



COVID-19 (CORONAVIRUS) POLICY

Aspect Group Services

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VERSION INFORMATION AND CHANGES

Any changes, edits and updates made to the COVID-19 policy will be recorded in here.

It is the responsibility of the Health and Safety representative to ensure all existing copies of the COVID-19 policy are up to date. Whenever there is an update to the COVID-19 policy, Aspect Group Services require that the version number to be updated to indicate this.

| NAME | ROLE | DATE | VERSION | NOTES |
|---------------|---------------|--------------------------------|---------|---|
| COVID-19 Team | COVID-19 Team | 27 th April 2020 | Rev A | Initial Draft |
| COVID-19 Team | COVID-19 Team | 16 th June 2020 | Rev B | Added Anosmia |
| COVID-19 Team | COVID-19 Team | 23 rd Sept 2020 | Rev C | Added Isolation requirements, Track & Trace, Removal of Shielding. |
| COVID-19 Team | COVID-19 Team | 20 th November 2020 | Rev D | Updated CLC Guidance to V6, added requirements for site canteens / rest areas. |
| COVID-19 Team | COVID-19 Team | 19 th January 2021 | Rev E | Updated CLC Guidance to V7, added new strains of virus, updated isolation requirements. Change of notification rules. |
| COVID-19 Team | COVID-19 Team | 4 th May 2021 | Rev F | Updated requirement for staff to notify of any positive results, and notification of case by business. |
| COVID-19 Team | COVID-19 Team | 19 th July 2021 | Rev G | Updated requirements in line with Step 4 easements for England. |
| COVID-19 Team | COVID-19 Team | 26 th November 2021 | Rev H | Updated requirements in line with isolation requirements in England & Omicron update. |
| COVID-19 Team | COVID-19 Team | 17 th January 2022 | Rev I | Updated requirements in line with new isolation requirements in England & temporary suspension of confirmatory PCR test when not symptomatic. |
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SECTION 1 – INTRODUCTION

COVID-19 also known as coronavirus has disrupted everyone's life for a significant period of time. The virus continues to be a risk within both personal and work life, however the vaccination programme has seen a significant reduction in the numbers of infected persons being admitted to hospital and the risk of mortality from the currently known variants. The virus has been shown to be able to mutate into several variants over time, this remains a serious concern as potentially a mutation could render the vaccination programme ineffective.

Throughout the COVID-19 pandemic, the Government's objective has been to protect lives and livelihoods across the United Kingdom. This remains the Government's priority as the UK eases restrictions.

The Government has introduced new regulations and guidance to control the spread of the virus which has evolved over the course of the pandemic.

The alert levels are:

Level 1: COVID-19 is not known to be present in the UK

Level 2: COVID-19 is present in UK, but the number

Level 3: COVID-19 epidemic is in general circulation

Level 4: a COVID-19 epidemic is in general circulation; transmission is high and direct COVID-19 pressure on healthcare services is widespread and substantial or rising

Level 5: as level 4 and there is a material risk of healthcare services being directly overwhelmed by COVID-19

Reductions in the legal requirements are being introduced, however personal responsibility is being strongly encouraged and the requirement for businesses to assess the risk from COVID-19 remains.

Aspect Group Services have implemented arrangements to limit the spread of Coronavirus within the organisation. The company has specific responsibilities under the Health and Safety at Work etc. Act 1974. Our employees may also be subject to action by the authorities arising from Government-issued guidance and legislation in respect of Coronavirus.

The Government recognises that the workplace could be a potential place where COVID-19 could be spread, work can continue providing that site can implement a COVID Safe workplace as detailed in the working safely during coronavirus guidance. The requirement to "work from home" where possible has now been removed.

This policy is for every Aspect Group Services workplace, and its contents should be followed to ensure that all our operations are carried out in a safe way, in line with Government guidance.

This policy covers the following topics:

Section 2 – Those that are at an increased risk of COVID-19 Coronavirus

Section 3 – Site operations

Section 4 – Office operations

Any action by an Employee or Contractor Employee/ Sub-Contractor found to be contravening this policy or other government guidance, may result in dismissal from site and in the case of our Employees, disciplinary action being taken.

EVERYONE has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus).

EVERYONE needs to follow the well-published and communicated advice from the Government and Public Health England.

To assist with government requirements, we need to ensure all employment records are up to date, staff are requested to notify any change in contact details as soon as possible.

Wellbeing

Aspect Group Services are committed to our staff wellbeing and mental health, let people know when you need assistance or support. The SMT, your line manager, colleagues and you are part of a team and should be supporting each other. If at any point you become overwhelmed in the current situation then please contact your Line Manager at the earliest opportunity.

1.1 ISOLATION REQUIREMENTS

EVERYONE MUST follow the guidance on self-isolation if you have symptoms consistent with the coronavirus infection (e.g., a new persistent cough, a loss of, or change in, your normal sense of taste or smell (anosmia) or high temperature). For most people, COVID-19 will be a mild illness. However, if you have any of the symptoms above, even if your symptoms are mild, stay at home and arrange to have a test, this can be done [here](#).

There are several other symptoms linked with COVID-19. These other symptoms may have another cause and are not on their own a reason to have a COVID-19 test. If you are concerned about your symptoms, seek medical advice.

If you have received one or more doses of COVID-19 vaccine and have symptoms of COVID-19 or have received a positive test result, you should still follow this guidance. This is because it is still possible to get COVID-19 and spread it to others even if you are vaccinated.

If you have received one or more doses of COVID-19 vaccine.

If you have been vaccinated with a COVID-19 vaccine, you are less likely to catch COVID-19, and to become severely ill if you do catch it. You are also less likely to spread COVID-19 to other people, but it is still possible for this to happen.

If you have [symptoms](#) of COVID-19 or have received a positive test result, you should still follow this guidance and self-isolate even if you have received one or more doses of COVID-19 vaccine. This will reduce the risk of spreading infection and help to protect other people.

When to self-isolate

Self-isolate straight away and get a [PCR test \(a test that is sent to the lab\) on GOV.UK](#) as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

You should also self-isolate straight away if:

- you've tested positive for COVID-19 – this means you have the virus (by either PCR or LFD)
- someone you live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you)
- you've been told to self-isolate following contact with someone who tested positive – [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](#)

If you have tested positive on a lateral flow test (LFD) but have no symptoms

If you have been undertaking periodic monitoring as advised (twice per week) and one of these tests produces a positive result, you will be required to isolate immediately, but as a temporary measure, from the 11th January 2022 there will be no requirement to undertake a confirmatory PCR test unless one of the following applies:

If you are eligible for the £500 Test and Trace Support Payment (TTSP), you will still be asked to take a confirmatory PCR if you receive a positive LFD result, to enable you to access financial support.

If you are participating in research or surveillance programmes, you may still be asked to take a follow-up PCR test, according to the research or surveillance protocol.

Around one million people in England who are at particular risk of becoming seriously ill from COVID-19 have been identified by the NHS as being potentially eligible for new treatments. They will be receiving a PCR test kit at home by mid-January to use if they develop symptoms or if they get a positive LFD result, as they may be eligible for new treatments if they receive a positive PCR result. This group should use these priority PCR tests when they have symptoms as it will enable prioritised laboratory handling.

When you do not need to self-isolate

If you live with or have been in contact with someone with COVID-19, you will not need to self-isolate if any of the following apply:

- you're fully vaccinated – this means 14 days have passed since your final dose of an approved COVID-19 vaccine
- you're under 18 years old
- you're taking part or have taken part in an approved COVID-19 vaccine trial
- you're not able to get vaccinated for medical reasons

Even if you do not have symptoms, you're strongly advised to:

- do daily rapid lateral flow tests (1 a day for 7 days), if you're fully vaccinated, to protect yourself and others from COVID-19 - [find out more about daily testing on GOV.UK](#)
- follow advice on [how to avoid catching and spreading COVID-19](#)
- consider limiting contact with [people who are at higher risk from COVID-19](#)

Early release from isolation rules.

From Monday 17 January, people with COVID-19 in England can end their self-isolation after 5 full days, as long as they test negative on day 5 and day 6.

It is crucial that people isolating with COVID-19 wait until they have received 2 negative rapid lateral flow tests on 2 consecutive days to reduce the chance of still being infectious.

The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. If an individual is positive on day 5, then a negative test is required on day 6 and day 7 to release from isolation.

It is essential that 2 negative rapid lateral flow tests are taken on consecutive days and reported before individuals return to their job or education, if leaving self-isolation earlier than the full 10-day period.

For instance, if an individual is positive on day 5, then a negative test is required on both day 6 and day 7 to release from self-isolation, or positive on day 6, then a negative test is required on days 7 and 8, and so on until the end of day 10.

Those who leave self-isolation on or after day 6 are strongly advised to wear face coverings and limit close contact with other people in crowded or poorly ventilated spaces, work from home if they can do so and minimise contact with anyone who is at higher risk of severe illness if infected with COVID-19.

The default self-isolation period continues to be 10 days, and you may only leave self-isolation early if you have taken 2 rapid lateral flow tests and do not have a temperature in line with guidance.

If you receive a request by text, email or phone to log into the [NHS Test and Trace](#) service website you should do this. You will be asked about when your symptoms started. You should provide this information because it will be used to identify who has been in contact with you while you have been infectious.

You will be asked about your recent contacts so that they can be given public health advice. They will not be told your identity. It is very important that you provide this information, as it will play a vital role in helping to protect your family, friends and the wider community.

You can return to your normal routine and stop self-isolating after 10 full days (or earlier if you meet the conditions for early release) provided your symptoms have gone, or if the only symptoms you have are a cough or anosmia, which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.

If you develop COVID-19 symptoms at any point after ending your first period of isolation you and your household should follow the steps in this guidance again.

Most people with COVID-19 will experience a mild illness. Seek prompt medical attention if your illness or the illness of someone in your household is worsening.

Stay as far away from other members of your household as possible. Wherever possible, avoid using shared spaces such as kitchens and other living areas while others are present and take your meals back to your room to eat. Wear a [face covering](#) or a surgical mask when spending time in shared areas inside your home.

Take exercise within your home, garden or private outdoor space. Follow the general advice to [reduce the spread of the infection](#) within your household.

It may be difficult for some people to separate themselves from others in their household. Not all these measures will be possible if you are living with children or have caring responsibilities, but follow this guidance to the best of your ability in these circumstances.

The employee will be required to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive to Aspect Group Services

Payment during isolation

Should you be required to self-isolate in line with the above guidance, and cannot work from home, you may be entitled to SSP as set out by the guidance which can be found at <https://www.gov.uk/statutory-sick-pay>

If someone develop symptoms while at work, they **MUST**

- Report this to their Supervisor (preferably by remote communication e.g. mobile phone)
- Cough or sneeze into a tissue and put it in a bin, if no tissues are available cough and sneeze into the crook of their elbow
- Avoid touching anything
- Return home immediately
- Get a Coronavirus COVID-19 PCR Test (not lateral flow)

<https://www.gov.uk/get-coronavirus-test>

- They must then follow the guidance on self-isolation and not return to work until they have received a negative test result or, in the event of a positive test result, until their period of self-isolation has been completed.

Travelling Abroad

Before you travel abroad:

Check the rules for the country or territory you're going to.

Find out what you need to do when you return Home.

Book any tests or quarantine hotel packages you need.

Before you return:

Countries and territories are listed as either red, amber or green. The rules for testing and quarantine when you return Home are different for each list.

England: <https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england>

Wales: <https://gov.wales/rules-foreign-travel-and-wales-coronavirus-COVID-19-html>

The rules you must follow depend on which countries or territories you've been in or travelled through in the 10 days before you arrive Home, as well as the one you're travelling from.

For example, if you travel from an amber list country but have been in a red list country in the 10 days before you arrive in Home, you must follow the rules for red list countries.

You should not travel to countries or territories on the red list.

NHS Test & Trace

Aspect Group Services asks all of its staff to fully co-operate with the NHS Test & Trace service, and follow any requests or requirements received. Aspect Group Services will also assist wherever requested. Aspect Group Services encourages all staff to download and use the NHS COVID-19 Test & Trace app.

<https://www.COVID19.nhs.uk/help-downloading.html>

1.2 COVID-19 Outbreak Plan

Aspect Group Services have introduced a plan for if COVID-19 is detected within the workplace/workforce. The Organisation's single point of contact (SPOC) who will be responsible for the lead on contacting local Public Health teams and initiating the requirements of the plan is Astrid Hazelwood.

The responsible person (SPOC) will call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of the organisation's workers have tested positive.

We will be required to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate where required.

To assist with the Test & Trace service, we will keep temporary records of all staff shift patterns and locations visited, this will also extend to recording where visitors have attended our premises. (Excludes short duration visits such as delivery/collection drivers etc.)

SECTION 2 - THOSE THAT ARE AT INCREASED RISK FROM COVID-19 (CORONAVIRUS)

The situation is now very different to when shielding was first introduced at the start of the pandemic. We know a lot more about the virus and what makes someone more or less vulnerable to COVID-19, the vaccine continues to be successfully rolled out, and other treatments and interventions are becoming available.

The government will continue to assess the situation and the risks posed by COVID-19 and based on clinical advice, will respond accordingly to keep the most vulnerable safe.

As a minimum, you should continue to follow the same [guidance](#) on staying safe and preventing the spread of COVID-19. You should consider advice from your health professional on whether additional precautions are right for you. However, as someone with a health condition, you may want to consider, alongside any advice from your clinician, if additional precautions are right for you. These could include:

- considering whether you and those you are meeting have been vaccinated – you might want to wait until 14 days after everyone's second dose of a COVID-19 vaccine before being in close contact with others
- considering continuing to practice social distancing if that feels right for you and your friends
- asking friends and family to take a rapid lateral flow antigen test before visiting you
- asking home visitors to wear face coverings
- avoiding crowded spaces

More information can be found [here](#).

Aspect Group Services will give extra consideration to people at higher risk and to workers facing mental and physical health difficulties. Those who are clinically extremely vulnerable are no longer advised to shield. We will aim to continue to support these workers by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians. We will be providing support for workers around mental health and wellbeing. This could include advice or telephone support.

SECTION 3 – RETURN TO WORK FOR EMPLOYEES

We recognise that ways of working have shifted through the pandemic, and some employers are looking at future hybrid models which include an element of home working. Whatever model we choose to follow for the longer term, we will discuss it with those who might be affected and also with employee representatives. To help staff to feel safe we will consult with them on any health and safety measures we have put in place and are maintaining to reduce the risk of COVID-19 spreading.

SECTION 4 – OPERATIONS

3.1 COVID-19 Safe Operating Procedures (SOPs)

All personnel should follow the relevant industry specific SOPs and other site rules communicated by the Site Management team. The COVID-19 G acknowledgement form (Appendix 1) must be completed and returned. If the role of the worker is not covered by an industry specific SOP then they must follow the Site Personnel SOP (including Site Managers) – see below:

All persons entering site must be free from symptoms of coronavirus and or other variants, hands must be washed, or sanitiser used on entry. All persons are advised to maintain social distancing when meeting persons with whom they would not normally have close contact wherever possible whilst on the premises or undertaking work on behalf of the company.

Aspect Group Services strongly encourages all members of staff to use the free NHS lateral flow tests on a regular basis.

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

Aspect Group Services encourages all staff to download and use the NHS COVID-19 Test & Trace app.

<https://www.COVID19.nhs.uk/help-downloading.html>

We also encourage uptake of the vaccine by staff.

<https://www.nhs.uk/conditions/coronavirus-COVID-19/coronavirus-vaccination/>

3.2 Enforcement of COVID-19 SOPs and Site Rules

Aspect Group Services will be conducting COVID-19 inspections. They will also carry out spot checks of the register and the COVID-19 acknowledgement forms.

As of the 19th of July, in England these requirements are non-longer a legal requirement, however we ask all staff and visitors to our sites to take some personal responsibility in maintaining sensible COVID precautions, especially when interacting with persons you would not normally be in close contact with.

4.1 Risk Assessment and Site Measures

Aspect Group Services operations are covered by the Risk Assessment.

The Risk Assessment must be updated when necessary and when new guidance is issued by government, other agencies and H&S Advisors.

This guidance policy has been prepared in line with the current government guidance and the CLC COVID-19 safe operating guidance (V7) and other identified possible practical measures. Although the current legal requirement does not enforce the adoption of these control measures, it is anticipated that there would be benefit in maintaining the general procedures for the time being.

Travel

- If possible, travel to your place of work on your own.
- If it is not possible to travel to work on your own, then your journeys should be shared with the same individuals. Try not to change the occupants that share the vehicle and avoid using public transport if practicable.
- Ensure everyone has cleaned their hands with hand sanitiser (minimum 60% alcohol based) prior to getting into the vehicle.
- Maintain as much ventilation as possible whilst traveling by opening the windows.
- Have disposable gloves or hand sanitiser (minimum 60% alcohol based) available in the vehicle to protect/clean your hands in case you need to fill up with fuel during your journey.
- Do not make any unnecessary stops during your journey, ensure that you and your occupants travel to work with what they need.
- Clean the inside of your vehicle cab including door handles, steering wheel, gear stick and indicator stalk on a regular basis, especially if the vehicle is a shared vehicle.
- If you need to utilise public transport to get to your place of work, travel at off peak times and follow requirements for wearing face coverings as implemented locally.

Site Access and Egress Points

- Unnecessary visitors should be discouraged, where visitors are accepted to attend, it is recommended that they are asked to supply a negative test result prior to arrival.
- Consider introducing staggered start and finish times to reduce congestion around the site office and welfare facilities, if a particularly busy site.
- Plan site access and egress points to allow social distancing.
- Use signage to remind workers not to attend site if they have symptoms of the virus and to follow the guidelines.
- Require all workers to wash their hands for minimum 20 seconds using soap and water when entering and leaving the site.
- Regularly clean common contact surfaces.
- Carry out inductions and daily briefings in the open air wherever possible and maintain sufficient ventilation around the work area.

Deliveries to site, driver should be asked to remain in their vehicle, if the load allows. Where the drivers are required to exit their vehicle, they should wash or sanitise their hands before handling material. Drivers must be allowed to use welfare facilities when attending site if they so wish.

Hand Washing

- Wash your hands when you arrive on site, regularly throughout the day (especially if you sneeze or cough and after eating or handling food) and again when you leave site.
- Allow regular breaks to wash hands.
- Consider providing additional handwashing facilities to the usual welfare facilities, particularly on a large spread-out site or where there are significant numbers of personnel on site, including plant operators.
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times.
- Provide hand sanitiser (minimum 60% alcohol based) where handwashing facilities are unavailable.
- Regularly clean the hand washing facilities.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal for disposal.

Toilet Facilities

- Remind all workers to wash or sanitise hands before and after using the facilities.
- Enhance the cleaning regime for toilets, particularly door handles locks and toilet flush. Consider providing regular cleaning products and direct all operatives to clean the facilities after use.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteen and Rest Areas (where available)

- Workers should be encouraged to bring their own food and refillable drinking bottles. Do not share items, i.e. cups, plates and cutlery unless they can be suitably cleaned between uses. They should also be encouraged to stay on site and avoid using local shops.
- Consider staggering break times or having a rota. Alternatives to using the canteen may be possible, e.g. outside seating area, breaks taken in own cars alone etc.
- Enhance the cleaning regime for contact points, for example water taps, kettles etc. Consider providing regular cleaning products and direct all operatives to clean these contact points after use. Have hand cleaning facilities or hand sanitizer available at the entrance to any room where people eat, and workers directed to use when entering and leaving the area.
- All rubbish should be put straight in the bin and not left for someone else to clean up.
- Tables should be cleaned between each use.
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use.

Work Planning to Avoid Close Working

In line with Government guidance, close contact between workers should be managed to reduce the risk of spread of COVID-19 within the workforce. Where possible “fixed teams” or “cohorting” will be encouraged to minimise unnecessary contacts.

First Aid and Emergency Services Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- Consider your first aid resources and ensure they are adequate.
- Have an emergency plan, considering that there may be potential for delays in emergency services response time due to pressure on resources.
- Ensure you have contact details of a person who should be contacted in the event of an emergency involving a worker.

Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and touch points including:

- Taps and washing facilities.
- Toilet flush and seats.
- Door handles and push plates.
- Handrails on staircases and corridors.
- Lifts and hoist controls.
- Machinery and equipment controls.
- All areas used for eating, which must be thoroughly cleaned at the end of each break and shift, including chairs and door handles.
- Telephone equipment.
- Keyboards, photocopiers and other office equipment.
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.
- Have a documented site cleaning regime, give a designated person this task on a daily basis.

PPE

The use of face coverings as a requirement to entry to premises / use of transport has been removed in all but a few circumstances. We support any employees who wish to continue to wear face coverings whilst undertaking work activities and encourage their continued use when meeting persons who you would not normally be in contact with.

The use of face coverings or PPE (FFP rated masks) is not required in response to coronavirus in offices or whilst carrying out construction activities and the Government guidance on Working safely during coronavirus (COVID-19) states that: Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

- Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE

Remember:

- Re-useable coverings should be thoroughly cleaned after use and not shared between workers.
- Single use coverings should be disposed of so that they cannot be reused.

Where work has been identified as requiring RPE for the task being undertaken (e.g. dusts, fumes etc..) then the RPE must be worn as usual.

If you require assistance with the planning of any work activity, then please do not hesitate to call your local H&S Advisor.

SECTION 4 - OFFICE OPERATIONS

The Government has issued further guidance for businesses and set out a number of working safely protocols that are advised to be followed by all staff.

The paramount principles being that staff should be continually reminded:

- Follow all isolation requirements.
- Not attend work if you have symptoms of COVID-19 and MUST follow isolation requirements.
- Wash your hands regularly using soap and water for 20 seconds and particularly after blowing their nose, sneezing or coughing. Where facilities to wash hands are not available, hand sanitizer should be used.
- Cover any coughs or sneezes with a tissue, then dispose in a bin and immediately wash their hands.

After consideration of these principles, we ask that staff going to our offices are encouraged to:

- Ensure adequate ventilation of work areas is maintained.
- Essential face-to-face contact with persons you do not normally meet should be kept to 15 minutes or less.
- Where visitors attend site, request proof of a negative COVID-19 test result before entry.
- Undertake Free lateral flow tests on a periodic basis.
- Download and use the NHS COVID-19 App
- Get themselves vaccinated.
- Bring their own food to the office which does not require preparation in communal kitchens, i.e., sandwiches/ prepared salads in cool bags.
- Limit the use of kettles/ hot taps for the preparation of hot drinks, and after use clean handles etc.
- Frequently clean and disinfect surfaces that are touched regularly, using standard cleaning products.
- Use any other sensible measures to limit contact with others/ surfaces they touch.

Enhanced cleaning procedures should be in place across the office, particularly in communal areas and touch points including:

- Taps and washing facilities.
- Toilet flush and seats.
- Door handles and push plates.
- Handrails on staircases and corridors.
- All areas used for eating.
- Telephone equipment.
- Keyboards, photocopiers and other office equipment.

A documented office cleaning regime has been implemented, giving a designated person the task of monitoring the cleaning arrangements.

The Risk assessment must be updated when necessary and when new guidance is issued by government, other agencies or H&S Advisors.

APPENDIX 1

COVID-19 G ACKNOWLEDGEMENT FORM

| | |
|---------------------------|--|
| NAME | |
| TRADE/JOB TITLE | |
| OPERATING BUSINESS | |
| EMPLOYER | |
| SOP ISSUED | |

Aspect Group Services **DIRECT EMPLOYEES**
 I confirm that I have read and understood the:

- COVID-19 Policy
- RAMS/SOP

EMPLOYEES/ SUB-CONTRACTORS OF CONTRACTORS

I confirm that I have read and understood the:

- COVID-19 Policy
- RAMS/ SOP

Signature:

Date:

(Electronic signature will be accepted)

| | | | | | |
|-------------------------|--|----------------------------------|-------------|----------------|---|
| The Organisation | Aspect Group Services | Risk Assessment Type | COVID-19 | Review: | As Gov/Alert levels change or 3 monthly whichever is sooner |
| Scope | This assessment covers all activities in relation to the undertaking at units 11 & 15 Chestnut Drive and one site where works are being undertaken. It focuses on the required control measures to prevent the spread of Coronavirus (COVID-19). | Risk Assessment Reference | AGS-C19-V16 | Date: | 17/01/2022 |

| Hazard | Risk | Persons affected | Current Control Measure | Pb | Sv | RPN | Further Control Measure | Pb | Sv | RPN | Responsibility By Date | Complete |
|--------|---|---|---|----|----|------------|---|----|----|-----------|------------------------|----------|
| 1 | Travelling to work via public transport | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, vulnerable/high risk groups, anyone who physically comes in contact with you in relation to the activities | 2 | 5 | 10 Med | No further controls Necessary | 2 | 5 | 10 Med | | |
| 2 | Travelling to work | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff. | 1 | 5 | 5 Low | No further controls Necessary | 1 | 5 | 5 Low | | |
| 3 | Travelling to work in shared vehicle | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, other vehicle occupants | 2 | 5 | 10 Med | No further controls Necessary | 2 | 5 | 10 Med | | |
| 4 | Travelling to work, increase risk of catching the virus being in close proximity in vehicle | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, other vehicle occupants | 3 | 5 | 15 High | Communication of controls to employees. | 2 | 5 | 10 Med | AGS Nov 2021 | |
| 5 | Travelling to work in shared vehicles, potential to transmit the virus via surfaces | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff. | 2 | 5 | 10 Med | No further controls Necessary | 2 | 5 | 10 Med | | |

| Probability | | | | Severity | | | |
|-------------|---|---|---|--|-------|---|-----------------|
| 1 | Improbable – Unlikely | X | 1 | Negligible – remote possibility of harm | 1-6 | = | Low priority |
| 2 | Remote – May occur | X | 2 | Marginal – first aid injury possible | 8-12 | = | Medium priority |
| 3 | Possible – Likely to occur | X | 3 | Slightly dangerous – minor injury possible | 15-25 | = | High priority |
| 4 | Probable – Very likely to occur | X | 4 | Dangerous – major injury | | | |
| 5 | Very probable – very likely to occur soon | X | 5 | Very dangerous – could cause death | | | |

| Hazard | | Risk | Persons affected | Current Control Measure | Pb | Sv | RPN | Further Control Measure | Pb | Sv | RPN | Responsibility By Date | Complete |
|--------|--|---|------------------|--|----|----|------|--|----|----|-----|------------------------|----------|
| 6 | Working from home in an office with no controls | Lack of communication or support | Staff | Communication structures are in place to encourage regular communication between employees. Employees are being encouraged to work from the office | 1 | 5 | 5 | No further controls Necessary | 1 | 5 | 5 | | |
| | | | | | | | Low | | | | Low | | |
| 7 | Working from home – workstation | RSI, neck, shoulders, backs, arms, wrists and hands, as well as fatigue and eye strain. Musculoskeletal and eye strain, visual fatigue, mental stress. | Staff | Workstation assessments to be carried out for long term home workers. | 3 | 5 | 15 | Where home working becomes a long-term solution, undertake home working assessments. | 2 | 5 | 10 | AGS May 2021 | |
| | | | | | | | High | | | | Med | | |
| 8 | Working from home – workstation | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff | Where staff need to work from home all necessary equipment is provided to home workers to allow them to carry out their roles. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 9 | Working from home - mental health | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff | Management maintains regular contact with those working from home. Employees are being encouraged to work from the office. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 10 | Site access and egress – pinch points on arrival/ leaving site | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, visitors | Start and finish times are staggered where possible to reduce congestion. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |

| Probability | | | Severity | | |
|-------------|---|---|----------|--|------------------------|
| 1 | Improbable – Unlikely | X | 1 | Negligible – remote possibility of harm | 1-6 = Low priority |
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| Hazard | | Risk | Persons affected | Current Control Measure | Pb | Sv | RPN | Further Control Measure | Pb | Sv | RPN | Responsibility By Date | Complete |
|--------|--|---|--|--|----|----|------|-------------------------------|----|----|------|------------------------|----------|
| 11 | Site access and egress where staff would previously travel on public transport | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff | Site has adequate parking space to allow parking of extra vehicles and or cycles to allow staff to travel to work using alternative transport | 1 | 5 | 5 | No further controls Necessary | 1 | 5 | 5 | | |
| | | | | | | | Low | | | | Low | | |
| 12 | Site access and egress – unannounced visitors | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Visitors, Staff, vulnerable/high risk groups, anyone else who physically comes in contact with you | Where visitors are anticipated, they will be encourage to provide a negative test result prior to entry, work areas will remain well ventilated. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 13 | Site access and egress – potential to carry the virus into the workplace | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, visitors, contractors vulnerable/high risk groups, anyone else who physically comes in contact with you | Hand sanitising stations are provided at each access point. Where water is not available hand sanitiser to be provided. Workers are reminded to wash their hands for 20 seconds or use sanitiser on arrival and departure from site. | 3 | 5 | 15 | No further controls Necessary | 3 | 5 | 15 | | |
| | | | | | | | High | | | | High | | |
| 14 | Workstations / work areas – risk of transmission of virus working in close proximity | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, visitor | Staff are reminded of the need to maintain ventilation of all work areas. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 15 | Workstations / work areas – risk of transmission of virus working in close proximity | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, visitor | Hot desking is only permitted where unavoidable, work areas will be suitably cleaned between users. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |

| Probability | | | Severity | | |
|-------------|---|---|----------|--|------------------------|
| 1 | Improbable – Unlikely | X | 1 | Negligible – remote possibility of harm | 1-6 = Low priority |
| 2 | Remote – May occur | X | 2 | Marginal – first aid injury possible | 8-12 = Medium priority |
| 3 | Possible – Likely to occur | X | 3 | Slightly dangerous – minor injury possible | 15-25 = High priority |
| 4 | Probable – Very likely to occur | X | 4 | Dangerous – major injury | |
| 5 | Very probable – very likely to occur soon | X | 5 | Very dangerous – could cause death | |

| Hazard | | Risk | Persons affected | Current Control Measure | Pb | Sv | RPN | Further Control Measure | Pb | Sv | RPN | Responsibility By Date | Complete |
|--------|--|---|-----------------------------|--|----|----|-----|-------------------------------|----|----|-----|------------------------|----------|
| 16 | Workstations work areas / equipment - potential for virus to be dormant on surfaces and items we touch | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, visitor, contractors | Thorough cleaning of the work area is carried out at the end of each day. High touch items (handles, handrails, work equipment) are cleaned throughout the day | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 17 | Deliveries or Collections to site. | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, drivers | Driver asked to remain in the vehicle where possible or at least to maintain a safe distance while (un)loading. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 18 | Deliveries or Collections to site. | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, drivers | Staff advised to wash or sanitise their hands before and after a delivery or collection. | 1 | 5 | 5 | No further controls Necessary | 1 | 5 | 5 | | |
| | | | | | | | Low | | | | Low | | |
| 19 | Deliveries or Collections to site. | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, drivers | Request that the driver signs for items to minimise the need for passing paperwork. Delivery documentation added to pallets to reduce contact. | 1 | 5 | 5 | No further controls Necessary | 1 | 5 | 5 | | |
| | | | | | | | Low | | | | Low | | |
| 20 | Moving around the site – increase risk of transmission of the virus | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, visitors. | Tasks to be pre-planned to minimise the need for moving around site. E.g., ensure all materials required for your days' work are at your work area. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |

| Probability | | | Severity | | |
|-------------|---|---|----------|--|------------------------|
| 1 | Improbable – Unlikely | X | 1 | Negligible – remote possibility of harm | 1-6 = Low priority |
| 2 | Remote – May occur | X | 2 | Marginal – first aid injury possible | 8-12 = Medium priority |
| 3 | Possible – Likely to occur | X | 3 | Slightly dangerous – minor injury possible | 15-25 = High priority |
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| Hazard | | Risk | Persons affected | Current Control Measure | Pb | Sv | RPN | Further Control Measure | Pb | Sv | RPN | Responsibility By Date | Complete |
|--------|--|---|--|--|----|----|-----|-------------------------------|----|----|-----|------------------------|----------|
| 21 | Toilet facilities – spread of the virus in the workplace | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, visitors | Staff reminded to wash or sanitise hands before and after using the facilities. Visual signs in the work area | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 22 | Toilet facilities – spread of the virus, multi touch points | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, visitors | Enhanced cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 23 | Lone working (possible increased lone working due to distancing measures) | Risk of lone workers becoming ill, or incapacitated and not getting attention | Staff | Lone worker assessments in place | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 24 | Canteen and rest areas – increase risk of bringing the virus into the workplace | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, visitors, vulnerable/high risk groups, anyone else who physically comes in contact with you | Workers are asked not to leave site during their shift for food / drinks and should avoid using local shops. Workers should bring their own food where possible. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 25 | Deliveries and collections - potential risk of transmission of virus working on surfaces | COVID-19 virus spreads on surfaces (approx. 72 hrs) | Staff, others | Where possible, delivered or collected items that have had human contact will be stored for 72 hours before being distributed. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |

| Probability | | | Severity | | | | |
|-------------|---|---|----------|--|-------|---|-----------------|
| 1 | Improbable – Unlikely | X | 1 | Negligible – remote possibility of harm | 1-6 | = | Low priority |
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| Hazard | | Risk | Persons affected | Current Control Measure | Pb | Sv | RPN | Further Control Measure | Pb | Sv | RPN | Responsibility By Date | Complete |
|--------|--|---|---|--|----|----|-----|-------------------------------|----|----|-----|------------------------|----------|
| 26 | First aid and emergency response | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, vulnerable/high risk groups, anyone who physically comes in contact with you in relation to the activities | Consideration will be given to preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 27 | First Aid – reduced staff levels due to furlough leave or staff working from home. | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, visitors, contractors vulnerable/high risk groups, anyone else who physically comes in contact with you | Adequate first aid cover is provided whilst staff numbers are reduced | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 28 | First aid and emergency response | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, vulnerable/high risk groups, anyone who physically comes in contact with you in relation to the activities | Consideration must be given to potential delays in emergency services response, due to the increased pressure on NHS/ Ambulance resources. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 29 | First aid and emergency response (risk to first aiders) | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | First Aid Staff | First aid staff will follow the current guidance on safely administering first aid during Covid-19 | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |

| Probability | | | Severity | | |
|-------------|---|---|----------|--|------------------------|
| 1 | Improbable – Unlikely | X | 1 | Negligible – remote possibility of harm | 1-6 = Low priority |
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| Hazard | | Risk | Persons affected | Current Control Measure | Pb | Sv | RPN | Further Control Measure | Pb | Sv | RPN | Responsibility By Date | Complete |
|--------|--------------------------------------|---|---|--|----|----|------|-------------------------------|----|----|------|------------------------|----------|
| 30 | Illness and suspected COVID-19 cases | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, visitors | If a worker develops a high temperature or a persistent cough, loss of taste or smell while at work, they are to: a)ensure their manager or supervisor is informed immediately (preferably by phone) b)where possible inform their manager of all other staff they have come into contact with c)return home immediately d)avoid touching anything e)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. Follow government isolation rules and book a PCR test. | 3 | 5 | 15 | No further controls Necessary | 3 | 5 | 15 | | |
| | | | | | | | High | | | | High | | |
| 31 | Illness and suspected COVID-19 cases | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, visitors | Any area where a worker has been when falling ill will be thoroughly cleaned using standard cleaning products or placed off limits for at least 72 hours before it can be re-occupied. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 32 | Illness and suspected COVID-19 cases | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff | Workers must follow Government guidelines if they or someone in their household is showing symptoms. All members of staff must cooperate with the NHS track and trace system and the government guidance. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 32 | Illness and suspected COVID-19 cases | COVID-19 virus spread | Operators, Cleaner, Driver, Contractors, anyone else who physically comes into contact with you | All vehicles to be cleaned if a person has used the vehicle and is suspected of having Covid-19. Particular attention to be paid to touch points, such as steering wheels, gearstick, handbrake, controls, door handles, etc. | 3 | 5 | 15 | No further controls Necessary | 3 | 5 | 15 | | |
| | | | | | | | High | | | | High | | |

| Probability | | | Severity | | | | |
|-------------|---|---|----------|--|-------|---|-----------------|
| 1 | Improbable – Unlikely | X | 1 | Negligible – remote possibility of harm | 1-6 | = | Low priority |
| 2 | Remote – May occur | X | 2 | Marginal – first aid injury possible | 8-12 | = | Medium priority |
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| Hazard | | Risk | Persons affected | Current Control Measure | Pb | Sv | RPN | Further Control Measure | Pb | Sv | RPN | Responsibility By Date | Complete |
|--------|---|---|---|---|----|----|------|-------------------------------|----|----|------|------------------------|----------|
| 33 | Illness and suspected COVID-19 cases | COVID-19 virus spread | Operators, Cleaner, Driver, Contractors, anyone else who physically comes into contact with you | Tools and equipment to be cleaned after each use. | 3 | 5 | 15 | No further controls Necessary | 3 | 5 | 15 | | |
| | | | | | | | High | | | | High | | |
| 34 | Confirmed positive Covid-19 test | COVID-19 virus spread | All staff, visitors. | Staff are required to report any positive test result to the organisation, they MUST isolate for the required period as stated by the NHS and follow Government guidance. | 4 | 5 | 20 | No further controls Necessary | 4 | 5 | 20 | | |
| | | | | | | | High | | | | High | | |
| 35 | Decrease in social distancing over time, more social contact. | Potential for staff to carry the Covid 19 virus without being symptomatic | Staff, visitors, contractors vulnerable/high risk groups, anyone else who physically comes in contact with you | The organisation will undertake to raise staff awareness of the regular rapid testing programme and positively encourage its staff to obtain and undertake the free lateral flow testing provided through the NHS on a regular basis. | 2 | 4 | 8 | No further controls Necessary | 2 | 4 | 8 | | |
| | | | | | | | Med | | | | Med | | |
| 36 | Lack of vaccine uptake | Increased risk from Covid 19 | Staff, visitors, contractors vulnerable/high risk groups, anyone else who physically comes in contact with you | The organisation will undertake to raise staff awareness of the vaccination programme and positively encourage its staff to get vaccinated. | 1 | 4 | 4 | No further controls Necessary | 1 | 4 | 4 | | |
| | | | | | | | Low | | | | Low | | |
| 37 | Vulnerable/high risk groups –pregnant workers, those with existing underlying health conditions, persons who have not received both vaccinations. | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, vulnerable/high risk groups, anyone who physically comes in contact with you in relation to the activities | Measures should be put in place to allow vulnerable/high risk workers to follow social distancing measures stringently. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |

| Probability | | | Severity | | |
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| Hazard | | Risk | Persons affected | Current Control Measure | Pb | Sv | RPN | Further Control Measure | Pb | Sv | RPN | Responsibility By Date | Complete |
|--------|--|---|---|--|----|----|------|-------------------------------|----|----|------|------------------------|----------|
| 38 | PPE/RPE | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, vulnerable/high risk groups, anyone who physically comes in contact with you in relation to the activities | Re-usable PPE will be thoroughly cleaned after use and not shared between workers. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 39 | PPE/RPE | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, vulnerable/high risk groups, anyone who physically comes in contact with you in relation to the activities | Single use PPE will be disposed of so that it cannot be reused. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 40 | Meeting – increase spread of virus in closed room and reduced ventilation. | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, visitors | Meetings undertaken in fresh air or rooms are well ventilated/windows opened to allow fresh air circulation. | 3 | 5 | 15 | No further controls Necessary | 3 | 5 | 15 | | |
| | | | | | | | High | | | | High | | |
| 41 | Training | COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes & on surfaces (approx. 72 hrs) | Staff, vulnerable/high risk groups, anyone who physically comes in contact with you in relation to the activities | Toolbox talks / staff briefing should take place, detailing the contents of this risk assessment and any safe systems of work. | 3 | 5 | 15 | No further controls Necessary | 3 | 5 | 15 | | |
| | | | | | | | High | | | | High | | |

| Probability | | | Severity | | |
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| Hazard | | Risk | Persons affected | Current Control Measure | Pb | Sv | RPN | Further Control Measure | Pb | Sv | RPN | Responsibility By Date | Complete |
|--------|---|-------------------------------------|------------------|---|----|----|-----|-------------------------------|----|----|-----|------------------------|----------|
| 42 | Fire arrangements – potential increased risk with personnel on furlough and site unattended for a period of time. | COVID-19 virus spread | Staff, premises | Fire safety is not greatly affected as systems are still in place and assembly area is large enough to space out. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 43 | Communication that measures are in place to reduce the risk of Coronavirus spread. | COVID-19 virus spread | Staff, Visitors | Communicate control measures to staff. Display the government 5 steps poster. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| 44 | Persons travelling abroad | Introduction of variants of concern | Everyone | Staff MUST adhere to the government requirements for travel to other countries / territories. Including all testing and isolation requirements. | 2 | 5 | 10 | No further controls Necessary | 2 | 5 | 10 | | |
| | | | | | | | Med | | | | Med | | |
| | Intentionally Blank | | | | | | | | | | | | |
| | Intentionally Blank | | | | | | | | | | | | |

| Probability | | | Severity | | | | | |
|-------------|---|---|----------|--|-------|---|-----------------|--|
| 1 | Improbable – Unlikely | X | 1 | Negligible – remote possibility of harm | 1-6 | = | Low priority | |
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| 5 | Very probable – very likely to occur soon | X | 5 | Very dangerous – could cause death | | | | |

| Photographs | Ref. 1 | Ref. 2 | Ref. 3 | Ref. 4 | Ref. 5 | Ref. 6 | Ref. 7 |
|-------------|--------|--------|--------|--------|--------|--------|--------|
| | | | | | | | |

| Risk Assessment carried out by: | Signature | Date |
|---------------------------------|--|-------------------------------|
| David Green (KGS) |  | 17 th January 2022 |

| | | |
|-----------------------------------|------------------|-------------|
| Client: Responsible Person | Signature | Date |
| | | |

Comments:

This document is subject to periodic review to ensure it remains suitable and sufficient, which is recorded on the master review register. It is the responsibility to the appointed responsible person to communicate this risk assessment to the personnel undertaking the activity.

| Probability | | | Severity | | |
|-------------|---|----------|----------|--|--------------------------------------|
| 1 | Improbable – Unlikely | X | 1 | Negligible – remote possibility of harm | 1-6 = Low priority |
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COVID-19 SAFE OPERATING PROCEDURES FOR BRICKLAYERS

YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.

EVERYONE has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

EVERYONE MUST If you have COVID-19 [symptoms](#) you should stay at home and self-isolate immediately. You should [arrange to have a PCR test](#) as soon as possible. If this PCR test result is positive, you must continue to self-isolate. If you do not have COVID-19 symptoms, but you have a positive PCR test result, you must stay at home and self-isolate.

If you live in the same household as someone with COVID-19, you must stay at home and self-isolate if you are not fully vaccinated or if they have been identified as a suspected or confirmed case of the Omicron variant of COVID-19.

If you develop symptoms whilst on site, **YOU MUST** return home immediately and avoid touching anything.

TRAVEL TO WORK

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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 the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

MEASURES YOU MUST ADOPT WHILST ON SITE:

Practice good hygiene

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

Avoid close working/ contact with others

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.

- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.
- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one-way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

Reduce

- Minimise the frequency and time workers are within 2 metres of each other.
- Minimise the number of workers involved in these tasks.
- Workers should work side by side, or facing away from each other, rather than face to face.
- Lower the worker capacity of lifts and hoists to reduce the congestion and contact at all times.
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces.
- Workers should wash their hands before and using any equipment.

Isolate

- Keep groups of workers together in teams (e.g., do not change workers within teams), as small as possible and away from other workers wherever possible.

Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

PPE

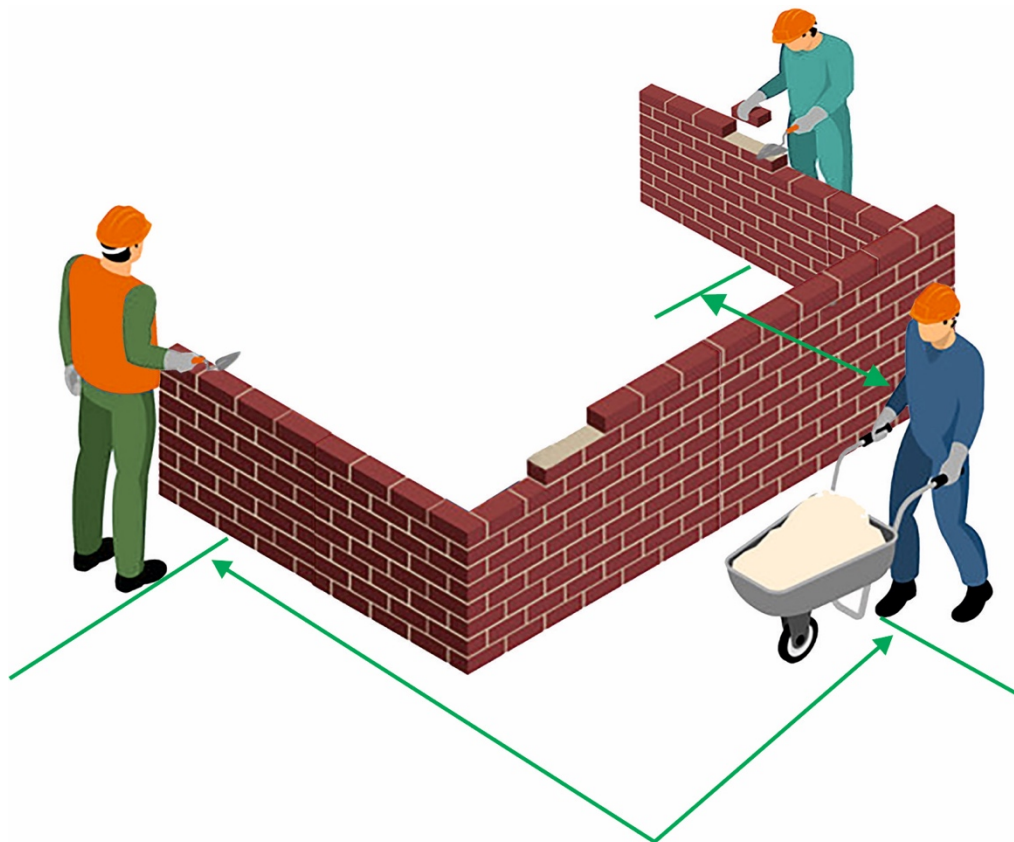
- Consider the use of personal protective equipment (PPE). E.g., suitable barrier masks such as an FFP1, 2 or 3 class masks, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two-man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

TRADE SPECIFIC MEASURES

- Do not share hand or power tools such as trowels, shovels etc. before adequately cleaning them.
- When working outdoors maintain a minimum 2 metres apart.
- Plan work activities within individual gangs to ensure, where possible, one bricklayer only per building face. For example, one works on the front of the property whilst another works on the gable end etc.
- When pointing up, only one person to undertake the task on a single side of the plot.
- When working on scaffolds, agree a system to walk around scaffold before commencing work.
- One man only to work on “table lifts” on the peaks at gable ends.
- “Give Way” to labourers delivering materials and mortar around the scaffold, maintaining a minimum 2 metres distance
- Avoid congregating at key points such as ladder access points and loading bays.
- If piecing up internally is required, one man only to undertake the task.
- When working internally, keep windows and doors open, if fitted, to maintain good ventilation.
- Plan your movements on site to avoid passing closely to another worker. For example, walk the long way around to gain access to a doorway, etc.



STAY APART 2 METRES

COVID-19 SAFE OPERATING PROCEDURES FOR ELECTRICIANS

YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.

EVERYONE has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

EVERYONE MUST If you have COVID-19 [symptoms](#) you should stay at home and self-isolate immediately. You should [arrange to have a PCR test](#) as soon as possible. If this PCR test result is positive, you must continue to self-isolate. If you do not have COVID-19 symptoms, but you have a positive PCR test result, you must stay at home and self-isolate.

If you live in the same household as someone with COVID-19, you must stay at home and self-isolate if you are not fully vaccinated or if they have been identified as a suspected or confirmed case of the Omicron variant of COVID-19.

If you develop symptoms whilst on site, **YOU MUST** return home immediately and avoid touching anything.

TRAVEL TO WORK

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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 the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

MEASURES YOU MUST ADOPT WHILST ON SITE:

Practice good hygiene

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

Avoid close working/ contact with others

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.

- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.
- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one-way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

Reduce

- Minimise the frequency and time workers are within 2 metres of each other.
- Minimise the number of workers involved in these tasks.
- Workers should work side by side, or facing away from each other, rather than face to face.
- Lower the worker capacity of lifts and hoists to reduce the congestion and contact at all times.
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces.
- Workers should wash their hands before and using any equipment.

Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

PPE

- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

TRADE SPECIFIC MEASURES

- Plan work activities to ensure where possible one person per plot when working in internal structures for 1st and 2nd fix electrical works.
- Where this cannot be achieved work on separate floors and avoid passing close to each other at doorways and stairwells.
- Keep windows and doors wherever possible, open to improve ventilation within properties.
- If you need to pass another operative then ask them to move into another room while you pass, ensuring that you observe the 2-metre rule at all times.
- No more than 1 person in a single room at any time.
- If you must enter a container for materials, ensure that no one else is in there.
- If there is a person present, wait and allow them to leave to avoid breaching the physical distancing measures.



**Work on
different floors**

**Stay apart
2 metres**

COVID-19 SAFE OPERATING PROCEDURES FOR GROUNDWORKERS

YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.

EVERYONE has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

EVERYONE MUST If you have COVID-19 [symptoms](#) you should stay at home and self-isolate immediately. You should [arrange to have a PCR test](#) as soon as possible. If this PCR test result is positive, you must continue to self-isolate. If you do not have COVID-19 symptoms, but you have a positive PCR test result, you must stay at home and self-isolate.

If you live in the same household as someone with COVID-19, you must stay at home and self-isolate if you are not fully vaccinated or if they have been identified as a suspected or confirmed case of the Omicron variant of COVID-19.

If you develop symptoms whilst on site, **YOU MUST** return home immediately and avoid touching anything.

TRAVEL TO WORK

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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 the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

MEASURES YOU MUST ADOPT WHILST ON SITE:

Practice good hygiene

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

Avoid close working/ contact with others

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.

- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.
- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one-way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

Reduce

- Minimise the frequency and time workers are within 2 metres of each other.
- Minimise the number of workers involved in these tasks.
- Workers should work side by side, or facing away from each other, rather than face to face.
- Lower the worker capacity of lifts and hoists to reduce the congestion and contact at all times.
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces.
- Workers should wash their hands before and using any equipment.

Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

PPE

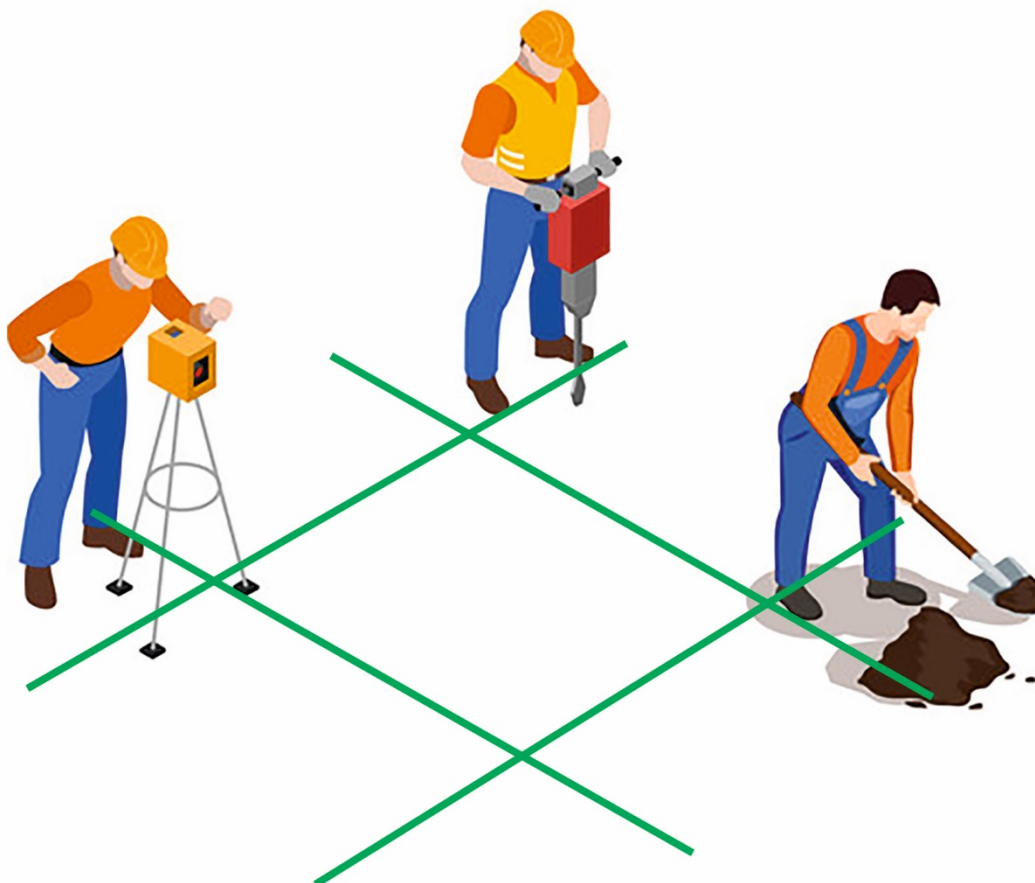
- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

TRADE SPECIFIC MEASURES

- Adopt a single operator per machine policy.
- If you have to change machine operators, ensure the machine has been thoroughly cleaned with particular attention placed on the controls, levers etc.
- Arrange works so you can remain 2 metres apart.
- If you cannot remain 2 metres apart i.e. when connecting pipe/laying curbs carry out a dynamic risk assessment as per the guidance above.
- If you need to enter a container, ensure that no other personnel are present within, and if so, wait till they have left before proceeding.
- When laying trench blocks below DPC, arrange works so that one person only works on a side of the plot under construction.
- When laying block and beam floors, use mechanical means as much as possible.
- Use mechanical means to fit reinforcing mesh and complete the task with one Groundworker.
- One man only to fit insulation.
- Remain at opposite sides of the plot when screeding/ tampering.



STAY APART 2 METRES

COVID-19 SAFE OPERATING PROCEDURES FOR JOINERS

YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.

EVERYONE has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

EVERYONE MUST If you have COVID-19 [symptoms](#) you should stay at home and self-isolate immediately. You should [arrange to have a PCR test](#) as soon as possible. If this PCR test result is positive, you must continue to self-isolate. If you do not have COVID-19 symptoms, but you have a positive PCR test result, you must stay at home and self-isolate.

If you live in the same household as someone with COVID-19, you must stay at home and self-isolate if you are not fully vaccinated or if they have been identified as a suspected or confirmed case of the Omicron variant of COVID-19.

If you develop symptoms whilst on site, **YOU MUST** return home immediately and avoid touching anything.

TRAVEL TO WORK

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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 the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

MEASURES YOU MUST ADOPT WHILST ON SITE:

Practice good hygiene

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

Avoid close working/ contact with others

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.

- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.
- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

Reduce

- Minimise the frequency and time workers are within 2 metres of each other.
- Minimise the number of workers involved in these tasks.
- Workers should work side by side, or facing away from each other, rather than face to face.
- Lower the worker capacity of lifts and hoists to reduce the congestion and contact at all times.
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces.
- Workers should wash their hands before and using any equipment.

Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

PPE

- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two-man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

TRADE SPECIFIC MEASURES

- Plan work activities to ensure where possible one person per plot when working in internal structures. Where this cannot be achieved work on separate floors and avoid passing close to each other.
- When fitting joists, remain at opposite ends of the joist/opposite sides of the scaffold.
- Arrange the fitting of flooring by lifting the board from opposite ends, onto the joists with one joiner sliding the board across the joist to his partner.
- Fit trusses from opposite sides of the scaffold:
- When working on scaffolds, maintain the 2 metre physical distancing rule and be prepared to “move and make way” for personnel who may want to pass.
- Plan to fit low level roofs as a one man operation.
- When fitting stairs, two men will required to lift into place. Carry out a dynamic risk assessment (guidance above) and wash your hands afterwards.
- Once this operation is completed, plan all 1st, 2nd and final fixing to be undertaken by one operative only.
- If this is not possible, communicate with your colleague to ascertain areas of responsibility should you require the need to work within the same plot such as work on separate floors and be prepared to “move and make way” for personnel who may want to pass at the stairs or doorways.
- Keep windows and doors wherever possible, open to improve ventilation within properties.

COVID-19 SAFE OPERATING PROCEDURES FOR LABOURERS & HOD CARRIERS

YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.

EVERYONE has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

EVERYONE MUST If you have COVID-19 [symptoms](#) you should stay at home and self-isolate immediately. You should [arrange to have a PCR test](#) as soon as possible. If this PCR test result is positive, you must continue to self-isolate. If you do not have COVID-19 symptoms, but you have a positive PCR test result, you must stay at home and self-isolate.

If you live in the same household as someone with COVID-19, you must stay at home and self-isolate if you are not fully vaccinated or if they have been identified as a suspected or confirmed case of the Omicron variant of COVID-19.

If you develop symptoms whilst on site, **YOU MUST** return home immediately and avoid touching anything.

TRAVEL TO WORK

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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 the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

MEASURES YOU MUST ADOPT WHILST ON SITE:

Practice good hygiene

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

Avoid close working/ contact with others

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.

- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.
- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one-way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

Reduce

- Minimise the frequency and time workers are within 2 metres of each other.
- Minimise the number of workers involved in these tasks.
- Workers should work side by side, or facing away from each other, rather than face to face.
- Lower the worker capacity of lifts and hoists to reduce the congestion and contact at all times.
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces.
- Workers should wash their hands before and using any equipment.

Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

PPE

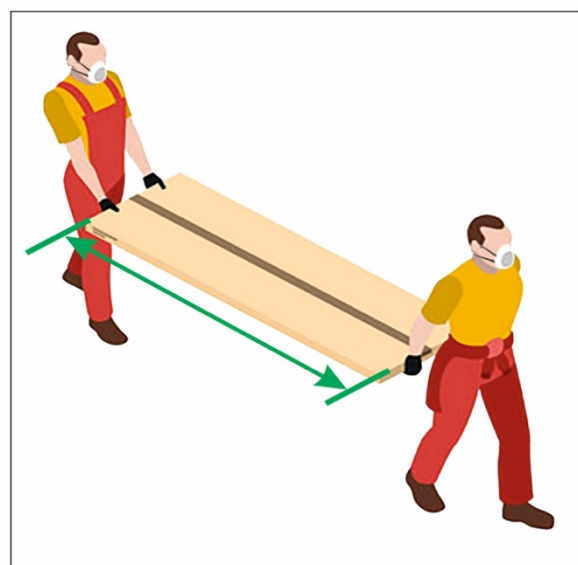
- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two-man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

TRADE SPECIFIC MEASURES

- Do not share hand or power tools such as trowels, shovels etc. before adequately cleaning them.
- When working outdoors ensure you maintain a minimum 2 metres apart from other operatives/bricklayers.
- Plan work activities to ensure that you do not encroach into other operatives work area.
- Try to set down materials that prevents other operatives from stopping work and having to move. For example set materials down on the floor below, another un-occupied room etc.
- Avoid congregating at choke points such as loading bays, ladder access points, stairways and doorways.
- Be prepared to make way to allow personnel to pass.
- If requested to undertake pointing, maintain 2 metre physical distancing measures at all times.
- If working internally, maintain the “one person per plot rule.”
- If this is not possible work on separate floors and never work alongside another operative in one room.
- Keep windows and doors open to improve ventilation when working within properties.
- Plan your movements on site to avoid passing closely to another worker. For example, walk the long way around to gain access to a doorways, etc.
- If you have to enter a container for materials, ensure that no one else is in there.
- If there is a person present, wait and allow them to leave to avoid breaching the physical distancing measures.



STAY APART 2 METRES

COVID-19 SAFE OPERATING PROCEDURES FOR PAINTERS

YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.

EVERYONE has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

EVERYONE MUST If you have COVID-19 [symptoms](#) you should stay at home and self-isolate immediately. You should [arrange to have a PCR test](#) as soon as possible. If this PCR test result is positive, you must continue to self-isolate. If you do not have COVID-19 symptoms, but you have a positive PCR test result, you must stay at home and self-isolate.

If you live in the same household as someone with COVID-19, you must stay at home and self-isolate if you are not fully vaccinated or if they have been identified as a suspected or confirmed case of the Omicron variant of COVID-19.

If you develop symptoms whilst on site, **YOU MUST** return home immediately and avoid touching anything.

TRAVEL TO WORK

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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 the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

MEASURES YOU MUST ADOPT WHILST ON SITE:

Practice good hygiene

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

Avoid close working/ contact with others

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.

- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.
- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

Reduce

- Minimise the frequency and time workers are within 2 metres of each other.
- Minimise the number of workers involved in these tasks.
- Workers should work side by side, or facing away from each other, rather than face to face.
- Lower the worker capacity of lifts and hoists to reduce the congestion and contact at all times.
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces.
- Workers should wash their hands before and using any equipment.

Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

PPE

- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

TRADE SPECIFIC MEASURES

- Maintain the 2-metre safe distancing rule throughout your time on site.
- Plan work activities to ensure where possible only one person per plot when working in internal structures.
- Where this cannot be achieved work on separate floors and avoid passing close to each other at doorways and stairwells.
- Never work in the same room as another work colleague.
- Keep windows and doors open wherever possible to improve ventilation within properties.
- If you need to pass another operative then ask them to move into another room while you pass, at choke points such as doorways and stairways.
- If you have to enter a container for materials, ensure that no one else is in there.
- If there is a person present, wait and allow them to leave to avoid breaching the physical distancing measures.



**Work on
different floors**

**Stay apart
2 metres**

COVID-19 SAFE OPERATING PROCEDURES FOR PLASTERERS / DRY LINERS

YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.

EVERYONE has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

EVERYONE MUST If you have COVID-19 [symptoms](#) you should stay at home and self-isolate immediately. You should [arrange to have a PCR test](#) as soon as possible. If this PCR test result is positive, you must continue to self-isolate. If you do not have COVID-19 symptoms, but you have a positive PCR test result, you must stay at home and self-isolate.

If you live in the same household as someone with COVID-19, you must stay at home and self-isolate if you are not fully vaccinated or if they have been identified as a suspected or confirmed case of the Omicron variant of COVID-19.

If you develop symptoms whilst on site, **YOU MUST** return home immediately and avoid touching anything.

TRAVEL TO WORK

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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 the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

MEASURES YOU MUST ADOPT WHILST ON SITE:

Practice good hygiene

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

Avoid close working/ contact with others

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.

- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.
- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

Reduce

- Minimise the frequency and time workers are within 2 metres of each other.
- Minimise the number of workers involved in these tasks.
- Workers should work side by side, or facing away from each other, rather than face to face.
- Lower the worker capacity of lifts and hoists to reduce the congestion and contact at all times.
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces.
- Workers should wash their hands before and using any equipment.

Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

PPE

- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

TRADE SPECIFIC MEASURES

- Plan work activities to ensure, where possible, one person per plot when working in internal structures.
- Where this cannot be achieved, plan to work on separate floors.
- Keep windows and doors wherever possible, open to improve ventilation within properties.
- Avoid passing close to each other especially around doorways and stairwells.
- If you need to pass another operative then ask them to move into another room while you pass, ensuring that you observe the 2 metre rule at all times.
- When manual handling boards, ensure you carry out a dynamic risk assessment to reduce the risk to as low as possible and carry the boards with an operative at either end, as per the guidance above.
- Utilise the use of a “letterbox” to pass plasterboard between floors.
- Using mechanical means, wherever possible to support boards prior to fixing for ceilings.
- No more than 1 person in a single room at any time.
- “Make way” for labourer’s dropping off materials, wet plaster, etc.



**Work on
different floors**

**Stay apart
2 metres**

COVID-19 SAFE OPERATING PROCEDURES FOR PLUMBERS

YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.

EVERYONE has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

EVERYONE MUST If you have COVID-19 [symptoms](#) you should stay at home and self-isolate immediately. You should [arrange to have a PCR test](#) as soon as possible. If this PCR test result is positive, you must continue to self-isolate. If you do not have COVID-19 symptoms, but you have a positive PCR test result, you must stay at home and self-isolate.

If you live in the same household as someone with COVID-19, you must stay at home and self-isolate if you are not fully vaccinated or if they have been identified as a suspected or confirmed case of the Omicron variant of COVID-19.

If you develop symptoms whilst on site, **YOU MUST** return home immediately and avoid touching anything.

TRAVEL TO WORK

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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 the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

MEASURES YOU MUST ADOPT WHILST ON SITE:

Practice good hygiene

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

Avoid close working/ contact with others

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.

- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.
- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

Reduce

- Minimise the frequency and time workers are within 2 metres of each other.
- Minimise the number of workers involved in these tasks.
- Workers should work side by side, or facing away from each other, rather than face to face.
- Lower the worker capacity of lifts and hoists to reduce the congestion and contact at all times.
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces.
- Workers should wash their hands before and using any equipment.

Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

PPE

- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

TRADE SPECIFIC MEASURES

- Plan work activities to ensure where possible one person per plot when working in internal structures for 1st and 2nd fix plumbing works.
- Where this cannot be achieved work on separate floors and avoid passing close to each other at doorways and stairwells.
- Keep windows and doors wherever possible, open to improve ventilation within properties.
- If you need to pass another operative then ask them to move into another room while you pass, ensuring that you observe the 2 metre rule at all times.
- No more than 1 person in a single room at any time.
- If you have to enter a container for materials, ensure that no one else is in there. If there is a person present, wait and allow them to leave to avoid breaching the physical distancing measures.
- When you require a Hot Works Permit, although this is limited, ensure that all measures are in place and call the site manager who will complete it for you, do not enter his office. Once the hot works is complete, and the 1-hour fire watch has been observed, call the Site Manager and he will close it.



**Work on
different floors**

**Stay apart
2 metres**

COVID-19 SAFE OPERATING PROCEDURES FOR RENDER/ ROUGHCASTERS

YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.

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EVERYONE MUST If you have COVID-19 [symptoms](#) you should stay at home and self-isolate immediately. You should [arrange to have a PCR test](#) as soon as possible. If this PCR test result is positive, you must continue to self-isolate. If you do not have COVID-19 symptoms, but you have a positive PCR test result, you must stay at home and self-isolate.

If you live in the same household as someone with COVID-19, you must stay at home and self-isolate if you are not fully vaccinated or if they have been identified as a suspected or confirmed case of the Omicron variant of COVID-19.

If you develop symptoms whilst on site, **YOU MUST** return home immediately and avoid touching anything.

TRAVEL TO WORK

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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 the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

MEASURES YOU MUST ADOPT WHILST ON SITE:

Practice good hygiene

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

Avoid close working/ contact with others

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.
- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.

- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

Reduce

- Minimise the frequency and time workers are within 2 metres of each other.
- Minimise the number of workers involved in these tasks.
- Workers should work side by side, or facing away from each other, rather than face to face.
- Lower the worker capacity of lifts and hoists to reduce the congestion and contact at all times.
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces.
- Workers should wash their hands before and using any equipment.

Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

PPE

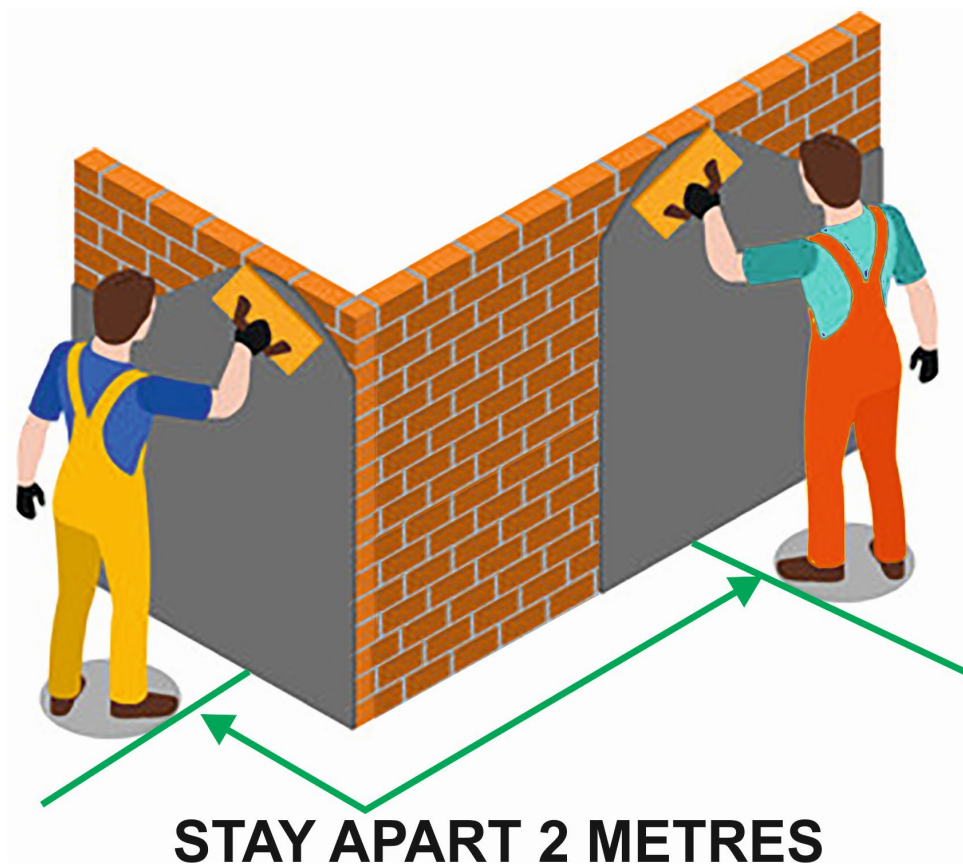
- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

TRADE SPECIFIC MEASURES

- Do not share hand or power tools such as trowels or hand mixers before adequately cleaning them.
- Plan work activities to ensure where possible one person per plot particularly on scaffolds. Where this cannot be achieved work on separate levels and avoid passing close to each other.
- Agree a system to walk around scaffold before commencing work – “one-way system” etc.
- When working outdoors maintain a minimum 2 metres apart.
- Where possible, work on separate elevations of the building or on multiple lift scaffolds, work different levels.
- “Give Way” to labourers delivering mixed render around the scaffold – Ensure a minimum 2 metres distance
- If wearing normal task related PPE (mask, eye protection, gloves etc.), these will need cleaned or disposed of appropriately to prevent cross contamination



COVID-19 SAFE OPERATING PROCEDURES FOR ROOFERS

YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.

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If you live in the same household as someone with COVID-19, you must stay at home and self-isolate if you are not fully vaccinated or if they have been identified as a suspected or confirmed case of the Omicron variant of COVID-19.

If you develop symptoms whilst on site, **YOU MUST** return home immediately and avoid touching anything.

TRAVEL TO WORK

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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 the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

MEASURES YOU MUST ADOPT WHILST ON SITE

Practice good hygiene:

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

Avoid close working/ contact with others:

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.

- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.
- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in

WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

Reduce

- Minimise the frequency and time workers are within 2 metres of each other.
- Minimise the number of workers involved in these tasks.
- Workers should work side by side, or facing away from each other, rather than face to face.
- Lower the worker capacity of lifts and hoists to reduce the congestion and contact at all times.
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces.
- Workers should wash their hands before and using any equipment.

Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

PPE

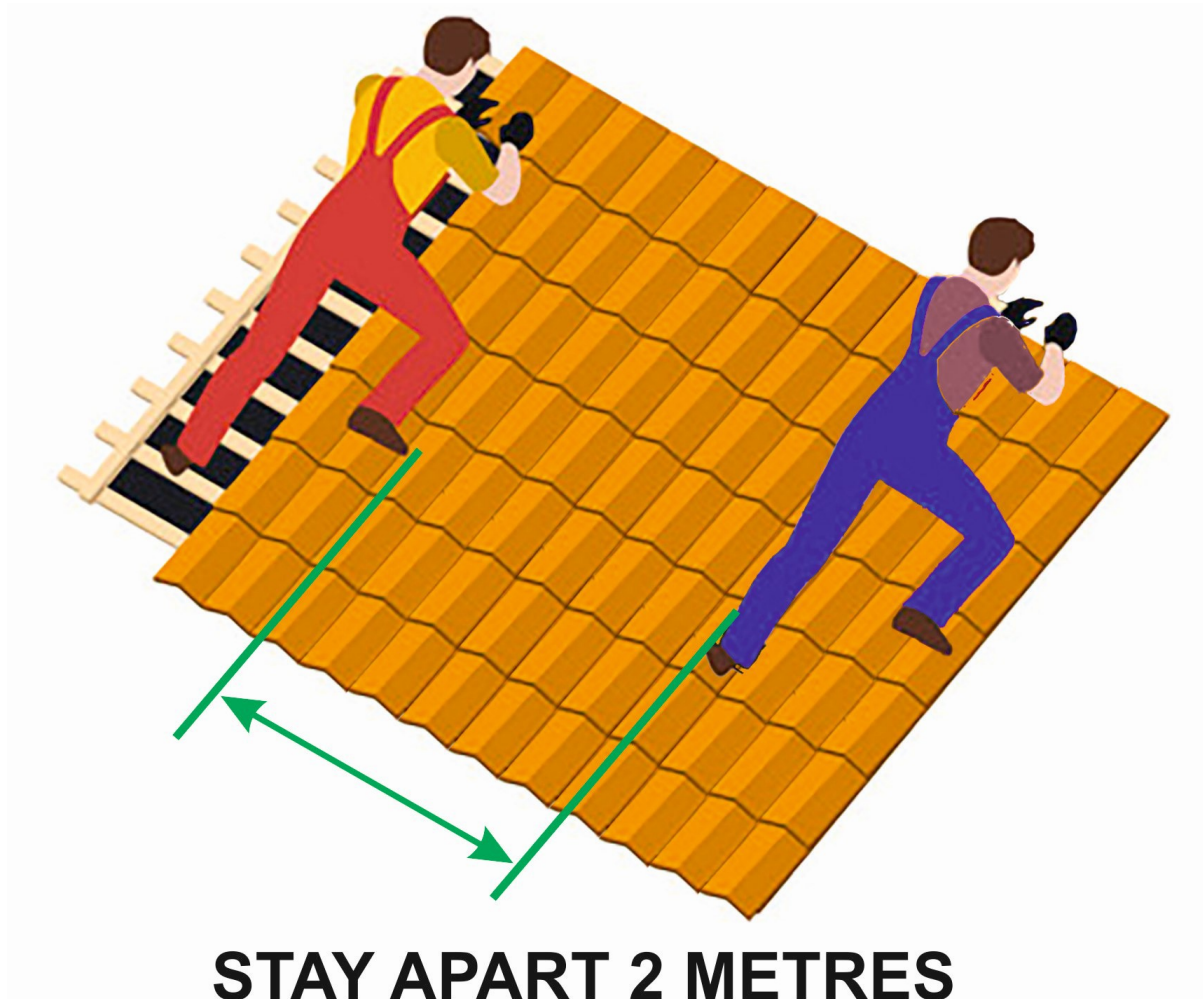
- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two-man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

TRADE SPECIFIC MEASURES

- Plan work activities to ensure that physical distancing measures of keeping 2 metres apart can be maintained.
- Load out logically whilst observing the 2 metre distancing guideline.
- When working on scaffolds, maintain the 2 metre physical distancing rule and be prepared to “move and make way” for personnel who may want to pass.
- Where possible, work on opposite sides of the roof.
- If required, arrange dedicated walking routes on the scaffold, for example, the person working on the rear of the property from the loading bay walks to the left of the scaffold only and his colleague walks only on the right hand side. This will need to be plot specific dependent on positions of ladder access points and loading bays.
- One operative only to complete the ridge tiles etc.
- Where the verges are to be completed, one operative to carry out the work activity at opposite gable ends.
- One roofer only to complete low-level roofs.
- Leadwork to be completed by a single roofer.



COVID-19 SAFE OPERATING PROCEDURES FOR SCAFFOLDERS

YOU MUST CONFIRM ACCEPTANCE TO FOLLOW THESE PROCEDURES BEFORE YOU CAN WORK ON ANY ASPECT SITE.

EVERYONE has a duty to protect themselves and others by inhibiting the spread of COVID-19 (Coronavirus). Everyone needs to follow the well-published and communicated advice from the Government and Public Health England/ Scotland/ Wales.

EVERYONE MUST If you have COVID-19 [symptoms](#) you should stay at home and self-isolate immediately. You should [arrange to have a PCR test](#) as soon as possible. If this PCR test result is positive, you must continue to self-isolate. If you do not have COVID-19 symptoms, but you have a positive PCR test result, you must stay at home and self-isolate.

If you live in the same household as someone with COVID-19, you must stay at home and self-isolate if you are not fully vaccinated or if they have been identified as a suspected or confirmed case of the Omicron variant of COVID-19.

If you develop symptoms whilst on site, **YOU MUST** return home immediately and avoid touching anything.

TRAVEL TO WORK

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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 the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

MEASURES YOU MUST ADOPT WHILST ON SITE

Practice good hygiene:

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

Avoid close working/ contact with others:

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.

- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.
- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one-way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

Reduce

- Minimise the frequency and time workers are within 2 metres of each other.
- Minimise the number of workers involved in these tasks.
- Workers should work side by side, or facing away from each other, rather than face to face.
- Lower the worker capacity of lifts and hoists to reduce the congestion and contact at all times.
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces.
- Workers should wash their hands before and using any equipment.

Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

PPE

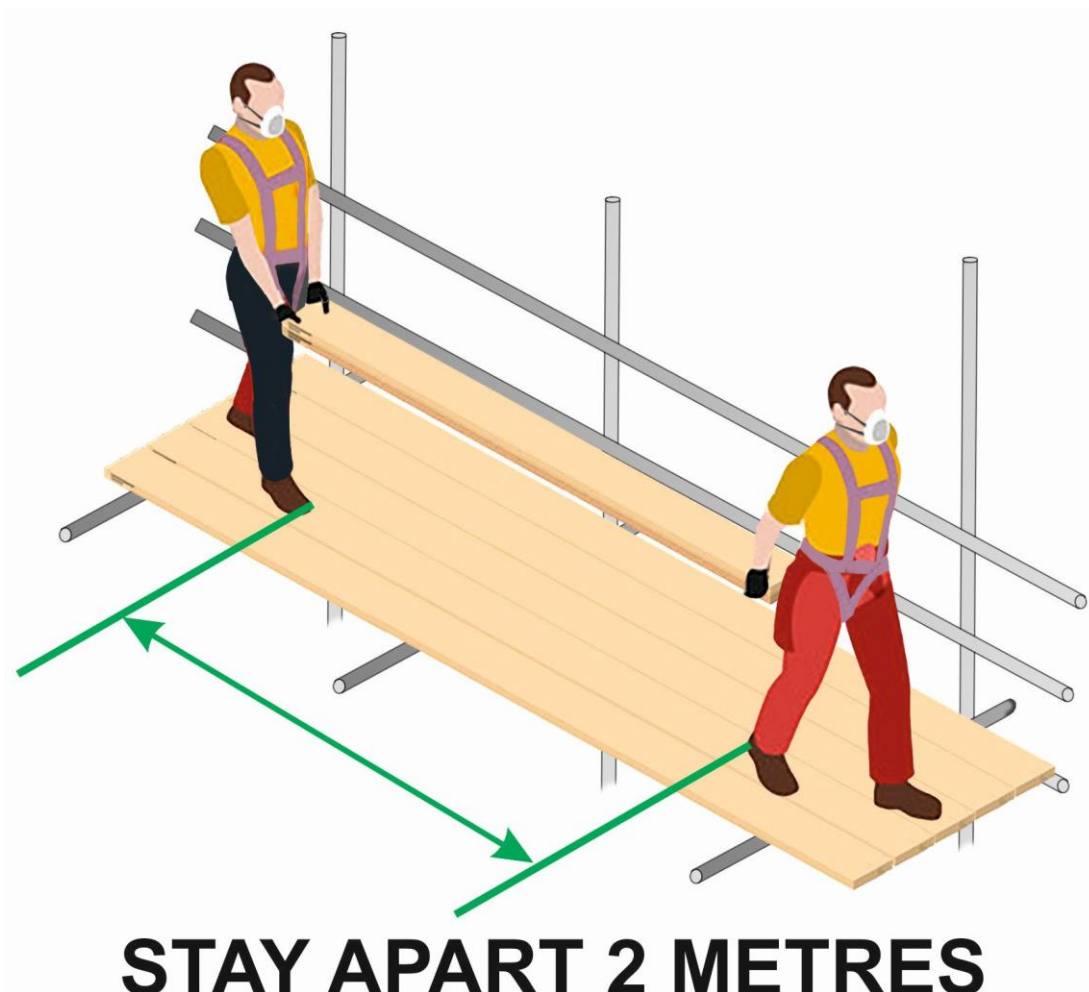
- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class masks, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two-man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

TRADE SPECIFIC MEASURES

- Plan the task to ensure that the 2 metre physical distancing measures can be adhered to.
- This may mean only one person on any lift at one time, i.e, one below passing materials up to the other on the scaffold lift.
- Communicate with your scaffolding colleague to ascertain areas of responsibility should you require the need to work on the same level.
- If you have to work on a scaffold with a colleague, arrange your movements on the scaffold to avoid passing others etc. and be prepared to “make way and move” if required.
- Whilst erecting or dismantling scaffold, always ensure you remain a minimum of 2 metres away from each other. Particular care should also be taken when raising or lowering materials to ensure distancing can be achieved.
- Set scaffolds out with a view to easing issues for future trades, such as keeping ladder access points and loading bays on separate sides



COVID-19 SAFE OPERATING PROCEDURES FOR SITE PERSONNEL

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If you live in the same household as someone with COVID-19, you must stay at home and self-isolate if you are not fully vaccinated or if they have been identified as a suspected or confirmed case of the Omicron variant of COVID-19.

If you develop symptoms whilst on site, **YOU MUST** return home immediately and avoid touching anything.

TRAVEL TO WORK

Wherever possible you should travel to site alone using your own transport, such as a bike or car and avoid public transport. If you 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 the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

MEASURES YOU MUST ADOPT WHILST ON SITE:

Practice good hygiene

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

Avoid close working/ contact with others

- Remain a 2 metre (3 steps) distance from others, wherever possible.
- Communication with other others to be via email/ text message/ phone call/ information board where possible.
- Sign in via email/ text message/ phone call to the Site Manager. 8:30am recommended time to validate authorised personnel on site.
- Do not enter the site office unless invited.

- Where possible, bring pre-prepared meals and refillable drinking bottles from home. Stay on site once you have entered it, and do not use local shops. Ensure you sit 2 metres apart from each other whilst eating and avoid all contact.
- Avoid stopping and chatting to people on walkways and areas throughout the site where you usually congregate. Use passing points to let people pass, be calm and courteous to other workers whilst traversing the site.
- When a free standing or unsecured ladder is to be used, a second operative will be required to foot the ladder. Plan the task beforehand to minimise the time that the operatives may need to be in close proximity to each other.

WHERE ESSENTIAL WORK CANNOT BE DONE WHILST AVOIDING CLOSE WORKING

Carry out a dynamic risk assessment to reduce the risk to as low as possible following the hierarchy of controls:

Eliminate

- Rearrange the task to enable it to be done by one person, or by maintaining physical distancing (2 metres).
- Avoid skin to skin and face to face contact.
- Stairs should be used in preference to lifts or hoists and consider one way systems.
- Consider alternative or additional mechanical aids to reduce worker interface.

Reduce

- Minimise the frequency and time workers are within 2 metres of each other.
- Minimise the number of workers involved in these tasks.
- Workers should work side by side, or facing away from each other, rather than face to face.
- Lower the worker capacity of lifts and hoists to reduce the congestion and contact at all times.
- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces.
- Workers should wash their hands before and using any equipment.

Isolate

- Keep groups of workers together in teams (e.g. do not change workers within teams), as small as possible and away from other workers wherever possible.

Control

- Where face to face working is essential to carry out a task within 2 metres keep this to 15 minutes or less where possible.

PPE

- Consider the use of personal protective equipment (PPE). E.g. suitable barrier masks such as an FFP1, 2 or 3 class mask, goggles or safety glasses with side covers and/ or gloves. This **MUST** be worn for work activities where a **1 metre** distance cannot be achieved, such as a two-man lift. PPE is not required to be worn when momentarily passing someone if it is really unavoidable.
- Re-useable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed of so that it cannot be reused.

You should not be using respiratory protective equipment (RPE) for Coronavirus where the 2 metre physical distancing guidelines are met. RPE is also the last resort in the hierarchy.

Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

COVID-19 SAFE OPERATING PROCEDURES FOR WINDOW FITTERS

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- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

MEASURES YOU MUST ADOPT WHILST ON SITE:

Practice good hygiene

- Wash your hands thoroughly once you arrive on site before setting to work, before and after eating and before you leave. Hands to be washed regularly for 20 seconds throughout the day.
- Avoid touching surfaces when traversing the site.
- Use the cleaning products available to wipe down surfaces regularly, particularly after you have used welfare facilities and canteen areas.
- If using enclosed machinery, you should keep the windows open for ventilation and be careful to avoid touching your face. The inside of the cab to be cleaned by the user before and after use.

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- Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces.
- Workers should wash their hands before and using any equipment.

Isolate

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Control

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PPE

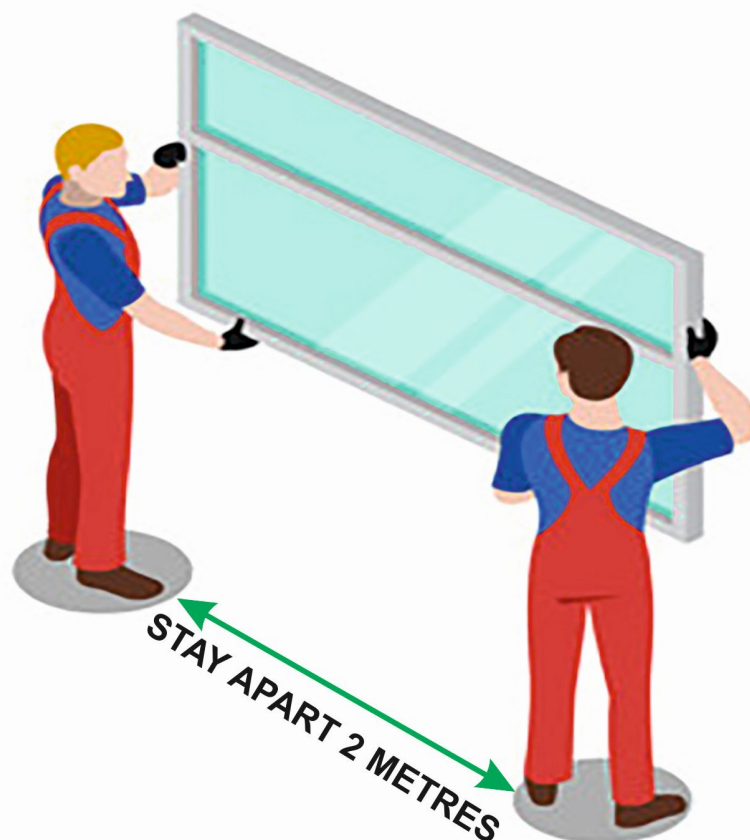
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Please note that the specification for FFP1 or 2 masks is to prevent the spread of the virus, if you are carrying out construction activities that require the use of a mask this must be of FFP3 class.

TRADE SPECIFIC MEASURES

- All windows should be unloaded from the bed of the delivery vehicle by mechanical means i.e. forklift.
- Plan work activities to ensure where possible one person per plot when working in internal structures.
- Where this cannot be achieved work on separate floors, where possible, and avoid passing close to each other.
- Do not share hand or power tools such as screw drivers, drills etc. before adequately cleaning them.
- When manually handling windows during the fitting process, ensure you carry out a dynamic risk assessment to reduce the risk to as low as possible (as per the guidance above).
- Endeavor to keep the 2 metre physical distance at all times.



| Hazard | | Risk | Persons affected | Pb | Sv | RPN | Remedial Action | Pb | Sv | RPN | Responsibility By Date | Complete |
|--------|--|--|------------------|----|----|------------|--|----|----|-----------|------------------------|----------|
| 1 | Driving for work | Various risks | Surveyor | 3 | 4 | 12 MED | Ensure surveyor has read and signed the driving for work risk assessment and been issued with relevant documents. | 2 | 4 | 8 Med | Aspect Ongoing | |
| 2 | Lone working | Incident or illness may result in delayed access to help | Surveyor | 3 | 5 | 15 HIGH | Surveyors are supplied with a company mobile phone and keep in constant contact with the office, contact should be made before and after any higher risk undertakings to ensure they are safe e.g., access at height | 2 | 5 | 10 Med | Aspect Ongoing | |
| 3 | All working at height issues (using ladders to access loft) carried out by unauthorised and inexperienced office staff leading to possible falling from height | Possible severe bodily injury | Surveyor | 3 | 4 | 12 MED | Ensure all working at height issues are performed by competent staff. Any access equipment must be fit for purpose and subject to pre use visual check and Periodic inspection. | 3 | 4 | 12 Med | Aspect Ongoing | |
| 4 | All manual handling issues (carrying ladders / survey equipment) undertaken by unauthorised, untrained office staff | Possible back or muscular injuries | Surveyor | 3 | 4 | 12 MED | Staff are subject to manual handling training; mechanical handling will be undertaken where practicable to reduce manual handling. | 3 | 4 | 12 Med | Aspect Ongoing | |

| Probability | | | Severity | | |
|-------------|---|---|----------|--|-------|
| 1 | Improbable - Unlikely | X | 1 | Negligible - remote possibility of harm | 1-6 |
| 2 | Remote - May occur | X | 2 | Marginal - first aid injury possible | 8-12 |
| 3 | Possible - Likely to occur | X | 3 | Slightly dangerous - minor injury possible | 15-25 |
| 4 | Probable - Very likely to occur | X | 4 | Dangerous - major injury | |
| 5 | Very probable - very likely to occur soon | X | 5 | Very dangerous - could cause death | |

| Hazard | | Risk | Persons affected | Pb | Sv | RPN | Remedial Action | Pb | Sv | RPN | Responsibility By Date | Complete |
|--------|--|---|------------------|----|----|----------------|--|----|----|--------------|------------------------|----------|
| 5 | Access to potential Confined Spaces (lofts) | Inadequate ventilation, leaking Flue pipes, access over ceilings. | Surveyor | 3 | 5 | 15 High | Loft spaces should only be accessed where absolutely necessary, where a flue pipe is present then a carbon monoxide check should be undertaken before entering any loft space. Staff must check suitability of any structure before walking on it. | 1 | 5 | 5 Low | Aspect Ongoing | |
| 6 | Presence of domestic animals | Dog bites etc | Surveyor | 2 | 3 | 6 Low | Surveyor should ask occupier if there are any animals that may be of risk in the property, if so, they should request they are confined away from any areas that need to be accessed. | 1 | 3 | 3 Low | Aspect Ongoing | |
| 7 | Presence of non-domestic animals / insects etc | Potential for wasps' nests, Pidgeon and mouse /rat excretions. | Surveyor | 2 | 3 | 6 Low | Surveyor should be aware of potential risk of being stung or bacterial /viral exposure. Hygiene standards must be in place to clean hands after entering a property / loft | 1 | 3 | 3 Low | Aspect Ongoing | |

| Probability | | | Severity | | | | | |
|-------------|---|---|----------|--|-------|---|--|-----------------|
| 1 | Improbable - Unlikely | X | 1 | Negligible - remote possibility of harm | 1-6 | = | | Low priority |
| 2 | Remote - May occur | X | 2 | Marginal - first aid injury possible | 8-12 | = | | Medium priority |
| 3 | Possible - Likely to occur | X | 3 | Slightly dangerous - minor injury possible | 15-25 | = | | High priority |
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| Hazard | | Risk | Persons affected | Pb | Sv | RPN | Remedial Action | Pb | Sv | RPN | Responsibility By Date | Complete |
|--------|--|---|--------------------------------|----|----|------------|---|----|----|-----------|------------------------|----------|
| 8 | Potentially difficult occupants | Violence, aggression. | Surveyor | 3 | 4 | 12 Med | Booking team to pass on any known issues / history with client prior to visit. Surveyor to keep phone charged to call for help. | 2 | 4 | 8 Med | Aspect Ongoing | |
| 9 | Slips, Trips, Falls due to wet or contaminated flooring either within or outside the property. | Risk of injury due to slipping, tripping or falling | Surveyor | 3 | 4 | 12 MED | Surveyor to wear safety footwear and take care during inclement weather. | 2 | 4 | 8 Med | Aspect Ongoing | |
| 10 | Covid 19 - General precautions | Contracting or spreading Covid 19 | Surveyor, other staff, others. | 3 | 5 | 15 High | All the requirements of the Covid 19 assessment should be followed, physical distancing, isolation and hand hygiene. | 2 | 5 | 10 Med | Aspect Ongoing | |
| 11 | Covid 19 - Risk from occupants of property | Contracting or spreading Covid 19 | Surveyor, other staff, others. | 3 | 5 | 15 High | The occupants must be contacted immediately prior to the visit to confirm there is nobody isolating within the premises. If so, no visit will be undertaken. The occupant must also be asked to contact Aspect if within the following 14 days anyone in the household is confirmed to have contracted Covid 19 | 2 | 5 | 10 Med | Aspect Ongoing | |

| Probability | | | Severity | | | | |
|-------------|---|---|----------|--|-------|---|-----------------|
| 1 | Improbable - Unlikely | X | 1 | Negligible - remote possibility of harm | 1-6 | = | Low priority |
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| Hazard | Risk | Persons affected | Pb | Sv | RPN | Remedial Action | Pb | Sv | RPN | Responsibility By Date | Complete |
|--|-----------------------------------|--------------------------------|----|----|------------|--|----|----|----------|------------------------|----------|
| 1 2 Covid 19 - Risk to occupants Shielding | Contracting or spreading Covid 19 | Persons Shielding | 3 | 5 | 15 High | The occupants are to be contacted prior to the visit and asked if anyone is shielding - if so no visit will be undertaken. | 1 | 5 | 5 Low | Aspect Ongoing | |
| 1 3 Covid 19 - Entering occupied premises | Contracting or spreading Covid 19 | Surveyor, other staff, others. | 3 | 5 | 15 High | Where premises are entered surveyors are to ask for all doors and windows to be opened to allow good ventilation prior to entering. Physical distancing measures must be maintained between the surveyor and any occupants at all times. Contact with any surfaces must be minimised. Hands must be washed for 20 seconds or suitable alcohol gel applied before entering and on leaving the premises. | 1 | 5 | 5 Low | Aspect Ongoing | |
| 1 4 Covid 19 - Vehicle use | Contracting or spreading Covid 19 | Surveyor | 2 | 5 | 10 Med | The surveyor will have a dedicated personal vehicle for undertaking work. No other persons will be travelling in the same vehicle. Vehicle contact points are to be regularly cleaned. | 1 | 5 | 5 Low | Aspect Ongoing | |

| Probability | | | Severity | | |
|-------------|---|---|----------|--|------------------------|
| 1 | Improbable - Unlikely | X | 1 | Negligible - remote possibility of harm | 1-6 = Low priority |
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|--|-----------------------------------|--------------------------------|----|----|------------|--|----|----|----------|------------------------|----------|
| 1 5 Covid 19 - Surveying equipment | Contracting or spreading Covid 19 | Surveyor, other staff, others. | 3 | 5 | 15 High | Equipment will be issued as dedicated to the individual surveyor and not used by anyone else. Equipment will be cleaned on a regular basis | 1 | 5 | 5 Low | Aspect Ongoing | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

| | |
|--------------------------|---|
| CURRENT CONTROL MEASURES | <p>All staff are fully inducted and trained in all safe procedures before being deemed competent</p> <p>All staff are aware of all health and safety issues specific to safe working in the office and out with clients.</p> <p>Staff are supplied with relevant PPE, Hi Viz and safety footwear.</p> <p>Access equipment is suitable for the task, Class 1 / EN131 and visually inspected before use, periodic inspections are recorded.</p> <p>Driving on work business is subject to company driving procedures.</p> |
|--------------------------|---|

| Risk Assessment carried out by | Signature | Date |
|--------------------------------|---------------|--------------------------------|
| Marie Foyster (KGS) | Marie Foyster | 25 th November 2021 |

| Probability | | | Severity | | |
|-------------|---|---|----------|--|------------------------|
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Mental Health Awareness

Introduction

We all have mental health - and our levels of mental health and wellbeing change throughout our lives as we are faced with different **stressors** (things that put stress on us) and **pressures** and as we learn to manage our mental health.

Good mental health is described as *'a state of wellbeing in which every individual realises his or her own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to her or his community.'*

Mental ill health conditions range from more common conditions, such as **stress, depression, and anxiety** - through to conditions such as bipolar and schizophrenia.

Statistics show that one in four people are suffering from a mental health condition in the UK, with **one in six workers** suffering from mental ill health. However, as these statistics come from those conditions that have been reported – the figure is most likely much higher, as many mental health conditions go unreported.

Your wellbeing:

You might be worried about coronavirus (COVID-19) and how it could affect your life. The changes we're facing might feel difficult or stressful. There are lots of things you can try that will help your wellbeing and build your resilience.

What is resilience?

Resilience is the ability to literally bounce back or adapt to difficulties, problems or trauma in life.

Everybody has resilience, but some people bounce back more easily than others.

You can pro-actively build your resilience.

When do we need resilience?

Dealing with too much stress...

- Through the release of hormones such as adrenaline, cortisol and norepinephrine, we gain a rush of energy, which enables us to focus our attention and can motivate us.
- Optimum stress or in positive psychology terms, "flow" is when we are engaged in juggling just enough balls and doing something which is stretching but we are relatively confident we can do/we have the right support in place.
- Too much stress can be the result of a lack of support, too many things to do.
- Everyone has a different capacity for stress.
- Building resilience enables us to relate to things to do in a more positive, more confident way which builds our capacity to do more.



Signs and symptoms of the most common mental health conditions:

Anxiety: A feeling of unease, such as worry or fear, that can be mild or severe. People suffering from anxiety may feel constantly on edge, have a feeling of impending doom and may struggle to concentrate.

Risks

Life events, levels of resilience, poverty, gender, sexuality, hormones, chemical imbalances, genetics, fatigue, poor diet, lack of exercise, stressors and pressures can all impact our mental health. Sometimes we can cope with the stress of every day life and sometimes, when our mental health is compromised, every day things become harder to manage.

What is important is recognising how much stress we can cope with, and when things get too much. Remembering that every person has a different level of optimum stress (the level when stress actually works for us, not against us).

Being aware of exhaustion, and the signs and symptoms of common mental health conditions is important to help us manage our wellbeing.

Control

We all have a responsibility for our own mental wellbeing, which means that we need to be aware when levels of stress become too much, and we need to look out for signs and symptoms of mental ill health in ourselves and our colleague. We are in this, together right?

When things become too much, we need to seek help from friends and family, managers, HR, Employee Assistance Programmes, Mental Health First Aiders, Health and Safety Professionals, or GP's.



Mental Health Awareness

Looking after yourself and your colleagues:

- **Sleep** – many studies show that the most important factor in physical and mental wellbeing is sleep. Getting enough quality sleep gives our minds sufficient time to rest and recover, processing the day and resetting for tomorrow. On average adults should get between 7-9 hours of sleep each night. Shift workers and those people continually crossing international time zones need to be very mindful as to how much sleep they are getting, and if they feel safe on their commutes and at work. Any concerns should be raised immediately.
- **Diet and exercise** – what we fuel our bodies with, is also what we are fueling our minds with. Making simple positive improvements to our lifestyle can have a huge impact on our wellbeing. Consider how much caffeine (a stimulant) and alcohol (a depressant) you are consuming – and look at how you can change your snacks for healthier options, manage your portion sizes, and squeeze regular exercise (even if it's just a brisk walk) into your daily routine.
- **Meaning and purpose** – finding meaning in everyday things, even negative things, can give us more value in what we do each day.
- **Being aware** – living mindfully, switching off autopilot and being aware of ourselves and our environments, has been proven to be very beneficial to our wellbeing. So put down your phone, look out of the window, and take a moment to just breathe!
- **Having goals and direction** – looking forwards positively with realistic aims is key to wellbeing. Consider pushing yourself to try something new.
- **Recognising the link between your thoughts, feelings and actions** – and making that cycle more positive. By changing the way we think – we can change the way we feel and behave.
- **Acceptance** – accepting things we can change and impact, and things that we cannot is good for letting go of negative energy we could be putting into something more useful. For example worrying about the traffic or the weather is not as useful as putting that time and effort into thinking about who we spend our time with, if we are going to exercise today and how we are going to choose to think about the day ahead.
- **Making time for yourself** – finding a hobby or simply taking a break is great for our wellbeing.
- **Talking** – talking things through with friends, family, colleagues and managers – and seeking further help when needed.

Resources

There are lots of resources for help, support, or in the event of crisis. Don't try to face your problems alone we are in this together.

Some organisations who can help are:

- [Mind](#)
- [Young Minds.](#)
- [Action for Happiness](#)
- [Mental Health Foundation](#)
- [Samaritans](#)
- [SANEline](#)

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Please read the handout carefully. Answer the following questions and give this page back to the person providing the toolbox talk.

Q: Name three things I can do for selfcare during COVID-19 pandemic?

A:

Q: Name three things we can all do to help towards better mental wellbeing?

A:

Q: Who is responsible for our mental health?

A:

I have read and understood the information set out above:

Name:

Signature:

Date:

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