

Activity		68 Coronavirus (Covid-19)			Location		All areas			
Contract Title					Date of Issue		August 2020	Document Review Date	August 2020	
No	Hazards Identified	Associated Risk	Who is at Risk	Severity	Likelihood	Risk Rating	Control Measures	Post-Severity	Post-Likelihood	Overall Risk Rating
This set of Risk Assessments must be read in conjunction with Montel Civil Engineering's Coronavirus (Covid-19) Site Operating Procedures – and must be briefed to all personnel carrying out activities on any Montel Civil Engineering project.										
1	Fitness to work	Unwell or vulnerable people coming to site	All site personnel	5	3	15	<ul style="list-style-type: none"> • Display “symptoms” poster at site entrance. • Raise awareness at Site Induction. • Brief site management teams on symptoms. • Brief site management teams on those people considered vulnerable (list provided in SOP). • Communicate control measures with supply chain. • Ensure supply chain has appropriate measures in place prior to commencement on site. • Require all personnel to verify that they are fit to work and understand procedures and processes expected of them. 	5	1	5
2	Travelling to and from site	Exposure to infected people and/or surfaces, etc.	All site personnel	5	4	20	<ul style="list-style-type: none"> • To reduce demand on the public transport network, you should use motorbike, cycle or walk wherever possible. If you must use public transport, you should try to avoid peak times. • Encourage lone travelling (single occupancy vehicles). • If workers have no choice but to share transport; <ul style="list-style-type: none"> - Journeys to be shared with the same individuals and with the minimum number of people at any one time. - Maintain good ventilation (such as keeping windows open) and facing away from each other. - Ensure vehicle is cleaned at the end of each journey. - Vehicles must not be parked in such a way as to cause concern or nuisance to the local community. • Ensure controlled and adequate car parking areas are provided at the site compound. • Stagger start/finish times to avoid congestion. 	5	2	10
3	Signing in	Exposure to infected people and/or surfaces, etc.	All site personnel	5	4	20	<ul style="list-style-type: none"> • Locate “Signing In” point to a well-ventilated area in site compound, such as a kiosk, shed, or “lean to”. Do not house within welfare unit. • Encourage use of own pens for signing in purposes; regularly clean if shared pen is unavoidable. • All personnel to enter site via controlled point with hand sanitiser point – ensure use. 	5	2	10

							<ul style="list-style-type: none"> Apply tape or markings on floor to indicate two metre (minimum) social distancing. Stagger start and end of shift times to reduce congestion. Exhibit signs to reinforce need for hand cleansing and social distancing. Workforce briefed on Signing In process at Site Induction and reinforced through Toolbox Talks. 			
4	Site Inductions, Daily Briefings, Safety Briefings (Toolbox Talks) and Meetings	Exposure to infected people and/or surfaces, etc.	All site personnel	5	4	20	<p>Inductions:</p> <ul style="list-style-type: none"> Carry out Inductions outside where possible. If necessary, to conduct indoors due to poor weather, maintain (minimum) two metre social distancing and reduce number of attendees to ensure segregation – ideally no more than four. If indoors, ensure that it is a well-ventilated area (doors and windows open) and if necessary, carry out more than one Induction to make sure social distancing is adhered to. If indoors, ensure area is thoroughly cleaned after use. <p>Daily Briefings and Safety Briefings (Toolbox Talks):</p> <ul style="list-style-type: none"> Conduct briefings outside where possible. If necessary, to be indoors, carry out in well-ventilated area. Maintain (minimum) two metre social distancing and reduce number of attendees to ensure segregation – ideally no more than four. Maintain (minimum) two metre social distancing. If indoors, ensure area is thoroughly cleaned after use. <p>Meetings:</p> <ul style="list-style-type: none"> Do not permit non-essential visitors on site. Avoid face-to-face meetings. Use mobile phones or Microsoft Teams to hold video conferencing forums. If necessary, to have a face-to-face meeting, carry this out outdoors and maintain (minimum) two metre social distancing. Keep face-to-face meetings short, to the point, and avoid sharing material (such as drawings, paperwork and laptops). Do not offer refreshments – third parties can make their own arrangements. 	5	2	10

							<ul style="list-style-type: none"> If carried out indoors, ensure area is thoroughly cleaned after use. 			
5	Site welfare facilities	Exposure to infected people and/or surfaces, etc.	All site personnel	5	4	20	<p>Toilets:</p> <ul style="list-style-type: none"> Only one individual to use toilets at any one time, with system to be monitored for compliance. Stronger measures to be imposed (such as locking unless required) should it be necessary. Utilise female toilets as unisex facilities and ensure segregation between male/female should it be necessary. Implement a one in, one out procedure. If queuing is necessary, ensure that a (minimum) of two metres social distancing is retained between personnel. If necessary, apply markings on the floor as a visual guide. Portable toilets should be cleaned and emptied more frequently. Ensure adequate supplies of hot water and soap for handwashing, with hand sanitiser provided in order to supplement. Erect signs reminding personnel of personal hygiene standards. Ensure facilities are cleaned as a minimum twice-a-day (and recorded as such). <p>Canteens:</p> <ul style="list-style-type: none"> Encourage all personnel to bring their own food from home – avoid use of local shops. Encourage all personnel to bring their own drinks from home, whether it's hot (including tea/coffee) or cold water. Personnel to consume their food and drink within their own vehicles – discourage the use of shared canteen facilities. Canteens to only be used in exceptional circumstances, and then only under supervision from the site management team. Remove all toasters and other cooking devices. Remove all crockery and cutlery from the canteens. Arrange tables and chairs in canteens to maintain two metre social distancing. Seating and tables should be reconfigured to reduce face to face interactions – 	5	2	10

						20	<p>remove surplus furniture in order to prevent over-crowding.</p> <ul style="list-style-type: none"> Stagger break times in order to reduce numbers. Ensure that rubbish is cleared away by individuals and placed in the bins provided. Make sure that all bins are emptied daily. Thoroughly clean the canteen at least twice-a-day and carry out inspections to validate – record as such. <p>Drying Rooms:</p> <ul style="list-style-type: none"> Restrict access to no more than two individuals and display signs to communicate this. Encourage operatives to take home clothing to clean and/or dry. Stagger start and finish times to avoid congestion. Ensure facilities are cleaned as a minimum twice-a-day (and recorded as such). 			
6	Site offices	Exposure to infected people and/or surfaces, etc.	All site personnel	5	4	20	<ul style="list-style-type: none"> Arrange furniture to allow for a (minimum) of two metre social distancing. Seating and tables should be reconfigured to reduce face to face interactions. Do not permit non-essential visitors on site. Do not permit other site personnel to enter office, but to wait outside. Display signs communicating this. Maintain a clear desk policy – remove all unnecessary paperwork and ensure filing systems are maintained. Do not share equipment – such a keyboards, laptops, printers or phones. Ensure that these are kept clean and wiped down regularly. Ensure facilities are cleaned as a minimum twice-a-day (and recorded as such). 	5	2	10
7	First aid	Exposure to infected people and/or surfaces, etc.	All site personnel	5	4	20	<ul style="list-style-type: none"> There must always be a minimum of one suitably qualified first aider on site. Avoid person-to-person contact where possible – make sure that hands (and other bare skin) is thoroughly washed with soap and water before and after administering first aid. If necessary, where possible, only provide chest compressions to non-breathing casualties – do not administer mouth-to-mouth resuscitation unless it is a life or death situation. If mouth-to-mouth is necessary, then use face shields provided and monitor for symptoms of Coronavirus (Covid-19) for following fourteen days. Clean and disinfect all equipment used after use. 	5	1	5

8	Smoking	Exposure to infected people and/or surfaces, etc.	All site personnel	5	3	15	<ul style="list-style-type: none"> Smoking will only be permitted in areas designated by the site management team. Individuals using the smoking areas must obey the 2 metre social distancing measures. Cigarette butts must only be extinguished in receptacles provided – either a sand/water filled bucket or “proper” cigarette bin – and must not be discarded on the floor. Individuals will collect their own butts and take home to dispose of, they will not be permitted to dispose of these on site – they must bag and bin them themselves. Individuals must clean up after themselves. They must not rely on others to do so. 	5	1	5
9	Cleaning and hygiene	Exposure to infected people and/or surfaces, etc.	All site personnel	4	4	16	<ul style="list-style-type: none"> Daily cleaning arrangements must be in place, with regular checks, to maintain good standards of cleanliness in the site offices, welfare facilities and other shared spaces. Coronavirus (Covid-19) Site Cleaning Checklist to be completed (with twice daily inspections) and submitted to head office. Cleaning to pay attention to high contact areas such as door handles, light switches, and tabletops. All plant and equipment to have contact surfaces cleaned at the start and end of each shift. All waste bins to be emptied daily into a secure receptacle. Ensure an adequate supply of cleaning products is available. 	4	2	8
10	Site operations	Exposure to infected people and/or surfaces, etc.	All site personnel	5	4	20	<ul style="list-style-type: none"> Re-arrange site activities to eliminate need for operatives to work within two metres of each other wherever possible. Where possible either work side-by-side or back-to-back. Provide additional supervision to monitor and manage compliance. Single use Personal Protective Equipment (PPE) will only be used as an absolute last resort or when operatives are working in an enclosed space, when social distancing isn't always possible, or they come into contact with others they do not normally meet. Operatives will be provided with Type IIR surgical style masks for use in these exceptional circumstances – 	5	2	10

