

Project Name	On Site Risk Assessment	Date	18/01/2022
RAMS No.	-	Revision	
RAMS Title	-		

L = Likelihood, S = Severity, RF = Risk Factor



17

Activity	Persons at Risk	Significant Hazard(s)	Risk Factor				Additional Action / Control Measures	Residual Risk after Control Measures Implemented			
			L	S	Score	RF		L	S	Score	RF
Working during Covid-19 (Coronavirus) Outbreak	Employees / Others in the Area	Covid-19 (Coronavirus) contact between Contractors and Sub-contractors, Highly contagious virus.	3	4	12	Very High	Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. Restrict number working on site so they can be sure that social distance can be maintained. Site workers should be one metre plus apart from each other at all times, as per CompcO instructions for COVID-19, including in the canteen, toilets and changing rooms. Where the 1 metre plus distance is not viable this will be mitigated using the hierarchy of controls in the latest CLC SOP. Adhere to any one-way systems set up on site. Fingerprint scanners and other security systems that require touching should be regularly cleaned to reduce transmission of Coronavirus (COVID-19).	1	4	4	Med

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Working during Covid-19 (Coronavirus) Outbreak	Employees / Others in the Area	Covid-19 (Coronavirus) Contact with persons returning from abroad or people displaying symptoms of the virus Highly contagious virus.	3	4	12	Very High	Those returning from affected regions or those concerned that they have come into contact with those displaying symptoms should follow current guidance and possible quarantine, which may include / result in self-containment for a minimum of 10 days self-isolation. Individuals must keep themselves updated with UK travel guidance and countries not exempt from quarantine and inform their employer on return to the UK. For individuals displaying symptoms, reduce potential spread by leaving the workplace or client premises and return home immediately. Any individual classed as a vulnerable person (by virtue of their age, underlying health conditions, clinical condition or are pregnant) should remain vigilant. Anyone displaying a high temperature or new persistent cough, loss of taste/smell should get a PCR test and isolate for 5 days and if they receive a negative LFT from day 5 onwards & day 6 can end isolation. 2 consecutive LFT negative results are required 24 hours apart. Any members of their household should also isolate for 5 days and take daily LFTs if not fully vaccinated. If household member IS fully vaccinated or under the age of 18 years and 6 months they DO NOT need to isolate. If positive or have symptoms DO NOT attend work and do not forget to inform your employer. Contact should be made with the internal HR department.	1	4	4	Med

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Working during Covid-19 (Coronavirus) Outbreak	Employees / Others in the Area	Covid-19 (Coronavirus) Coughing, sneezing individuals. Highly contagious virus.	3	4	12	Very High	<p>Communication. Should individuals display or witness anyone with potential symptoms they should come forward and make the correct person(s) aware immediately. The reduction of risk in spreading infection relies on everyone in the industry taking responsibility for their actions and behaviours. It should be encouraged for workers and employers on site to be open where any issues or concerns can be discussed and addressed.</p> <p>Hand hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands should be washed with adequate soap for at least 20 seconds or sanitiser (minimum 60% alcohol based) immediately.</p> <p>Infection control procedures in place. Infection control procedures in place and communicated to all employees. Focus around coughing and sneezing in to tissues that are disposed of in closed lid bins.</p> <p>Information on Coronavirus communicated amongst all staff. Communicate information on Coronavirus using official medical and government guidance. PPE provided worn. Any PPE provided should be worn as stated within the procedure and disposed of correctly.</p> <p>Soap/hand wash provided and contained waste disposal available. Soap and washing facilities available and correct contained waste disposal bins where applicable.</p>	1	4	4	Med

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Working during Covid-19 (Coronavirus) Outbreak	Employees / Others in the Area	Covid-19 (Coronavirus) increase risk for vulnerable persons or those living with vulnerable persons, Highly contagious virus.	3	4	12	Very High	Vulnerable persons should ensure they follow high hygiene levels and social distance as much as possible. The UK Government has now "paused" the shielding guidance and encouraging those previously shielding to return to work if they are unable to work from home. Those who live with vulnerable persons must closely monitor Governments guidance and consider whether home working should apply to them. Consultation between employee and employer must take place to ensure the employee is happy to return. Additional Controls:- Although not mandatory, individuals are encouraged to wear face coverings.	1	4	4	Med
Working during Covid-19 (Coronavirus) Outbreak	Employees / Others in the Area	Covid-19 (Coronavirus) Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly contagious virus.	3	4	12	Very High	Keeping a distance of 1 metre plus (social distancing) between yourself and any other person will reduce the risk. Reducing interactions with others, do not shake hands and avoiding crowded spaces. Try to avoid touching face, eyes or mouth. Wash hands thoroughly (at least 20 seconds) and wash PPE frequently or dispose. Cover mouth and nose when coughing/sneezing or alternatively cough/sneeze into the crook of your elbow. If you have underlying health issues such as severe Asthma or COPD you follow strict distancing controls. Individuals should also keep themselves up to date of current guidance/advice given by the Government and WHO (World Health Organisation) DO NOT report to work if you or any members of your household have symptomatic conditions relating to Covid-19 and inform the HR department immediately.	1	4	4	Med

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Working during Covid-19 (Coronavirus) outbreak sharing tools / equipment	Employees	Covid-19 (Coronavirus) Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly contagious virus.	3	4	12	Very High	Where possible try not to share tools / equipment and wear gloves when on site, clean tools/equipment regularly. Ensure the you carefully removed your gloves and wash your hands or use antibacterial sanitiser (minimum 60% alcohol based) as soon as you take your gloves off and before; touching your face, handling food or smoking, please ensure you wash your hands or use antibacterial sanitiser prior to putting on your gloves. Planning work to avoid close working: There may be times for "critical works" to take place on site where the 1 metre plus social distancing is breached. These cases will need to be risk assessed on a case by case basis and by observing the "Hierarchy of controls" as stated within the current CLC Site Operating Procedures.	1	4	4	Med
Working during Covid-19 (Coronavirus) outbreak sharing tools / equipment	Employees	Covid-19 (Coronavirus) Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly contagious virus.	3	4	12	Very High	Where possible try not to share tools / equipment and wear gloves when in the workshop. Clean tools/equipment regularly. Ensure the you carefully removed your gloves and wash your hands or use antibacterial sanitiser (minimum 60% alcohol based) as soon as you take your gloves off and before; touching your face, handling food or smoking, please ensure you wash your hands or use antibacterial sanitiser prior to putting on your gloves	1	4	4	Med

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Working during Covid-19 (Coronavirus) outbreak - passing materials between personnel	Employees	Covid-19 (Coronavirus) Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly contagious virus.	3	4	12	Very High	Where possible try to minimise passing materials between each other and consider set up of pick-up/drop-off collection points. Ensure the you carefully removed your gloves and wash your hands or use antibacterial sanitiser as soon as you take your gloves off and before; touching your face, handling food or smoking. please ensure you wash your hands or use antibacterial sanitiser prior to putting on your gloves. Planning work to avoid close working: There may be times for "critical works" to take place on site where the 1 metre plus social distancing is breached. These cases will need to be risk assessed on a case by case basis and by observing the "Hierarchy of controls" as stated within the CLC Site Operating Procedures.	1	4	4	Med

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Working during Covid-19 (Coronavirus) outbreak	Employees / Others in the Area	Covid-19 (Coronavirus) contact between Office Staff employees and others including visitors, Highly contagious virus.	3	4	12	Very High	Existing Controls :- Reduce the number of people in attendance to only those that are unable to work from home. Where working from home is not viable, Compco management will consult with employees to mitigate the risk in returning to work. This will include a return to work interview and discussing the Compco Covid-19 Do's and Don'ts. Restrict numbers working in offices and re-configure seating plans so they can be sure that current social distance guidelines can be maintained. Office staff shall be 1 metre plus apart from each other at all times, as per Compco instructions for COVID-19, including in the canteen, toilets and walkways. Where the 1 metre plus distance is not viable, this is mitigated via back to back or side to side working and use of screens. Employees are to familiarise themselves with the Compco "What to do" Covid-19 flow chart. Fingerprint scanners and other security systems that require touching will be regularly cleaned in order to reduce transmission of Coronavirus (COVID-19).. Hand sanitiser available at all entrances and exits. Visitors are individually briefed and explained of the company Covid-19 controls in place. Additional Controls :- Where face to face work stations are in use a perspex screen will be installed where the 1 metre plus distancing is not practicable. Staggering start/finish times and breaks or introducing one-way systems will also help to reduce congestion and assist in maintaining social distancing. Natural ventilation is encouraged via opening windows or the use of Air-con units bringing in external air (not on recirculation mode)	1	4	4	Med

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Working during Covid-19 (Coronavirus) outbreak	Employees / Others in the Area	Covid-19 (Coronavirus) Contact with non-sanitised surfaces. Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly contagious virus.	3	4	12	Very High	Existing Controls :-Hand hygiene. Individuals must not touch eyes, mouth or nose with unwashed hands, particularly after coughing or sneezing. Hands must be washed with adequate soap and water for at least 20 seconds or sanitiser (minimum 60% alcohol based) immediately Hygiene monitoring. Enhanced cleaning schedules are enforced internally where touch points including taps, toilet flush, door handles and touch plates, hand rails on staircases, telephone and office equipment including canteen areas will be cleaned and signed off daily. Additionally, anti-bacterial spray and wipes shall be made available for use by office staff to wipe down their workstations prior to starting work. Infection Control Procedures In Place:- Infection control procedures in place and communicated to all employees. Procedure includes early warning signs and symptoms and shall be reviewed on declaration of newly affected areas and Government travel guidelines. Soap/hand wash provided and contained waste disposal available. Soap and washing facilities available and correct contained waste disposal bins where applicable. Work surfaces cleaned and disinfected daily. (Internally) All work surfaces are appropriately cleaned in line with company cleaning and hygiene instructions.	1	4	4	Med

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Working during Covid-19 (Coronavirus) outbreak travelling for work	Employees	Covid-19 (Coronavirus) Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly contagious virus.	3	4	12	Very High	Existing Controls :-Wherever possible workers should travel to work alone using their own transport, If workers have no option but to share transport: Journeys should be shared with the same individuals and with the minimum number of people at any one time. Good ventilation (i.e keeping windows open) and facing away from each other may help to reduce the risk of transmission. The vehicle must be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other vehicle touch points. If travelling on public transport or enclosed areas then you must wear a face covering as per Government advice. If using public transport then peak times should be avoided. Hand sanitiser is available on all entrances/exits to offices. Additional Controls :-Sites should consider: * parking arrangements for vehicles and bicycles * try to avoid using public transport especially congested transport such as the tube, trains or buses. Where possible consider walking or cycling.	1	4	4	Med
Working during Covid-19 (Cornavirus) outbreak - Welfare use	Employees	Covid-19 (Coronavirus) Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly contagious virus.	3	4	12	Very High	Existing Controls :-Kitchen break out areas to be limited to one person per time (or more if the 1 metre plus distancing can be observed). Employees are encouraged to bring in their own food and utensils including cups and cutlery and take responsibility for cleaning their own items. Anti-bacterial spray and wipes are available for use to clean microwave before/after use. Toilets shall be limited to the amount of cubicles available (urinals should be taped up to allow 1 metre plus spacing) and numbers allowed in at any one time shall be reflective of this. Demarcation tape and signage throughout site to assist reminding everyone on social distancing rules. Additional Controls :-If possible (weather dependant) introduce outdoor sitting area observing the 1 metre plus distancing for breaks etc. Individuals could be supplied with disposable cutlery/cups. Face coverings are to be worn where the 1 metre plus distance can not be maintained.	1	4	4	Med

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Working during Covid-19 (Coronavirus) outbreak Mental Health	Employees	Covid-19 (Coronavirus) Long periods away from work (Furlough), Stress, Anxiety, Poor Well-being	3	2	6	Med	Existing Controls :-Mental Health advice available from Compco Mental Health 1st Aiders and HR department. Literature and confidential helpline advice/contact details given to all staff . All employees are encouraged to speak about any poor well-being issues they may be experiencing.	1	2	2	Low
Working during Covid-19 (Coronavirus) outbreak - Meetings and Training	Employees	Covid-19 (Coronavirus) Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly cantagious virus.	3	4	12	Very High	Existing Controls :-Where meetings or training need to take place they should be reduced or eliminated. They should be held outside or in well ventilated rooms observing the 1 metre plus distancing rules. Avoiding of sharing items like pens, pads etc should be observed and hand sanitiser made available. Alternative media should be used wherever possible for example "Zoom" or microsoft "Teams". All meeting rooms shall have demarcation indentifying the 1 metre plus social distancing.	1	4	4	Med
Working during Covid-19 (Coronavirus) outbreak - Taking temperature checks of employees attending Compco Offices	Employees	Covid-19 (Coronavirus) Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly cantagious virus.	3	4	12	Very High	Existing Controls :-A Non-Contact thermometer shall be provided to assess temperatures of employees prior to entering the office building on a voluntary basis.The thermometer shall be wiped clean between every use with anti-bacterial wipes and the wipes disposed of in a bin with a closed lid. Any individual that is recorded with a temperature of 37.8C degrees or above will be asked to return home immediately and isolate for a minimum of 5 days. They must book a PCR test and keep themselves updated with current Government guidelines.Individual results are not recorded to comply with GDPR.	1	4	4	Med

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Working during Covid-19 (Coronavirus) outbreak - 1st Aiders and 1st Aid provision during Covid-19 Compco Offices	Employees/Visitors	Covid-19 (Coronavirus) Risk of cross contamination/infection to the respiratory system either by air or surface to skin contact. Highly contagious virus.	3	4	12	Very High	Existing Controls :-Qualified 1st Aider cover will be maintained throughout all offices and 1st Aiders kept updated on Covid-19 signs and symptoms. Additional Controls :-1st Aiders shall be supplied with additional PPE above their normal nitrile gloves, namely a full face visor, disposable apron and face covering when treating injuries due to the 1 metre plus social distancing being breached. Should 1st Aiders be required to carry out CPR they are not obliged to carry our resuscue breaths during the Covid-19 pandemic.	1	4	4	Med
Working during Covid-19 (Coronavirus) outbreak - Office deliveries / collections during Covid-19 Compco Offices	Employees / Visitors / Delivery Drivers	Covid-19 (Coronavirus) Risk of contamination / infection to the respiratory system either by air or surface to skin contact. High contagious virus.	3	4	12	Very High	Existing Controls: Dedicated drop off / collection point is established where items are dropped for collection and delivery to avoid the 1 metre plus distance being breached. Drivers should be allowed to use Compco toilets should they be required.	1	4	4	Med