



Activity / Role / Person		Management and control of Covid-19		Company / Dept:		Interiors – Clean & Clear		
Assessed:		Charlotte Evans		Date:		05/10/2021		
Assessor:		Mark Hull		Health and Safety Signature:				
Health and Safety Name:		Sam Howarth		Company Lead signature:				
Company Lead Name:		Sam Howarth		Company Lead signature:				
Hazard	Hazardous Event	Risk Assessment			Who is Affected	Controls Measures		Residual Risk Rating
<i>What is the potential for harm?</i>	<i>How could the harm be realised?</i>	Likelihood (A)	Harm (B)	Risk Rating (C)		<i>What are the current controls? How can the risk be reduced further?</i>		

Covid-19	Exposure to and transmission of covid-19. Contact with someone who has Covid-19 in the workplace, touch points or air droplets from coughing, sneezing, talking, and breathing.	4	3	12	Employees Contractors Agency Staff Customers General Public	<p>EVERYONE MUST follow the stay-at-home guidance if they have symptoms consistent with the coronavirus infection (e.g., a new persistent cough, high temperature or loss of taste / smell) or someone else in their household has symptoms. If you develop symptoms whilst at work, YOU MUST</p> <ul style="list-style-type: none"> Return home immediately and inform your manager/supervisor. Avoid touching anything and where possible clean touch points after yourself. Cough or sneeze into a tissue and put it in a bin if no tissues are available cough and sneeze into the crook of your elbow. Arrange to take a test. Follow latest Government guidelines. <p>The NHS test and trace service has been established to minimise community transmission of COVID-19. It is designed to:</p> <ul style="list-style-type: none"> ensure that anyone who develops symptoms of COVID-19 can quickly be tested to find out if they have the virus. help trace close recent contacts of anyone who tests positive for COVID-19 and, if necessary, notify them that they should self-isolate at home to help stop the spread of the virus. <p>Therefore, if you have had close recent contact with someone who has COVID-19 you must self-isolate if the NHS test and trace service advises you to do so. The wearing of PPE will not be considered as a mitigation when assessing whether a recent contact is likely to have transmitted the virus. Only full medical-grade PPE worn in health and care settings will be considered.</p> <p>Employees, customers, and visitors must sign or swipe into workplaces to assist with test and trace.</p>	
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Poor Personal Hygiene of people	Lack of hand cleaning Not coughing into a tissue Close contact with people	3	3	9	<p>Employees</p> <p>Contractors</p> <p>Agency Staff</p> <p>Customers</p> <p>General Public</p>	<ul style="list-style-type: none"> • Employees briefed on COVID-19 and importance of maintaining personal hygiene to prevent infection spread. • Cover mouth/nose with tissue (or sleeve) if coughing, bin tissue immediately and wash hands. catch kill bin. • Soap provided in welfare areas for hand washing, additional signage placed to encourage washing of hands. • Where welfare areas are not available immediately personal hand sanitiser will be provided. Employees should use this and then wash their hands as soon as welfare facilities become available. • Instruct how to wash hands and length of time (20 seconds) to wash hands. • Additional hand sanitiser placed in areas of high-contact risk such as reception, meeting rooms or vehicles. • "Unnecessary" close contact with people to be avoided. Where practical minimum of 2m distancing will be always adhered to. • Employees to remain in their allocated bubbles so far as reasonably practicable. • Where possible messaging, email or calls will be encouraged to avoid close contact. • Where face to face meetings are required these should be done in a room large enough to support social distancing for the number of people present. Where possible choose rooms with good ventilation 	3
Poor workplace hygiene	Poor cleaning of public area Evident body fluids on surfaces Poor disposal of contaminated waste	3	3	9	<p>Employees</p> <p>Contractors</p> <p>Agency Staff</p> <p>Customers</p>	<ul style="list-style-type: none"> • Cleaning processes and regime implemented to ensure regular cleaning of frequently touched objects and surfaces. • Employees encouraged to clean immediate work area and, if on site, welfare monitor to clean commonly used objects equipment and surfaces including door handles etc. daily at the start and end of shift. 	3



					General Public		
Travel to work	Operatives in proximity in same vehicle	3	3	9	Employees	<ul style="list-style-type: none"> • Wherever possible workers should travel to site alone using their own transport. • If workers have no option but to share transport: <ul style="list-style-type: none"> ○ Where possible share with the same individuals and with the minimum number of people at any one time wherever possible ○ Good ventilation (i.e., keeping the windows open) and facing away from each other may help to reduce the risk of transmission. Tiny airborne particles can travel further than droplets and in poorly ventilated spaces this can lead to viral particles spreading between people. Good ventilation can reduce this risk. ○ Good ventilation can be different for areas depending on how many people are in there, how the space is being used, and the layout of the area. Therefore, you will need to consider the particular ventilation requirements in the area you are considering. ○ Face coverings to be worn when inside the vehicle. ○ Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle ○ The vehicle should be cleaned regularly using gloves and anti-viral cleaning products, following the internal vehicle cleaning schedule, with particular emphasis on handles and other areas where passengers may touch surfaces. ○ Should someone who has used the vehicle test positive or start displaying symptoms the vehicle should be deep cleaned. 	
Driving at work	Operatives in close proximity in same vehicle	3	3	9	Employees	<ul style="list-style-type: none"> • When travelling at work or between site locations, workers should travel alone. • If workers have no option but to share a vehicle, then they should: <ul style="list-style-type: none"> ○ Share with the same individuals and with the minimum number of people at any one time wherever possible ○ Face coverings to be worn inside the vehicle. ○ Maintain good ventilation (i.e., keeping the windows open) and face away from each other during the journey. Tiny airborne particles can travel further than droplets and in poorly ventilated spaces this can lead to viral particles spreading between people. Good ventilation can reduce this risk. ○ Good ventilation can be different for areas depending on how many people are in there, how the space is being used, and the particular layout of the area. Therefore, you will need to consider the particular ventilation requirements in the area you are considering. ○ Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle. ○ Regularly clean the vehicle using gloves and standard cleaning products, following the internal cleaning checklist, with particular emphasis on handles and other surfaces which may be touched during the journey. ○ Should someone who has used the vehicle test positive or start displaying symptoms the vehicle should be deep cleaned. 	3
Site access and egress points	Operatives encountering customers and members of the public	3	3	9	Employees Contractors Agency Staff Customers	<ul style="list-style-type: none"> • All non-essential visitors are not to make site visits • Where possible staggered start and finish times will be introduced to reduce congestion and contact times • Whilst entering and exiting site maintain 2 metre distance • Upon site entry operatives will wash their hands at the washing station for 20 seconds 	3



					General Public		
Passing COVID-19 through hand contact	Operatives encountering customers and members of the public	3	3	9	Employees Contractors Agency Staff Customers General Public	<ul style="list-style-type: none"> Hand to hand contact such as handshake greeting shall be not me permitted Hand sanitiser with a minimum 60% alcohol base shall be provided were washing facilities are unavailable. Suitable and sufficient rubbish bins for hand towels to be provided with regular removal and disposal 	3
Close working	Operatives carrying out tasks that require them to work less than 2 metres apart	3	3	9	Employees Agency Staff	<p>You should attempt to complete work whilst maintaining a 2m distance. Where this is not possible, please consider the following:</p> <ul style="list-style-type: none"> Avoid skin to skin and face to face contact. Consider alternative or additional mechanical aids to reduce worker interface. Minimise the frequency and time operatives 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. Where face to face working is essential to carry out a task when working within 2 metres keep this to 2 minutes or less where possible 	3
Accidents, Security and Other Incidents	Accident or incident takes place	1	3	3	Employees Contractors Agency Staff Customers General Public	<p><u>Accidents, Security and Other Incidents</u></p> <ul style="list-style-type: none"> In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe, however, fire wardens should encourage social distancing at assembly points. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands Reduced numbers of employees in the building may result in fire wardens and first aiders not being readily available. Upon discovering a fire, raise the alarm by pressing a call point and leave the building by the nearest exit (disregard any one way instructions in emergency situations) Upon activation of the fire alarm, leave the building by the nearest exit (disregard any one way instructions in emergency situations) If somebody injures themselves at work and the injury requires treatment call 999 All equipment and safety features of the building will be serviced and maintained in line with manufacturer's guide lines Water systems have been flushed prior to re-occupation and checks are ongoing. 	2
Working in tenanted properties	Contact with tenant who has Covid-19 symptoms or a positive Covid-19 test result	3	3	9	Employees Contractors Agency Staff	<p>When carrying out works in tenanted properties please observe the following control measures:</p> <ul style="list-style-type: none"> Ensure time within the property is kept to a minimum Ensure numbers of staff working within a property is kept to a minimum. Wherever possible attempt to maintain a safe distance of 2m within the property. Gain confirmation from Homes and/or Ringstones that checks on the tenant have been carried out to ensure no one in the property has symptoms, is isolating or has a positive Covid-19 test. Face coverings and gloves can be worn if desired. Avoid touching items or areas within the property that are not part of scheduled works. Maintain good hygiene practices at all times Wash and/or sanitise hands before entering and after leaving the property and at regular intervals during time inside the property. 	3

CALICO RISK ASSESSMENT



						<ul style="list-style-type: none">• Ensure the tenant remains in another room, preferably another floor for the duration of the time you are there.• When booking in works we will ask the tenant vacate the property however this may not always be possible, for example, due to mobility issues, health issues etc.• Where possible look for ways to ventilate the work space, for example, by opening windows and doors.• If any other trades/visitors/contractors enter the property whilst you are there please contact your manager/supervisor who will advise whether it is safe to continue.	
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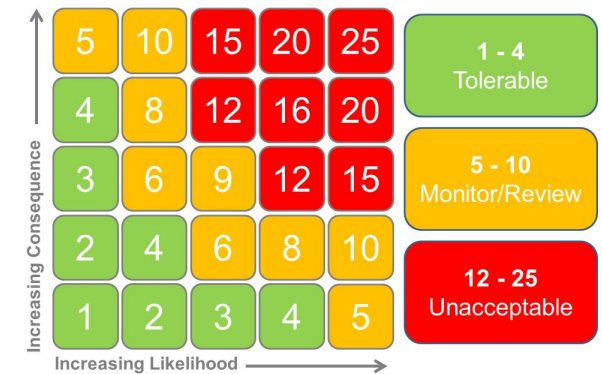
Providing the recommendations are followed and the training and instructions provided then the risks can be reduced to acceptable levels.

PPE REQUIRED FOR TASK (tick/complete as appropriate – Refer to Control Measures over page making specific)



Hard Hat		Ear Protection		Welding Helmet	
Safety Footwear		Goggles		Respirator (Type)	
High Vis Vest		Overalls		Gloves (enter type)	
Gas Welding Goggles		Safety Spectacles		Other (specify type)	

Col (A) - Likelihood of Injury or Hazard	Col (B) - Severity of Injury or Hazard	Who Could Be Affected
1. Improbable - (Extremely Unlikely To Occur)	1. Minor (No First Aid Required)	Operators
2. Remote (Small Chance Of Occurring)	2. Harmful (Minor First Aid Required)	Maintenance / Quality
3. Occasional (Could Occur Sometime)	3. Critical (Serious Fractures, Burns, L.T.A.)	Contractors
4. Probable (Unsurprised If It Happened)	4. Severe (Amputations, Loss Of Eyesight)	Visitors
5. Frequent (Almost Certain To Happen)	5. Catastrophic (Fatality, Explosions Etc)	Special Cases (Pregnant Worker/Young People Under 18)





Risk Change Register

Date:	Change:	Reason for Change	Signed

Persons affected by this Risk Assessment – Have been instructed and understand the contents of this risk assessment and associated documentation, by signing below you are accepting that all the associated hazards and risk involved with this work activity have been assessed and will abide to the control measures detailed within.

Date	Person	Trade / Occupation:	Signed

Overall Risk Rating: 3	Date of Next Review: Ongoing as advice is updated
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