

7.4.1 Risk Assessment – STAYING ALERT AND SAFE (SOCIAL DISTANCING) CORONAVIRUS COVID-19 Dated: 16.06.2020

The risk assessment and procedures detailed have been undertaken to assist in complying with the duties required by the Health & Safety at Work Act specifically with regard to the safe working environment and the social distancing requirements during the current outbreak of Coronavirus (COVID-19) and to identify appropriate measures to look after our employees, subcontractors and our clients personnel. A cautious approach has been taken with the decisions made in this assessment taking account of, the balance between Government guidance and advice, business disruption & commercial consequences, the needs of employees to be paid and against the necessity and justification in support of our Clients' operations.

This document has taken account of and includes requirements as detailed in the Government guidance launched on Monday 11 May 2020 and the practical guidelines published to make workplaces as safe as possible and to give people the confidence to go back to work during coronavirus pandemic. By complying with the requirements detailed in this risk assessment we are confident that we will have complied with the government's guidance on managing the risk of COVID-19. [The 'Staying COVID-19 secure 2020' poster confirming compliance can be found at the end of this document, **the poster is to be displayed at the entrance to all offices and sites!** The poster is dated 13 May 2020 and by following our risk assessment and revised procedures our sites have been compliant from that date and continue to be compliant as they are revised and updated in-light of new guidance and best practice.](#)

PHE guidance for construction states “where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission”.

The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.

Emergency services are also under great pressure and may not be able to respond as quickly as usual. This should be taken into consideration in the planning of work activities, first aid, fire and emergency responses.

The HSE is the relevant enforcing authority for PHE guidelines. If a site is not consistently implementing the measures set out by PHE, it may be subject to enforcement action.

Responsibilities, duties and arrangements

Monitor - To ensure adherence to the defined standards, rules and expectations, the Management Team are to monitor adherence to the enhanced health and hygiene controls and to ensure strict consistency of application. As a part of the pro-active monitoring each time a member of R&J Management Team attends site they are to carry out a site safety inspection.

Managers – At weekly intervals along with timesheets and prior to allocation of work to staff, verbal checks are to be made to confirm that staff are not displaying symptoms of Coronavirus COVID-19.

Workplaces & Sites – Prior to tasking staff to work, Managers, Supervisors and Employees are to check with the workplace for reported or

confirmed cases of Coronavirus COVID-19 cases. What the current risks are and if the workplace has / can be sanitised prior to work taking place. If the workplace has not been sanitised do not start work and seek further advice from Line Manager.

Employees - Where there is concern or ambiguity which cannot be rectified with your Line Manager, these concerns should be immediately raised to the Senior Management Team. No-one is required to work in an unsafe environment.

Review - This assessment is based on compliance with the current Government advice, as rulings & guidance change this assessment will be kept under constant review, with the safety and health of all staff being the priority. The HSE Advisor is responsible for updating and ensuring changes are communicated as required.

Health Declaration

A copy of the revised '**LABOUR & SITE VISITORS REGISTER & HEALTH DECLARATION (Coronavirus COVID-19 specific)**' is to be issued with all project documents including single man reactive works and is to be completed prior to each person being granted access to site. To eliminate cross-infection from multiple persons handling documents the Site Foreman or the Senior Person on site is responsible for completing the register and Coronavirus health declaration personally after he has had verbal confirmation from the person who would normally provide a signature. This document is to be returned to the Contract Manager on completion of the works.

Inductions, RAMS & Competence

Site Foreman will personally record on the registers the names of personnel attending site inductions, RAMS briefings and competence records to eliminate the risk of cross-infection from multiple personnel. Where possible sub-contractors will be briefed on the induction and RAMS and will have provided CSCS Cards and competence certificates by their own line managers prior to attending site. R&J Site Foreman will be provided this information by R&J Contract Manager and he is responsible for updating the registers. R&J Site Foreman will then be required to brief the site-specific information, welfare, asbestos, other hazards on site, the activities of other personnel on site etc. and the emergency arrangements, fire, first aid etc. See risk assessment hazard 'Contractors'.

Where off-site inductions have not or cannot be completed the R&J Foreman is to:

- Carry out the induction briefing on site including specific measures regarding social distancing and also complying with the social distancing measures during the briefing, record the names on the register (No signatures required).
- Ensure each contractor supervisor briefs their team on the RAMS and enters names on the briefing register.
- Record the details of the competence cards & certificates in the registers in the CPP.

Test & Inspection certificates including scaffold handovers

No change to normal procedures for checking and recording, there are changes with regarding to thorough test and inspection requirements for some work and lifting equipment, if any certificates are found to be out of date please contact the HSE Advisor for advice.

Permits

Permits are to be raised as normal and briefed as required, Site Foreman is responsible for completing the various signature blocks personally after where required he has had verbal confirmation from the relevant person who would normally sign.

Toolbox talks

To be completed as usual but small groups may be required to comply with social distancing, attendance registers are to be completed by the Site Foreman

COSHH

Six Social distancing COSHH assessment scenarios are available and the relevant assessment is to be read in conjunction with this risk assessment.

1. Van travel – Inside poorly ventilated ½ to 2 hours
2. Site work – Inside well ventilated 4 – 8 hours
3. Site work – Outside 4 – 8 hours
4. Site work – Inside well ventilated up to ½ hour (For activities where 2m social distancing is not practicable / possible)
5. Site work - Outside up to ½ hour (For activities where 2m social distancing is not practicable / possible)
6. Office work – Inside well ventilated 4 – 8 hours
7. Office work – Inside well ventilated Over 8 hours per shift
8. Site work – Outside Over 8 hours per shift
9. Site work – Inside Over 8 hours per shift

Notes:

- Hazard and risk levels increase on assessments due to change in exposure time as scenario and activity detail do not change.
- Assessments now include face coverings in all scenarios due to the change in Government guidance, face coverings are only required where 2 metre social distance cannot be maintained. See '**2 metre social distancing not possible / practicable**' for additional control measures.

Two substance assessments are available for the use of Ultra AX disinfectant spray for use with blue paper towel for sanitising objects and materials as required on site. Note, the use of the Ultra AX disinfectant spray is not instead of the good hygiene practices, i.e. washing hands frequently with soap and water for at least 20 seconds to reduce the risk should you inadvertently touch you face.

1. Ultra AX disinfectant spray – Up to ½ hour
2. Ultra AX disinfectant spray – ½ to 2 hours per shift

Activity:	Work during Coronavirus COVID-19 Pandemic	Project Number:	All
Location:	Offices and sites		

A quantitative system for risk assessment is used with a 5 x 5 matrix. The risk rating is determined by multiplying the severity of harm, loss or damage by the likelihood of the harm loss or damage occurring. Risks are quantified prior to the implementation of control measures and re-assessed after controls have been identified to target resources and prioritise action plans to ensure that the risk is reduced to as low as reasonably practicable.

Score	Likelihood		Severity		
	Definition	Chances	Health	Safety	Environment
5	Very Likely	> 90%	Multiple Deaths	Multiple Deaths	Irreversible Environmental Incident
4	Likely	51% to 90%	Life Shortening Health Effect	Single Death or Multiple Major Injuries	Significant Environmental Impact (e.g. contamination of water source)
3	Possible	11% to 50%	Irreversible Health Effect or Serious Illness with Full Recovery	Major Injury or Over 3-Days Absence	Moderate Environmental Impact (e.g. fuel tank spillage)
2	Unlikely	1% to 10%	Reversible Health Effect (e.g. minor dermatitis)	Minor Injury or One Days Absence	Local Environmental Impact (e.g. excess inert waste left overnight)
1	Highly Unlikely	< 1%	Mild Health Effect - No Lost Time (e.g. local skin irritation)	First Aid Case, No Lost Time	Minor Environmental Impact (e.g. minor oil spill)

		Risk Rating (Likelihood x Severity)				
Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		Severity				
		1	2	3	4	5

Key		
12 - 25	High Risk	Critical Level – Unacceptable, do not permit activity to commence.
6 - 10	Moderate Risk	Risk must be mitigated and risk level reduced to Green (4-5) or White (1-3).
4 – 5	Minor Risk	Investigate controls to minimise reliance on PPE. Provide supervision and monitoring of agreed controls until accepted as routine.
1 - 3	Low Risk	Acceptable risk. Review when process or circumstances change.

Who may be harmed	
E	Employees
C	Contractors
V	Visitors
TP	Third Party

Risk Assessment

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
<p>Coronavirus COVID-19 Symptoms, Confirmed cases, Contact with people with symptoms, or confirmed cases</p>	X	X	X	X	Cross-infection	H5	5	25	<p>You must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does or you have been instructed to do so by the NHS Test & Trace service.</p> <p>The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> • high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal. Anosmia is the loss of or a change in your normal sense of smell. It can also affect your sense of taste as the two are closely linked. <p>Or if you are within 14 days of the day when the first member of your household showed symptoms.</p> <p>They and everyone who lives with them are to self or household isolate in accordance with current guidance. See ‘Isolation’. <u>DO NOT TRAVEL TO OR COME TO WORK.</u></p> <p>If other members of your household are not complying with the isolation requirements. <u>DO NOT TRAVEL TO OR COME TO WORK.</u></p> <p>Personnel are required to self-declare if they have symptoms, suspect they have symptoms, have a clinical diagnosis, or if they have been in contact with persons with suspected or confirmed cases of Coronavirus COVID-19. <u>DO NOT TRAVEL TO OR COME TO WORK.</u></p> <p>If you are contacted by NHS Test & Trace informing you that you have been in contact with a person that has tested positive for COVID-19, <u>DO NOT TRAVEL TO OR COME TO WORK.</u></p> <p>For all these situations, <u>DO NOT TRAVEL TO OR COME TO WORK</u> and notify ‘Tony Hannon by Telephone’ at the earliest opportunity.</p>	H5	1	5
<p>Isolation, getting tested and test &</p>	X				Self-isolation	H5	5	25	<p>The following PHE documents will be provided to personnel who are required to self or household isolate:</p>	H5	1	5

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
trace					Household isolation				<p>1. Stay at home: guidance for households with possible coronavirus (COVID-19) infection (the most recent version available).</p> <p>2. Stay at Home guidance for households: current guidelines illustrated (the most recent version available).</p> <p>These documents can also be found on the following website: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>When off sick due to Coronavirus COVID-19</p> <p>Whilst isolating for the first 7 days - Self-certify or provide a copy of the contact form from NHS Test & Trace.</p> <p>Any longer than 7 days – use the online form for coronavirus which is available on the NHS website or if unable to get on-line call NHS 111 to reduce pressure on GP services.</p> <p>Getting Tested and Test & Trace - Getting a test and who can be tested!</p> <p>All symptomatic individuals in England are now able to access a test. You should order a coronavirus test immediately at nhs.uk/coronavirus or call 119 if you have no internet access.</p> <p>R&J have produced a synopsis from a number of guidance documents titled 'Isolation, Testing and Test & Trace'. Personnel were issued a copy of this document on 4th June 2020</p> <p>Also see: Mental Health & Wellbeing</p>			
Travel – Company vehicles	X				Exposure to virus and difficulties with maintaining social distancing.	H5	5	25	<p>Eliminate or reduce where possible / practicable.</p> <p>The Government has issued guidance to help employers, employees and the self-employed understand how to work safely during the coronavirus pandemic. The 'Guidance for people who work in or from vehicles, including couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces and similar' recommends and suggests additional safety and mitigation measures where 2m social distancing between individuals is not possible. The following safety and mitigation measures comply and surpass those detailed in the guidance.</p> <p>It is not always practicable to maintain 2m social distancing between individuals when in a vehicle, where this is not practicable the following</p>	H5	1	5

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
									<p>additional safety measures must be complied with:</p> <p>Maximum of 2 persons in company vans leaving the centre seat vacant to assist in complying with social distancing. As far as practicable, keep teams of workers travelling together the same (cohorting) so that where contact is unavoidable, this happens between the same individuals.</p> <p>Strict hygiene protocols are to be adhered to, use alcohol-based hand cleanser (minimum 60%) before getting in and after getting out and at regular intervals on longer journeys. Wiping touch-points (door handles, controls etc.) regularly with anti-bacterial wipes.</p> <p>Face away from each other & maintain good ventilation in the cabin, preferred option is windows open but only if weather conditions allow, with windows open do not use the air conditioning as this can stress and damage the air conditioning system. If fitted, do not use the setting for recycling the cabin air (normally used to heat the cab up rapidly or to prevent external environmental smells entering the cab (passing sewage works / waste tips)) as ventilation is required to reduce cross -infection risk.</p> <p>Personnel are to avoid touching their face, especially eyes, nose and mouth.</p> <p>Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands with soap and water for at least 20 seconds or use alcohol-based hand cleanser (minimum 60%).</p> <p>Wear a face covering when in an enclosed space where social distancing isn't possible, evidence suggests that wearing a face covering does not protect you. However, if you are infected but have not yet developed symptoms, it may provide some protection for others you come into close contact with.</p> <p>As surgical masks are now readily available these are the type to be worn when there are 2 people in the cab of a vehicle, not the respiratory protection you use when working on site.</p> <p>It is important to use face coverings properly and wash your hands before putting them on and taking them off.</p> <p>Note - Face coverings do not replace social distancing.</p> <p>Vehicles are to be cleaned regularly using gloves and standard cleaning products paying particular attention to handles and other touch surfaces.</p>			

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	E	C	V	TP		S	L	RR		S	L	RR
									Comply with social distancing COSHH Assessment for travel in vans.			
Travel – Public transport	X				Exposure to virus and difficulties with maintaining social distancing.	H5	5	25	<p>Site team members are not to use public transport for travel to work or to work sites.</p> <p>Contracts and Estimating team are permitted to use public transport but only when absolutely necessary and unavoidable, when using public transport strict adherence to the controls detailed below is required at all times.</p> <p>If using public transport maintain, so far as is practicable, maintain social distancing – keep 2 metres from others, spread out within carriage.</p> <p>Wear a face covering when in an enclosed public space, evidence suggests that wearing a face covering does not protect you. However, if you are infected but have not yet developed symptoms, it may provide some protection for others you come into close contact with.</p> <p>As of Monday 15 June 2020, face coverings are now mandatory on public transport during the coronavirus (COVID-19) outbreak. Note, there are exemptions for very young children, disabled people and those with breathing difficulties.</p> <p>As surgical masks are now readily available these are the type to be worn, not the respiratory protection you use when working on site.</p> <p>It is important to use face coverings properly and wash your hands before putting them on and taking them off.</p> <p>Note - Face coverings do not replace social distancing.</p> <p>Plan to travel outside of rush hour or other busy times. Not getting onto public transport and waiting for the next service where carriages / buses are busy and social distancing would not be possible.</p> <p>Use alcohol-based hand cleanser (minimum 60%) before getting on and after getting off public transport and at regular intervals on longer journeys.</p> <p>Personnel are to avoid touching their face, especially eyes, nose and mouth.</p> <p>Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands with soap and water for at least 20 seconds or use alcohol-based hand cleanser (minimum 60%).</p>	H5	1	5

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
									<p>Avoid anyone who is coughing and sneezing, be prepared to have a conversation with travellers who are not complying with this but don't if you think it may be confrontational, always consider your own safety first, move seat / carriage or get off at next stop.</p> <p>Travel to and from stations and terminals, consider use of bicycles or walking to reduce the time on public transport.</p> <p>Commuting to place of work using private vehicles, must be authorised by management team, follow control measures as per Travel Company vehicles. Balance benefits against use of public transport.</p>			
Work – All workplaces	X	X	X	X	Exposure to virus and difficulties with maintaining social distancing.	H5	5	25	<p>If practicable work from home, see 'Work – Home working'.</p> <p>All personnel with company phones or who are paid an allowance for using their personal phones are to download the track and trace application when it becomes available to assist in the efforts to contain further outbreaks of COVID-19. Personnel with personal phones are encouraged to download the application.</p> <p>Employees are always to maintain best hygiene practices. During the working day wash your hands frequently with soap and water for at least 20 seconds to reduce the risk should you inadvertently touch you face. Where you are unable to wash your hands with soap and water, use hand sanitiser that contains at least 60-95% alcohol, before going into all workplaces and when you get home.</p> <p>Personnel are to avoid touching their face, especially eyes, nose and mouth.</p> <p>Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands with soap and water for at least 20 seconds or use alcohol based hand cleanser (minimum 60%).</p> <p>Signage displayed at entrances to the worksite to remind visitors and workers to maintain social distancing.</p> <p>Posters displayed to build awareness of good handwashing techniques.</p> <p>Entry and exits to the building/site limited to the minimum number of points required.</p> <p>In access, egress and internal traffic routes personnel are not to stop to talk where social distancing cannot be maintained.</p>	H5	1	5

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
									<p>Hand sanitisation points clearly placed at all entrance and exit points with advisory hand washing signage displayed throughout the building/site.</p> <p>Hand sanitiser stations at top and bottom of staircases. (Handrails are common touch points and personnel are required to use handrails when ascending and descending stairs).</p> <p>Hand washing is mandatory when entering buildings as is washing hands more often - with soap and water for at least 20 seconds and after blowing your nose, sneezing or coughing, eating or handling food.</p> <p>Guidance regarding COVID-19 suggests that bare hands are better and washing afterwards. Hand protection requirements will depend on the risk from what is being handled, sharp, hot / cold, corrosive, etc.</p> <p>Separate sites into working zones to keep different groups of workers physically separated as much as practical. (or those areas were vulnerable employees may be working).</p> <p>Avoid sharing of tools and equipment, if sharing, sanitise before and after each use.</p> <p>So far as is practicable maintain social distancing – keep 2 metres from others. Workplaces need to avoid crowding and minimise opportunities for the virus to spread by maintaining a distance of at least 2 metres (3 steps) between individuals wherever possible.</p> <p>Keep indoor places well ventilated, evidence suggests that the virus is less likely to be passed on in well-ventilated buildings and outdoors. This must not compromise security.</p> <p>Stagger breaks to maintain social distancing. Ensuring sufficient rest breaks for staff, stagger breaks to assist in complying with social distancing. Sanitisation materials made available in welfare and in addition to routine cleaning, personnel using the facilities are expected to ‘Sanitise as they go’! Social distancing is to be adhered to in canteen area and smoking area. See ‘Welfare’.</p> <p>Continue routine environmental cleaning including more frequent cleaning and disinfection of objects and surfaces that are touched regularly, using standard cleaning products. Hand sanitiser is not to be used for disinfection of objects and surfaces unless absolutely necessary.</p> <p>Thorough & frequent cleaning to be carried out in all offices and sites with</p>			

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
									<p>disinfectant solutions or anti-bacterial wipes, as with tissues, wipes are to be disposed of immediately in the available bins:</p> <p>Transit and communal areas, rest rooms, canteens, welfare facilities including corridors, stairs, handrails, door handles and push-plates, control panels, light switches, tables, chairs, sinks, work surfaces etc.</p> <p>Tools, materials, frequently handled equipment and machinery etc.</p> <p>Desks, tables, chairs, keyboards, mouse, screen, chair including arms, etc. before and after use) telephones</p> <p>And wash hands regularly. Provide paper hand towels in preference to hand dryers.</p> <p>Wash your clothes regularly. There is some evidence that the virus can stay on fabrics for a few days, although usually it is shorter. Therefore, if you are working with people outside your household, wash your clothes regularly.</p> <p>Ensure a specific risk assessment has been undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>All staff members have been fully briefed with current advice on staying protected through the company lines of communications.</p> <p>Posters are displayed that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to the workplace and in other areas where they will be seen.</p> <p>Provide staff with waste bins lined with a plastic bag so that they can be emptied without contacting the contents. Staff are instructed that the emptying of bins is to be followed by hand washing.</p> <p>Staff have been informed not to handshake or any other general close personal greeting.</p> <p>Stop all non-essential visitors.</p> <p>All non-essential meetings have been postponed. Conduct meetings using Conference calls instead of face to face meetings. Limit all social contact where possible and make use of technology where viable.</p> <p>Hand sanitiser is available in multiple locations, in common areas and at</p>			

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
									<p>access and egress points to encourage hand hygiene.</p> <p>In accordance with current guidance, workplaces should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</p> <p>Where 2 metre social distancing cannot be maintained see specific hazard: '2 metre social distancing not possible / practicable'.</p> <p>If visiting other sites it is essential to follow guidance on social distancing and always follow hygiene measures on arrival.</p> <p><u>Smoking and COVID-19</u></p> <p>COVID-19 is a respiratory viral infection that affects the lungs and airways. There is strong evidence that smoking tobacco is generally associated with an increased risk of developing respiratory viral infections.</p> <p>Smoking causes damage to the lungs and airways and harms the immune system, reducing your ability to fight infection. Smoking also involves repetitive hand-to-face movements, which increase the risk of viruses entering the body.</p> <p>This means that if you smoke, you generally have an increased risk of contracting respiratory infections, such as COVID-19, and you are more likely to have underlying smoking-related conditions, which could lead to more severe disease outcomes.</p> <p>e-cigarettes (vapes) can be an effective aid to stopping smoking and staying smokefree, it is currently unknown what effect vaping may have on susceptibility to severe disease if you are infected with COVID-19. For most people vaping remains significantly less harmful than smoking and it is very important that you avoid returning to smoking. Vaping like smoking also involves repetitive hand-to-face movements, which increase the risk of viruses entering the body.</p> <p>Staff to be updated and informed about changes in guidance or procedures, isolation and any changes to working practices.</p> <p><u>Falling ill:</u></p>			

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
									<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> • 'Ensure their manager or supervisor is informed maintaining safe distancing and contact Tony Hannon for further advice, ensure channels of communication are kept open'. • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. <p>They must then follow the latest guidance regarding 'Isolation, testing and test & trace'. This guidance will be issued in a separate document.</p>			
Work - Offices	X		X			H5	5	25	<p>Desks / work-stations are to be re-positioned so that the 2m social distancing can be maintained.</p> <p>Due to office size there will be occasions when personnel are moving about the office, on arrival / leaving work, using rest and welfare facilities, and other administrative tasks where the 2m social distancing will not be practicable, these will only be intermittent and for very short periods of time.</p> <p>Only office employees permitted in the main offices, site personnel, visitors and clients will only come to the office by appointment and are to be met in a segregated area.</p> <p>Re-start regular contract cleaning regime. Employees are also to regularly sanitise their personal workspace using the cleaning equipment provided, desk, keyboards, mouse, telephones etc.</p>	H5	1	5
Work – Site. Presence at work is vital to perform role.					Exposure to Coronavirus				<p>In addition to the controls for 'All Workplaces'.</p> <p>Tasks are to be planned so that where possible and practicable, tasks are to be spread out, segregated or staggered to take account of social distancing, to minimise contact between personnel and so that only one team needs to be in the working area / on the premises to complete a task at a given time.</p> <p>Use of barriers to maintain 2 metre social distancing and to prevent inadvertent entry into workspaces which may breach social distancing protocols.</p>			

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
									<p>Where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.</p> <p>Where 2 metre social distancing cannot be maintained – See specific hazard: '2 metre social distancing not possible / practicable'.</p> <p>As much as possible, keep teams of workers together (cohorting), and keep teams as small as possible so that where contact is unavoidable, this happens between the same individuals.</p> <p>If working in teams, work side by side or facing away from each other rather than face to face.</p> <p>Increase ventilation if possible.</p> <p>Wash hands before and after using equipment.</p> <p>PPE – PPE is not a substitute for 2 metre social distancing, do not share PPE, dispose of single use, reusable PPE is to be kept clean in accordance with manufacturers' instructions.</p> <p>Maintain the 2 metre social distancing whilst moving around site.</p> <p>Meetings if essential must be conducted to ensure 2 metre social distancing is maintained, windows open and room well ventilated.</p>			
'2 metre social distancing is not possible / practicable'	X	X			Tasks where 2 metre social distancing is not possible / practicable including: The installation, securing and connection of oversized equipment, Consultation of technical drawings etc.	5	5	25	<p>To stop the spread of coronavirus (COVID-19) everyone should avoid close contact with anyone they do not live with, stay at least 2 metres (3 steps) away from anyone you do not live with. It is recognised that there are tasks in construction work where social distancing is not possible or practicable and the following are the measures that are to be followed to reduce the risk.</p> <p>Workplaces / personnel are not to use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met, personnel will be briefed that face coverings and RPE are not a substitute for 2 metre social distancing.</p> <ol style="list-style-type: none"> Avoid working at distances less than Two Metres (2M). Is there a safer way to work that would avoid close working? Where it is not possible to follow the social distancing 	5	1	5

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
									<p>guidelines in full consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.</p> <p>d. Segregate the work area to avoid working in proximity of other unrelated and unprotected workers.</p> <p>e. If Face Coverings are to be worn, can you minimise the number of persons involved and the work duration, duration is to be as short as possible and is never to exceed 15 minutes.</p> <p>f. Working at distances of less than Two Metres (2M) is only permitted by persons wearing Face Coverings.</p> <p>Face coverings:</p> <ul style="list-style-type: none"> On R&J sites face coverings will be surgical masks. On Mitie sites face coverings will be FFP2/3 Respiratory Protective Equipment and personnel must be clean shaven and have been face fit tested. <p>Notes:</p> <p>Caution required as RPE can, limit communication and increase heat stress. Ensure work team are fully briefed prior to starting work including tasks, task duration and emergency arrangements.</p> <p>It is important to use face coverings and respiratory protective equipment properly and wash your hands before putting them on and taking them off.</p> <p>As much as possible, keep teams of workers together (cohorting), and keep teams as small as possible so that where contact is unavoidable, this happens between the same individuals.</p> <p>When working in teams no physical contact is permitted, avoid working in proximity of other persons respiratory system, work side by side or facing away from each other rather than face to face.</p> <p>Increase ventilation if possible.</p>			

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
									Wash hands before and after using equipment. Avoid sharing of tools and equipment, if sharing, sanitise before and after each use.			
Care Homes – Cross infection from clothing	X	X		X	Infection being carried into the facility on clothing. Infection being carried out of the facility on clothing.	5	5	25	Disposable Overalls. A fresh pair of disposable overalls is to be worn prior to entering all care homes, if visiting a number of different homes on the same day then a new pair of disposable overalls is to be used for each home visited. Used disposable overalls are to be bagged and disposed off as waste. Care providers have different specific requirements and there may be different requirements for different homes owned by the same provider. Copies of Client specific risk assessments or other requirements are to be reviewed by Contract Managers, controls taken account of and a copy is to be issued to the site teams. Ensure site teams have sufficient PPE as detailed in the risk assessments.	5	1	5
First Aid & Emergency Response	X	X	X	X	Cross infection	H5	5	25	COVID-19: ADVICE FOR FIRST AIDERS First aid remains a crucial skill even as the country deals with the COVID-19 pandemic. The following advice is in addition to your training and is taken from the latest St John Ambulance guidance for first aiders so that you can continue to keep those you care for and yourself safe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. Advice for first aiders As a first aider, in addition to high quality clinical skills, to be effective you need to: 1. Be aware of the risks to yourself and others 2. Keep yourself safe 3. Give early treatment 4. Keep yourself informed and updated 5. Remember your own needs In the current climate with the prevalence of the COVID-19 pandemic, these skills become even more important and here is how you can apply these skills when managing a first aid incident.	H5	1	5

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
									<p><u>1. Be aware of the risks to yourself and others</u></p> <p>When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred. According to NHS 111 we do not know exactly how coronavirus spreads from person to person but similar viruses are spread in cough droplets.</p> <p><u>2. Keep yourself safe</u></p> <p>In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.</p> <p><i>Cardiopulmonary Resuscitation (CPR). The revised guidance on how to keep yourself safe when providing CPR is detailed below under the heading: <u>CARDIOPULMONARY RESUSCITATION (CPR)</u> below.</i></p> <p>Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</p> <ul style="list-style-type: none"> Wear gloves or cover hands when dealing with open wounds Cover cuts and grazes on your hands with waterproof dressing Dispose of all waste safely Do not touch a wound with your bare hand Do not touch any part of a dressing that will come in contact with a wound. <p><u>3. Give early treatment</u></p> <p>The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.</p> <p><u>4. Keeping yourself informed and updated</u></p> <p>As this is a new disease this is an ever-changing situation and the government and NHS are continually updating their advice. R&J HSE Advisor will regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus and will provide and issue amendments to the advice in this document.</p>			

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
									<p><u>5. Remember your own needs</u></p> <p>These are challenging and uncertain times for all. The COVID-19 outbreak has meant a lot of upheaval and worry for people. In order to help others you will also need to look after your own needs. Make sure you take time to talk about your fears and concerns with someone you trust and to take time out to look after yourself.</p> <p><u>CARDIOPULMONARY RESUSCITATION (CPR).</u></p> <p>CPR combines chest compressions and rescue breaths to give a person the best chance of survival following a cardiac arrest.</p> <p><u>Due to the COVID-19 outbreak, DO NOT PERFORM RESCUE BREATHS ON THE CASUALTY.</u></p> <p>1. If you find someone collapsed, you should first perform a primary survey. Do not place your face close to theirs. If you have established from this that they are unresponsive and not breathing, you should ask a helper to call 999 or 112 for emergency help while you start CPR. Ask a helper to find and bring a defibrillator, if available.</p> <p style="padding-left: 40px;">Ask your helper to put the phone on speaker and hold it out towards you, so they can maintain a 2m distance</p> <p style="padding-left: 40px;">If you are on your own, use the hands-free speaker on a phone so you can start CPR while speaking to ambulance control</p> <p style="padding-left: 40px;">Do not leave the casualty to look for a defibrillator yourself. The ambulance will bring one.</p> <p>2. Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty.</p> <p>Start CPR. Kneel by the casualty and put the heel of your hand on the middle of their chest. Put your other hand on top of the first. Interlock your fingers making sure they don't touch the ribs.</p> <p>Keep your arms straight and lean over the casualty. Press down hard, to a depth of about 5-6cm before releasing the pressure, allowing the chest to come back up. The beat of the song "Staying Alive" can help you keep the right speed</p> <p><u>Do not give rescue breaths & avoid touching your mouth, eyes and nose.</u></p>			

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
Clinically Vulnerable - 1	X	X			Personnel who are aged 70 or older (regardless of medical conditions).	H5	5	25	Public Health England are advising those who are at increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures. Specific risk assessments may be required for those who have a self-declared health condition which could increase their risk profile. Personnel will be contacted directly to establish if they are in this category, and what advice they may have been given. Detail to be recorded on the briefing register.	H5	1	5
Clinically Vulnerable - 2	X	X			Personnel who are under 70 with an underlying health condition (ie anyone instructed to get a flu jab as an adult each year on medical grounds): chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis chronic heart disease, such as heart failure chronic kidney disease chronic liver disease, such as hepatitis chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy diabetes problems with your spleen – for example, sickle cell	H5	5	25	Public Health England are advising those who are at increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures. Personnel will be contacted directly to establish if they are in this category, and what advice they may have been given. Detail to be recorded on the briefing register.	H5	1	5

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
					<p>disease or if you have had your spleen removed</p> <p>a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy</p> <p>being seriously overweight (a body mass index (BMI) of 40 or above)</p> <p>those who are pregnant</p>							
Clinically extremely vulnerable - 3	X	X			<p>Expert doctors in England have identified specific medical conditions that, based on what we know about the virus so far, place someone at greatest risk of severe illness from COVID-19.</p> <p>Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in the group.</p> <p>Solid organ transplant recipients.</p> <p>People with specific cancers: people with cancer who are undergoing active chemotherapy</p> <p>people with lung cancer who are undergoing radical radiotherapy</p>	H5	5	25	<p>Public Health England are advising those who are at increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures.</p> <p>This category of people with serious underlying health conditions who are clinically extremely vulnerable, meaning they are at very high risk of severe illness from coronavirus.</p> <p>Shielding. You, your family and carers should be aware of the guidance on shielding which provides information on how to protect yourself still further should you wish to.</p> <p>People who fall in this group should have been contacted to tell them they are clinically extremely vulnerable.</p> <p>Personnel will be contacted directly to establish if they are in this category, and what advice they may have been given. Detail to be recorded on the briefing register.</p>	H5	1	5

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
					<p>people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment</p> <p>people having immunotherapy or other continuing antibody treatments for cancer</p> <p>people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors</p> <p>people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs</p> <p>People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).</p> <p>People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).</p> <p>People on immunosuppression therapies sufficient to significantly increase risk of</p>							

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
					infection. Women who are pregnant with significant heart disease, congenital or acquired.							
Mental Health & Wellbeing At work	X				Anxiety, stress, depression	H5	5	25	Regular communications are established with staff by line managers. Shared distribution of workload regardless of roles to adapt to changing demands. Teams have established strong relationships and open communications and operate in a supportive culture. Workloads are monitored. Concerns on workload issues or support needs are escalated to line managers. Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs Regular means of communicating with the team to accommodate home working	H5	1	5
Mental Health & Wellbeing Furlough	X				Anxiety, stress, depression	H5	5	25	Stay in touch with those around you over the phone, by post, or online. Let people know how you would like to stay in touch and build that into your routine. This is also important in looking after your mental wellbeing things you can do that may help, to stay mentally and physically active during this time such as: Ideas for exercises you can do at home are available on the NHS website. Spend time doing things you enjoy – this might include reading, cooking, other indoor hobbies or listening to the radio or watching TV programmes. Eat healthily, well-balanced meals, drink enough water and try to avoid smoking, alcohol and drugs. Keep windows open to let in fresh air, get some natural sunlight or get outside into the garden. Go for a walk or exercise outdoors but stay more than 2 metres from others.	H5	1	5

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
									Use support from the Construction helpline: 0345 605 1956 or Mental Health First Aiders or other support organisations.			
Reporting of notifiable diseases - Coronavirus	X				Confirmed cases of Coronavirus (COVID-19).	N/A			At 6.15pm on 5 March 2020, a statutory instrument was made into law that adds COVID-19 to the list of notifiable diseases and SARS-COV-2 to the list of notifiable causative agents. This change was made by adding them to the Health Protection (Notification) Regulations 2010. This change in law requires GPs to report all cases of COVID-19 to Public Health England	N/A		
Contractors	X	X	X		Transmission and / or exposure to Coronavirus	H5	5	25	Compliance with all the Coronavirus (COVID-19) controls as detailed in this risk assessment. <u>IMMEDIATE EXCLUSION FROM SITE FOR NON-COMPLIANCE.</u> A copy of the relevant parts of this risk assessment is to be issued to all sub-contractors prior to them coming to site so that they can take account of the control measures identified when producing their RAMS. Sub-contractors are to declare if they or any of their employees are in the 'Clinically vulnerable or clinically extremely vulnerable' groups. <u>RAMS, Site Inductions and Competence.</u> To minimize the interface time on site & so far as is practicable: Sub-contractors are to submit RAMS to R&J Contract Manager 7 days prior to work commencing on site for review R&J Contract Manager will notify the sub-contractor when RAMS are accepted and provide them with a copy of the site induction. Sub-contractor is then to brief their site personnel of the contents of their RAMS and the site induction and confirm, with names, that this has been completed to R&J Contract Manager with copies of CSCS cards & competence certificates. R&J Contract Manager and sub-contractor then will agree arrangements, date and time for reporting to site. R&J Contract Manager will pass all this information to the R&J Site Foreman to record in the CPP.	H5	1	5

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
									When reviewing sub-contractor RAMS checks are to be made to ensure that they have considered and included the social distancing requirements and suitable controls.			
Delivery drivers	X	X	X	X	Transmission and / or exposure to Coronavirus	H5	5	25	Compliance with all the Coronavirus (COVID-19) controls as detailed in this risk assessment. <u>IMMEDIATE EXCLUSION FROM SITE FOR NON-COMPLIANCE.</u> Relevant controls from this risk assessment are to be briefed during site induction.	H5	1	5
Material collection / deliveries & waste	X	X	X	X	Transmission and / or exposure to Coronavirus	H5	5	25	Methods are considered to reduce frequency of deliveries, for example by ordering larger quantities less often. Where possible and safe, having single workers load or unload vehicles. Where possible, where more than one is needed use the same pairs of people for loads. Drivers are permitted to access welfare facilities when required, consistent with other guidance. Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways. Encourage increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical. Plan for materials to be delivered directly to site, collections from the office should be in bulk rather than daily whenever possible. Plan for materials to be delivered to site at least 72 hours before they are required so they can be stored in a quarantine area and so that if contaminated the virus would no longer be active. Hard surface materials - Leave for 72 hours before using, if practicable, if not practicable decontaminate using soap and water / disinfectant wipes. Soft surface / cardboard / paper packaging. Leave for 24 hours before use, if practicable, if not practicable, use disposable gloves or bare hands if disposable gloves are not available, carefully open package and remove contents, isolate / dispose of packaging, wash hands with soap and water	H5	1	5

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
									<p>for 20 seconds.</p> <p>Remain with current glove types which can be wiped with disinfectant wipes. Guidance regarding COVID-19 suggests that bare hands are better and washing afterwards. Hand protection requirements will depend on the risk from what is being handled, sharp, hot / cold, corrosive, etc.</p> <p>Plan for skips on site wherever possible or arrange for 'wait and load' van / skip. Where waste must be returned to the office skip, waste transfer notes are to be raised prior to transfer from site and these are to be posted through the letter box in reception. Arrangements are in place for handling post and documents at the office.</p>			
Estimating	X	X			Transmission and / or exposure to Coronavirus	H5	5	25	<p>Check compliance with all relevant controls detailed for the following hazards identified in this risk assessment:</p> <p>Travel – Company vehicles</p> <p>Travel – Public transport</p> <p>Work – All workplaces</p> <p>Remember - No-one is required to work in an unsafe environment</p>	H5	1	5
Re-active works	X	X			Transmission and / or exposure to Coronavirus	H5	5	25	<p>Check compliance with all relevant controls detailed for the following hazards identified in this risk assessment:</p> <p>Travel – Company vehicles</p> <p>Travel – Public transport</p> <p>Work – All workplaces</p> <p>Remember - No-one is required to work in an unsafe environment</p>	H5	1	5
Manual Handling	X	X			Failure to maintain social distancing.	H5	5	25	<p>In addition to the task risk assessment.</p> <p>Where possible use handling aids for loads that cannot be moved by an individual rather than team lifting to maintain social distancing.</p> <p>Where possible and safe, having single workers carry out manual handling by following usual hierarchy of controls. Where possible, where more than one is needed use the same pairs of people for loads.</p>	H5	1	5
Welfare	X	X			Inadequate, insufficient or poorly cleaned & maintained	H5	5	25	<p>More regular cleaning of welfare facilities.</p> <p>Provision of suitable hand washing facilities and equipment, hot and cold</p>	H5	1	5

Task, Hazard or Aspect	Who may be harmed (Number or Yes / No)				Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
	E	C	V	TP		S	L	RR		S	L	RR
					facilities.				<p>running water, well stocked with anti-bacterial soap and disposable towels or hand dryers.</p> <p>Stagger breaks to maintain social distancing. Ensuring sufficient rest breaks for staff, stagger breaks to assist in complying with social distancing. Use disposable plates, cups and cutlery. Sanitisation materials made available in welfare and in addition to routine cleaning, personnel using the facilities are expected to 'Sanitise as they go'! Social distancing is to be adhered to in canteen area and smoking area</p>			
Working in occupied premises	X	X		X	Transmission and / or exposure to Coronavirus	H5	5	25	<p>Where possible exclude Clients personnel, if exclusion is not possible comply with social distancing.</p> <p>Strict adherence to hygiene practices, see 'All workplaces'.</p> <p>Pre-start check with Client for current or recent confirmed or suspected cases of Coronavirus COVID-19 so that plans can be developed and implemented to reduce the risk to an acceptable level for work to proceed or where this is not possible to postpone or cancel the work if it is not urgent.</p> <p>No work is to take place if the risk of contact / contamination cannot be reduced to low.</p> <p>Request that Client has workspaces thoroughly cleaned prior to handover for works.</p> <p>Building users are to be informed of workers in the building and where they would be working.</p> <p>Controls are to be in place to prevent other building users from entering the areas where the work is taking place. Social distancing is to be maintained during access and egress.</p>	H5	1	5

Risk Assessment - I have assessed the work and the hazards and risks relating to Coronavirus COVID-19 and returning to work. By implementing and following the controls detailed in this risk assessment the risk will be reduced to as low as is reasonably practicable.

Name:	Michael Yeomans	Signature:	<i>Michael Yeomans</i>	Date:	16.06.2020
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Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer Ruggles & Jeffery Ltd Date 13 May 2020

Michael Yeomans

Who to contact: _____
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)