



RISK ASSESSMENT FORM SUMMARY OF FINDINGS & RECOMMENDATIONS

TASK: RA039 DATE OF ASSESSMENT: 18/05/20 DATE OF NEXT REVIEW: 25/07/21 (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) REVIEW 8: 15/06/21
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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 direct/indirect contact with general public
6. Canteen/common areas - exposure from large numbers of persons
7. Exposure to infection during use of welfare facilities, shared toilets, showers and drying rooms
8. Work activities where social distancing can not be achieved
9. First aid during the pandemic - transmission of COVID-19 due to administering first aid.
10. COVID-19 impact on mental health within the workplace
11. Sharing of vehicles - Difficulty of maintaining the social distancing within HBB vehicles
12. 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>

EXISTING STANDARDS / CONTROL MEASURES

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 as set out in Government guidance.

NOTE: It is mandatory for all suppliers and contractors accessing the estate to undertake their own 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
Issue to all managers for comments	JB	16/06/21		YES
Revise supporting documents to be consistent with this one.	All managers	25/06/21		



Risk Matrix used

Likelihood of Recurrence	Severity of injury				
	1 Insignificant No Injury	2 Minor First Aid Injury	3 Moderate 3 Day Injury	4 Major Broken Bones	5 Catastrophic Death
1 - Very Unlikely 1 in 1,000,000	1	2	3	4	5
2 - Unlikely 1 in 10,000	2	4	6	8	10
3 - Fairly Likely 1 in 1000	3	6	9	12	15
4 - Likely 1 in 100	4	8	12	16	20
5 - Very Likely 50/50	5	10	15	20	25

1 – 8	INSIGNIFICANT – No further action required.
9 – 15	ACTION REQUIRED – Take immediate action to reduce the risk
16 – 25	UNACCEPTABLE – Stop work activities and make immediate improvements.

Scoring: L x S = R
 L - Likelihood
 S - Severity
 R - Risk

Identified individuals or groups especially at risk:

Staff
x 107

Visitors
x 20

Public
x 1000+

Contractors
x 100

Undertaken by: J.Barnes/G.Wilson/
S.Bentham

Date: 15/06/21

Reviewed by: All Managers

Initial Assessment
 Review Assessment
 Following Incident

Cross reference to other supportive assessments:

RA025 Driving on Company Business
 RA038 - HBB Engineering works on site during Covid-19 pandemic
 RA040 - Covid-19 pandemic Operations specific tasks
 RA041 - Specific tasks relating to Customer Services Department during Covid-19 pandemic
 RA042 - Specific tasks relating to Human Resources Department during Covid-19 pandemic
 RA043 - HBB Finance office and cash room - COVID 19

RA001 - Offices V3

Managers Signature:

Date: 29.07.21



Ref	Hazards Identified	Pre Action Risk Quantification			Existing Controls or Further Action Required	Post Action Quantification		
		L	S	R		L	S	R
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. 	3	3	9	<ul style="list-style-type: none"> • Govt and NHS Guidance • Follow good NHS hygiene measures at all times • Use private transportation, cycle or walk. Implement social distancing and use PPE when using public transport as set out in government guidance. • Line managers will offer support to staff who are affected by Coronavirus or have 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	3	6

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> <p>In general vulnerable and extremely vulnerable are fully vaccinated against covid 19.</p>	3	3	9	<ul style="list-style-type: none"> • HBB to continue following ongoing government guidance • HR to confirm all those who are extremely vulnerable have been vaccinated. All none responses to be reviewed individually. 	1	3	3
3.	<p>Suspected case whilst working on site</p>	3	3	9	<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 	2	3	8

					<p>period, even if their result is returned as negative.</p> <ul style="list-style-type: none"> The work area should receive deep cleaning and social distancing maintained. 			
4.	Poor hygiene that could lead to infection	3	3	9	<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. 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. Signs to be placed on the door reminding users that social distancing MUST be used. 	1	3	3

					<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	3	3	9	<ul style="list-style-type: none"> • Continue to follow any further national government advice provided • Homeworking should be continued within the organisation where practical and appropriate. • All persons to limit their use of public transport, if essential follow government guidelines and wear appropriate face covering and maintain social distancing while travelling [check the public transport website for safety measures and any PPE 	1	3	3

					<p>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.	Transmission of infection via Access / egress to office/worksite	2	3	6	<p>Implementation of the following practices:</p> <ul style="list-style-type: none"> 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. 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 should not be used as a substitute to handwashing and is an additional form of defense. 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. 	1	3	3

					<ul style="list-style-type: none"> • 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 an 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>	2	3	6	<ul style="list-style-type: none"> • 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. • social distancing as per Government guidelines. • Avoiding physical contact (eg hugs, handshakes, etc). • Offices and work spaces to be set up to support social distancing, • 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 	1	3	3

				6	<p>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:</p> <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) 			6
8.	Exposure of infection during meetings, briefings, inductions.	2	3	6	<ul style="list-style-type: none"> ● 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. ● Holding meetings outdoors if weather permits. ● Providing hand sanitiser at meetings. 	1	3	3
9.	Exposure to infection due to direct/indirect contact with general public	3	3	9	<ul style="list-style-type: none"> ● Staff will maintain a social distance of 2m from any member of the public where possible. ● 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. Visor and disposable gloves ● This should be supported with enhanced personal hygiene and hand washing immediately post incident. 	2	3	6



HUMBER BRIDGE

					<ul style="list-style-type: none"> 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. 			
10.	Canteen/common areas - exposure from large numbers of persons	3	3	9	<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. Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. Staff should clean tables between each use. 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, ensure social distancing is implemented 	2	3	6
11.	Exposure to infection during use of welfare facilities, shared toilets, showers and drying rooms	3	3	9	<ul style="list-style-type: none"> 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. Ensure social distancing is implemented 	1	4	4

12	Work activities where social distancing can not be achieved	3	3	9	<ul style="list-style-type: none"> All work where sustained (anything longer than 15 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 All personnel to confirm that they are not experiencing any symptoms Plan all other work to minimise physical contact between workers 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. 	2	3	6
13.	Transmission of COVID-19 due to taking / accepting deliveries - contact with materials and persons (driver)	2	3	6	<p>Always maintain 2m social distancing when accepting materials/deliveries.</p> <ul style="list-style-type: none"> Hand washing and sanitiser measures should be made available to maintain good hygiene. Any delivery packaging is disposed of immediately to prevent potential contamination. 	1	3	3
14.	Exposure to infection due to essential visitors/contractors	2	3	6	<ul style="list-style-type: none"> 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. 	1	3	3

					<ul style="list-style-type: none"> All contractors should receive HBB COVID Secure briefing before undertaking any task onsite. Visitors should be escorted while in the HBB Offices. 			
15.	First aid during the pandemic - transmission of COVID-19 due to administering first aid.	3	3	9	<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. 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 treating them. 	2	4	8

					<ul style="list-style-type: none"> Following any treatment any contaminated PPE must be removed and disposed of as hazardous waste. 			
16.	COVID-19 impact on mental health within the workplace	3	4	12	<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/corona-virus-and-your-wellbeing/ Communicate with staff via the HBB 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 	2	4	8
17.	Building Evacuations - Exposure due to large numbers of people	3	3	9	<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. 	2	3	6
19.	Sharing of vehicles - Difficulty of maintaining the social distancing within HBB vehicles This can lead to spread Covid 19 from a carrier of the virus to other people in the same vehicle	3	3	9	<ul style="list-style-type: none"> Face covering must be worn when vehicle sharing. 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. 	1	3	3

<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>	<p>3</p>	<p>3</p>	<p>9</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. 	<p>1</p>	<p>3</p>	<p>4</p>
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