



RISK ASSESSMENT FORM SUMMARY OF FINDINGS & RECOMMENDATIONS

TASK: RA039 DATE OF ASSESSMENT: 18/05/20 DATE OF NEXT REVIEW: 06/03/20 (or in the event of major changes to Government guidance.	REVIEW 1: 06/07/20 (Complete) REVIEW 2: 06/08/20 (Complete) REVIEW 3: 06/09/20 (Complete) REVIEW 4: 23/10/20 (Complete) REVIEW 5: 12/11/20 (Complete)	REVIEW 6: 08/12/20 (Complete) REVIEW 7: 05/01/21 (Complete)
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DESCRIPTION OF ACTIVITY: Staying Safe Covid-19 Secure (Prevention of COVID-19 infection in the Workplace)

MAIN HAZARDS SUMMARY (NOTE: PLEASE SEE ATTACHED SHEETS FOR FULL DETAILS)

1. **General staff exposure to COVID-19 from others**
2. **Clinically Vulnerable and Clinically Extremely Vulnerable Staff exposure to infection**
3. **Suspected case whilst working on site**
4. **Poor hygiene that could lead to infection**
5. **Exposure to infection due to travel to and from work**
6. **Transmission of infection via Access / egress to office/worksite**
7. **Workstation / Office work - exposure to infection due to direct/indirect contact with colleagues / untreated surfaces.**
8. **Exposure of infection during meetings, briefings, inductions.**
9. **Exposure to infection due to direct/indirect contact with general public**
10. **Canteen/common areas - exposure from large numbers of persons**
11. **Exposure to infection during use of welfare facilities, shared toilets, showers and drying rooms**
12. **Work activities where social distancing can not be achieved**
13. **Transmission of COVID-19 due to taking / accepting deliveries - contact with materials and persons (driver)**
14. **Exposure to infection due to essential visitors/contractors**
15. **First aid during the pandemic - Impact on First Aid provision**
16. **First aid during the pandemic - transmission of COVID-19 due to administering first aid.**



- 17. COVID-19 impact on mental health within the workplace
- 18. Building Evacuations - Exposure due to large numbers of people
- 19. Sharing of vehicles - Difficulty of maintaining the social distancing within HBB vehicles
- 20. Risk of infection due to sharing radios/phones.

COSHH

- SR4 - Manual Cleaning and Disinfecting Surfaces <http://coshh-tool.hse.gov.uk/assets/live/SR04.pdf>
- SR24 - Storing Chemical Products (small scale) <http://coshh-tool.hse.gov.uk/assets/live/SR04.pdf>
- SR2 - Diluting Chemical Concentrates <http://coshh-tool.hse.gov.uk/assets/live/SR02.pdf>

EXISTING STANDARDS / CONTROL MEASURES

Person specific assessments for all employees resulting in:

1. **As of Tuesday 5th January 2021, clinically extremely vulnerable employees have been strongly advised to work from home if they can until the end of the current national restrictions. If the Clinically Extremely Vulnerable staff are unable to work from home if people cannot work from home, they should not attend work. They may be eligible for Statutory Sick Pay, Employment and Support Allowance, Universal Credit or the Coronavirus Job Retention Scheme during this period of national measures, this should be discussed with HBB Management. People in the same household who are not clinically extremely vulnerable can still attend work, in line with the new national restrictions**
2. **All HBB staff to adhere to guidance in accordance to the lockdown as set out in the Government guidance that came into effect 05/01/21**
 - a. <https://www.gov.uk/guidance/national-lockdown-stay-at-home>
3. **The Humber Bridge is key infrastructure which is required to continue working throughout the pandemic. As such staff will still be required to work within a Covid Secure environment unless identified as clinically extremely vulnerable as set out in Government guidance.**
4. NOTE: It is mandatory for all suppliers and contractors accessing the estate to undertake the above assessments.

COVID 19 Safe Operating procedure to be briefed to all workers.

RECOMMENDATIONS AND IMPROVEMENTS (Further action that has been identified as part of the assessment)	ACTION BY WHOM	ACTION BY WHEN		COMPLETED



Ref	Hazards Identified	Existing Controls or Further Action Required
1.	<p>General staff exposure to COVID-19 from others</p> <p>Due to:</p> <ul style="list-style-type: none"> • Living with someone with a confirmed case of COVID-19. • Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. • Being advised by a public health agency that contact with a diagnosed case has occurred. 	<ul style="list-style-type: none"> • Govt and NHS Guidance • Follow good NHS hygiene measures at all times • Use private transportation, cycle or walk. As a last resort public transport to be used as a minimum and to implement social distancing and use PPE as set out in government guidance.. • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. • Staff should maintain 2 metre social distance. If this is not possible observe the 1m+ with task assessed mitigation (i.e. PPE) • Staff should wash their hands often, using soap and water, and dry them thoroughly. • Staff should also ensure their work clothes are washed on a regular basis to minimise any potential medium for transmission. • If staff develop any coronavirus symptoms either at home or whilst you are at work you must self isolate and inform your manager immediately. • If symptoms develop staff should arrange a test via .GOV website - https://www.gov.uk/apply-coronavirus-test-essential-workers • To continue following ongoing government guidance
2.	<p>Clinically Vulnerable and Clinically Extremely Vulnerable Staff exposure to infection</p> <p>Those who are classified by PHE as being at greater risk from COVID-19 include people in the clinically vulnerable (moderate risk) and clinically extremely vulnerable (high risk) categories.</p> <p>People in both categories are advised by the government to be particularly stringent in complying with social distancing requirements.</p>	<ul style="list-style-type: none"> • As of Tuesday 5th January 2020, clinically extremely vulnerable employees have been strongly advised to work from home if they can until the end of the current national restrictions. If the Clinically Extremely Vulnerable staff are unable to work from home they should not return to work during the current restrictions. This has been further reinforced as part of the full Lockdown announced on 04/01/2021



		<ul style="list-style-type: none"> • Individual staff risk assessments carried out based upon information provided, domestic circumstances and external factors in line with government at risk lists. • Any existing individual staff risk assessments (disability, new / expectant mothers, or from the NHS vulnerable /extremely vulnerable groups) to be reviewed regularly in line with updated Government information, R factors published by Government and evolving procedures in managing social distancing in the workplace. • Individual control measures may require amendments to premise, coordination of staffing shifts and the provision of appropriate PPE. • HBB to continue following ongoing government guidance
3.	Suspected case whilst working on site	<p>If staff develop a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> • Safely notify a Manager, who can take immediate, remedial action in relation to duty cover and arrange appropriate cleaning measures. • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • They must then follow the guidance on self-isolation and not return to work until a coronavirus test has been taken. Staff should return to work if they receive a negative result. • If staff have been contacted by test and trace and required to have a covid test they should only return to work at the end of the isolation period, even if their result is returned as negative. • The work area should receive deep cleaning and social distancing maintained.
4.	Poor hygiene that could lead to infection	<p><u>Hand Washing:</u></p> <ul style="list-style-type: none"> • Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds.

- Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by GOV/NHS. See hand washing guidance: <https://www.nhs.uk/live-well/healthybody/best-way-to-wash-your-hands/>
- Signage in place to remind staff. Stringent hand washing taking place.
- Staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap.
- Advice to staff that after washing hands, used surfaces and fittings should be wiped down with paper towels. Staff are also reminded to catch coughs and sneezes in tissues or paper towels – Follow Catch it, Bin it, Kill it and to avoid touching your face, eyes, nose or mouth with unclean hands. Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed.
- Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.
- Staff encouraged to protect the skin by applying emollient cream regularly: <https://www.nhs.uk/conditions/emollients/>
- Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels (if used) with regular removal and disposal.
- Site/office will need extra supplies of soap, hand sanitiser and these should be securely stored.
- Restrict the number of people using toilet facilities at any one time and ensure signage is displayed at entrance to all toilet facilities detailing the restrictions Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities

		<p>particularly door handles, locks and the toilet flush. Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently</p> <p><u>Premises Cleaning:</u></p> <ul style="list-style-type: none"> • Frequently cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, handrails, light • switches, reception area using appropriate cleaning products and methods. Ensure appropriate arrangements for cleaning etc. are in place for all shared work areas. • Antiviral cleaner to be used which provides protection of the worksurface from contact infection for up to 24 hours. • Waste disposal. All general waste including cleaning wipes can be disposed of in normal bins which are lined and will be emptied daily. • Any contaminated waste/ppe following an outbreak will be disposed of using the tiger bags provided in the first aid room as hazardous waste. • Additional cleaning products such as anti-bacterial wipes and sprays will be made available in key areas such as kitchens, or where there are radio handsets, phones etc.
5.	Exposure to infection due to travel to and from work	<ul style="list-style-type: none"> • All Clinically Extremely Vulnerable staff are advised not to come into the workplace or undertake any non essential travel during the current restrictions that were implemented from 05/01/21. • Continue to follow any further national government advice provided • Homeworking should be continued within the organisation where practical and appropriate. • Where travel is essential, please use private single occupancy where possible, cycle or walk • All persons to limit their use of public transport, if essential follow government guidelines and wear appropriate face covering and



		<p>maintain social distancing while travelling [check the public transport website for safety measures and any PPE required]</p> <ul style="list-style-type: none"> • All workers to wash or clean their hands before entering or leaving the site in line with the government 20 second clean guidelines.
6.	<p>Transmission of infection via Access / egress to office/worksite</p>	<p>Implementation of the following practices:</p> <ul style="list-style-type: none"> • All Clinically Extremely Vulnerable staff are advised not to come into the workplace or undertake any non essential travel during the current restrictions that were implemented from 05/01/21. • Stop all non-essential visitors. • Introduce staggered start and finish times for staff to reduce congestion and contact at all times. • Monitor site access to ensure social distancing is achievable – increase the number of access points if required. • Position hand sanitiser station within close proximity of key tracker boxes. • Main entrance point to remain closed at all time to prevent public/contractor access into reception/office areas. Authorised personnel access only. • Leave all non-fire doors open to reduce surface contact by a large number of people in thoroughfares. • Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. • Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. • Require all workers to wash or clean their hands before entering or leaving the site in with the government 20 second clean guidelines. • Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times • Hand gel stations to be located at the top and bottom of stairwells where contact with handrails cannot be avoided however this

		<p>should not be used as a substitute to handwashing and is an additional form of defense.</p> <ul style="list-style-type: none"> • Only 1 member of staff should use the lift (located in the admin building) each journey to minimise the opportunity for social distancing measures to breach. • Staff to remain 2 metres from the lift doors when awaiting its use and must provide right of way at appropriate 2 metre social distance for the staff exiting the lift. • Staff should maintain appropriate social distance of 2 metres when using the stairwells to access offices and workshops. Limit 2 members of staff on the stairwell at one time to minimise breach in social distancing. • Signage to be present at base and top of each stairwell. • Additional signage in communal areas to support 2m guidance where possible. Passing in communal spaces is allowed without stopping. • Briefing to be provided to staff informing them of these measures.
7.	<p>Workstation / Office work - exposure to infection due to direct/indirect contact with colleagues / untreated surfaces.</p> <p>Multiple employees with a shared office space. Work desks within 2m of one another and poor ventilation.</p> <p>Shared printers and office equipment</p>	<ul style="list-style-type: none"> • All staff to receive information, training and instruction before returning to the office/site to work • Homeworking should be continued within the organisation where practical and appropriate and only staff who need to be on-site to carry out their work should attend workplace premises. However, it is recognised staff need to be integrated back into the office and therefore phased working and reduced capacity will be introduced and managed over a sensible period. • Hot desking will not be supported. • Staff are required to practice effective social distancing of 2 metres while in and around the workplace, as per Government guidelines. • Avoid nonessential contact with others Keeping a safe distance of at least 2 metres (about 3 steps) from others whenever possible. • Avoiding physical contact (eg hugs, handshakes, etc). • No workstations to be occupied within 2m unless further mitigation is identified and introduced.

		<ul style="list-style-type: none"> • Offices and work spaces to be set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc Workstations and desks to be arranged with a minimum 2 metre separation between them. • Only essential equipment which cannot be made personal should be shared between staff limiting the use and touch. • Stationary, telephone etc. should not be shared; and when this cannot be avoided a strict individual cleaning regime implemented before and after use. • Cancelling non-essential training and all face-to-face training/recruitment practices. • Carrying out any essential training/ recruitment by using email/online elearning wherever possible rather than bringing people together face to face. • Managers must carry out further risk assessments and consider whether that activity needs to continue for the business to operate - where such activities need to continue appropriate mitigation methods should be put into place, such as: <ul style="list-style-type: none"> ○ Increased hand washing ○ Increased environmental cleaning ○ Keeping the activity time involved as short as possible ○ Reducing the number of people each person has contact with by using “fixed teams or partnering” (so each person works with only a few others)
8.	Exposure of infection during meetings, briefings, inductions.	<ul style="list-style-type: none"> • All non-essential meetings to be cancelled. • Holding essential meetings in well ventilated rooms with appropriate social distancing in place – limit numbers to essential members only and use phone/video conferencing, etc. • Replacing face-to face meetings wherever possible with video conferencing, phone conferencing, etc. • Holding meetings outdoors if weather permits. • Providing hand sanitiser at meetings.



<p>9.</p>	<p>Exposure to infection due to direct/indirect contact with general public</p>	<ul style="list-style-type: none"> ● Staff will maintain a social distance of 2m from any member of the public. ● All non-essential public contact will cease. ● In the event of contact staff to wash hands and any exposed areas thoroughly. ● Where this cannot be maintained in order to protect or preserve life, HBB responders should make use of the PPE* included in all HBB Operations vehicles. ● Wearing a *Fluid resistant IIR Surgical mask, disposable gloves, goggles and disposable over suit combined with working in the open air will increase protection from Covid 19 contamination. ● This should be supported with enhanced personal hygiene and hand washing immediately post incident. ● This should also include the safe disposal of all PPE into a lined bin. ● Any HBB vehicles used in the incident should have all doors opened to increase air flow and thoroughly wiped down with Anti-bac wipes. Additional use of multi-surface Anti-Bac spray should also be used. ● Any contamination with bodily fluids will render the vehicle out of use and isolated until a professional clean can be arranged.
<p>10.</p>	<p>Canteen/common areas - exposure from large numbers of persons</p>	<ul style="list-style-type: none"> ● Break times should be staggered to reduce congestion and contact at all times. ● Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area. ● The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home. ● Workers should sit 2 metres apart from each other whilst eating and avoid all contact. ● Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. ● Staff should clean tables between each use.



		<ul style="list-style-type: none"> • All rubbish should be put straight in the bin and not left for someone else to clear up. • All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. • Limit number of staff able to use break/common areas at one time and ensure social distancing is implemented during its use via spot supervisor checks.
11.	<p>Exposure to infection during use of welfare facilities, shared toilets, showers and drying rooms</p>	<ul style="list-style-type: none"> • Introduce staggered start and finish times to reduce congestion and contact at all times. • Limit number of staff to use facilities at one time. • Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. • Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. • Introduce signage to identify when facilities are in use to minimise chance of indirect contact.
12	<p>Work activities where social distancing can not be achieved</p>	<ul style="list-style-type: none"> • All work where sustained (anything longer than 1 minute) close working is unavoidable, must have the task specific risk assessment updated with the covid19 risk and required control measures. This may include breaking the task into sub 15 minute periods. • Consider alternative or additional mechanical aids to reduce worker interface • Use an enhanced authorisation process (permit to work) for activities where less than 2m distance may be required • All personnel to confirm that they are not experiencing any symptoms • Avoid when possible non-essential physical work that requires close contact between workers. • Prohibit work requiring skin to skin contact • Plan all other work to minimise contact between workers



		<ul style="list-style-type: none"> • Use single use PPE and dispose as per hazardous waste procedure if contaminated. All other single use PPE can be disposed of in a lined bin.
<p>13.</p>	<p>Transmission of COVID-19 due to taking / accepting deliveries - contact with materials and persons (driver)</p>	<p>Always maintain 2m social distancing when accepting materials/deliveries.</p> <ul style="list-style-type: none"> • Materials to be placed outside of sites to reduce exposure to drivers. • Review work programme to assess whether ‘just in time’ arrangements (multiple deliveries from the same supplier) can be made to prevent additional or unnecessary deliveries. • Hand washing and sanitiser measures should be made available to maintain good hygiene. • Any delivery packaging disposed of immediately to prevent potential contamination.
<p>14.</p>	<p>Exposure to infection due to essential visitors/contractors</p>	<ul style="list-style-type: none"> • External visitors are still to be restricted to essential visitors/contractors only and need to be managed via the host ensuring HBB standard operating procedures are followed as there will be no reception facility at present and the main entrance will remain locked. • All personnel to confirm that they are not experiencing any symptoms. • Any essential visitors to HBB must be recorded using the visitors book and all contact details should be kept by the host in case of an outbreak. • Always maintain 2 metre social distancing and good hygiene rules when meeting essential visitors/contractors. • All external visitors/contractors to wear face coverings in HBB office corridors and communal areas. • All contractors should receive HBB COVID Secure briefing before undertaking any task onsite. • Visitors should be escorted while in the HBB Offices.



<p>15.</p>	<p>First aid during the pandemic - Impact on First Aid provision</p> <p>Reduced capacity to deliver first aid on site</p>	<ul style="list-style-type: none"> • First aid and cover arrangements to be reviewed on a regular basis to ensure sufficient provision is onsite at all times as per current legislation. • First aider certificates to be checked for validity and understand amended practices in regards to attending a casualty during COVID-19. • First aid contents to be monitored to ensure adequate supplies remain.
<p>16.</p>	<p>First aid during the pandemic - transmission of COVID-19 due to administering first aid.</p>	<ul style="list-style-type: none"> • All first aiders continue to follow HBB First Aid Policy and Procedure. • When providing first aid treatment the First Aider must adhere to the following control measures in relation to providing First Aid treatment: • Undertake dynamic risk assessment to determine if an individual requiring first aid treatment is presenting with symptoms of COVID-19. • If practical first aid is required then trained first aider should only treat the individual wearing appropriate PPE to reduce skin to skin contact or the opportunity to breath in any moisture particles that may have been expelled by the individual. • Wear gloves or cover hands when dealing with open wounds. • Cover cuts and grazes on your hands with waterproof dressing. • Dispose of all waste safely. • Do not touch a wound with your bare hand. • Do not touch any part of a dressing that will come in contact with a wound. • Instances involving emergency first aid requiring resuscitation techniques should not involve mouth to mouth contact. • Chest compression or defibrillation where applicable should be used until arrival of Emergency responders. • In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are



		<p>treating them.</p> <ul style="list-style-type: none"> • Be aware of cross contamination that could occur that isn't related to COVID-19. • Following any treatment any contaminated PPE must be removed and disposed of as hazardous waste.
17.	<p>COVID-19 impact on mental health within the workplace</p>	<ul style="list-style-type: none"> • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ • Communicate with staff via the HBB weekly update any occupational health service available to the workforce including any available employee assistance programme (EAP) or public support • Line management to regularly communicate to their team(s) for welfare support • Management to maintain regular contact with any staff working from home or furloughed due to their status as Clinically Extremely Vulnerable.
18.	<p>Building Evacuations - Exposure due to large numbers of people</p>	<ul style="list-style-type: none"> • Update existing evacuation plan in accordance with staff locations on site and limit numbers of people working in these areas to minimise the chance of contact during the evacuation process. • Update fire wardens of new procedures and formally brief all staff of changes.



<p>19.</p>	<p>Sharing of vehicles - Difficulty of maintaining the social distancing within HBB vehicles</p> <p>This can lead to spread Covid 19 from a carrier of the virus to other people in the same vehicle</p>	<ul style="list-style-type: none"> • Avoid vehicle use where possible. • Where unavoidable position the passenger in the rear of the vehicle not behind the driver and open windows. • If sharing is unavoidable, a maximum of 2 people should travel per vehicle. One in the front, one in the rear, not directly behind the driver and windows open. (Emergency Only) • Wipe contact surfaces with disinfectant before and after use. • Wash your hands before entering the Vehicle. • Empty vehicle of all content following use. • REFER TO RA025 Driving on Company Business.
<p>20.</p>	<p>Risk of infection due to sharing radios/phones.</p> <p>Phones are an essential method of communication for all office based activities.</p> <p>Radio's are an essential method of communication to maintain safety on the estate.</p> <p>Both Radio and phone mouthpieces are extremely likely to be contaminated with bodily fluids so anyone with COVID 19 will contaminate the radio.</p>	<ul style="list-style-type: none"> • Avoid sharing radios/phones • Clean radios/phones with disinfectant wipes before and after use. • Highlight this risk and importance of cleaning to all personnel.