 2 | A Davies                | As Required |
| 26-05-2020 | 2                              | Updated for 2 people in a van. Add TBT028 as a control                  | A Davies                | As Required |
|            |                                |   |                         |             |
|            |                                |   |                         |             |

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