

Coronavirus (COVID-19) SAFE WORKING Risk Assessments

Company Details

Company Name: Highway Assurance Ltd

Company Number: 9747139

Contact Name, Position, and Phone number: Dale Chenery, Business Development Director, 0333 577 1810

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Highway Assurance sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection. This guidance is intended to introduce consistent measures on sites of all sizes in line with the Government's recommendations on social distancing.

Relevant employees must be consulted in the development, approval and communication of this RA:

Risk Assessment Approved by –
Highway Assurance Ltd - 9747139

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Risk Assessment Produced by.

Signature:

Job Title:

Date:

Name: Dale Chenery

Name: Dale Chenery

D. Chenery

Director

19/01/2021

Signature: DC

Date: 19/01/21

Personnel responsible for monitoring and managing activity: Aaron Snelling COVID Marshall

Overall Risk Rating
after Controls

3 High

2 Moderate

1 Low

ALL PERSONS INVOLVED IN TASK MUST HAVE THIS RA COMMUNICATED TO THEM PRIOR TO WORK COMMENCING

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All site activities:		Assessment by: Dale Chenery		COVID Marshall: Aaron Snelling		
Activity	Hazards	Who might be harmed	Risk Level	Controls	Residual Risk Level	Comments
General working activities undertaken in a working environment.	Possible infection of the COVID-19 Virus from others.	HA Office Staff/Operatives & Contractors	H	<p>Anyone who meets one of the following criteria should not come to work/site and notify their line Manager- supervisor by phone at the earliest opportunity:</p> <ol style="list-style-type: none"> 1. Has a high temperature, a new persistent cough or a loss/change of smell/taste- follow the guidance on self-isolation <p>https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <ol style="list-style-type: none"> 2. Is a clinically extremely vulnerable person by virtue of their age, underlying health condition, clinical condition or are pregnant. (If you are in this group, you will previously have received a letter from the NHS or from your GP telling you this. You may have been advised to shield in the past. 	M	

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				<p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>3. Have been contacted by the NHS 'Test and Trace' service, or the NHS COVID-19 app, instructing you to self-isolate through having been identified as a 'close contact' of someone who has tested positive for Covid-19.</p> <p>If you have been contacted by Test and Trace, inform your line manager as to the next steps.</p> <p>Procedure if Someone Falls Ill</p> <p>If a worker develops a high temperature or a persistent cough while at work, they should advise their Supervisor/ Manager:</p> <ul style="list-style-type: none">• If this occurs at work or while on-route to work, they should return home immediately and inform their line manager.• They should avoid touching anything. If unavoidable, wear latex nitrile gloves if available.• 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.		
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				<ul style="list-style-type: none"> They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 		
Providing workplace Briefings/TBT/ Meetings	Working practices increasing the risk of transmission of COVID-19	HA Office Staff/Operatives & Contractors	H	<p>Only physical meetings that are absolutely necessary should be held, and only those essential to the meeting should attend. Attendees MUST remain 2m apart, consider the use of floor markings and/or reconfigure the room/ area to maintain distancing. (use telephone/video conference where possible). Rooms should be well ventilated / windows opened to allow fresh air circulation. Consider holding meetings in open areas where possible. Reduce the number of people in attendance at site inductions/Pre-work briefings (i.e., stagger) hold them outdoors.</p> <p>No physical greetings i.e., hand shaking or other physical contact.</p>	M	

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				<p>Avoid sharing of pens, paper, tablets etc. Consider alternative methods for signing in etc. to avoid common touchpoints. Any non-compliance should be reported as a near miss via Highway Assurance's Covid-19 Marshall.</p>		
<p>Undertaking work tasks within proximity to others</p>	<p>Increasing the risk of transmission of COVID-19</p>	<p>HA Office Staff/Operatives & Contractors</p>	<p>H</p>	<p>Non-essential physical work that requires close contact between workers should not be carried out; skin to skin contact should not occur. Plan all other work to minimise contact between workers where practical.</p> <p>Wherever possible, small teams who work together should be maintained in those teams, to reduce the number of people that they have contact with.</p> <p>Where essential work is required, but it is not possible to maintain 2m distancing, the individuals MUST stop work and report situation to their supervisor/line manager for guidance.</p> <p>It should be carried out by back-to-back or side-to-side means if at all feasible, and only for the shortest possible duration. If a task can only be carried out by staff working face-to-face, consider whether the task is in fact essential- if</p>	<p>M</p>	

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				<p>not, then it should not be done, if it is, then reduce the face-to-face working time to be as brief as possible (but no more than 15 minutes), and consider the use of eye protection, barriers and/or screens between operatives, and face masks must be worn.</p> <p>Delivery drivers WILL remain in their vehicles if the load allows it and must wash or clean their hands before unloading goods and materials. Where practical unload the vehicle without the drivers' assistance. https://www.hse.gov.uk/coronavirus/social-distancing/unable-to-social-distance.htm</p> <p>Any non-compliance should be reported as a near miss via Highway Assurance's Covid-19 Marshall.</p>		
Manual handling and use of equipment and materials.	Increased risk of transmission of COVID 19 through handling materials and equipment which may have virus on their surfaces. Musculoskeletal	HA Office Staff/Operatives & Contractors	H	<p>Tools should only be handled whilst wearing gloves as part of the 6-point PPE policy. All Operatives should only use the tools supplied to them and not loan to others unless stringent hygiene is followed.</p> <p>Regularly clean touchpoints, doors, buttons, tablets etc. (Using antiseptic wipes or soap and water)</p>	M	

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	disorders as a result of using DSE at home for a long period			<p>Single use PPE should be disposed of so that it cannot be reused. Most PPE can be double bagged and placed in normal waste. Re-usable PPE should be thoroughly cleaned after use, in accordance with manufacturer’s instructions and not shared between workers.</p> <p>For all Highway Assurance Staff working at home using display screen equipment (DSE) ensure they have information and training on how to protect themselves, e.g., take regular breaks, stretching exercises, set their equipment and workstation up properly.</p> <p>Any non-compliance should be reported as a near miss via Highway Assurance’s Covid-19 Marshall.</p>		
Staff Members/ Approved Contractors working on or off site. Use of welfare arrangements Including: <ul style="list-style-type: none"> • Toilets • Drying Rooms 	Increased risk of transmission of COVID 19 through touching surfaces which may have virus on their surfaces.	HA Office Staff/Operatives & Contractors	H	<p>Provide/maintain additional hand washing facilities to the welfare facilities and ensure they are regularly cleaned. Where possible, re-configure welfare arrangements to maintain spacing and reduce face-to-face interaction.</p> <p>Ensure soap and fresh water is readily available and kept topped up at all times. Provide hand sanitiser where hand washing facilities are unavailable.</p>	L	

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<ul style="list-style-type: none"> • Offices • Kitchen • Travel • Highway Assurance Depot's 				<p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Maintain increased ventilation of rooms wherever possible by opening windows or non-fire doors, or by use of mechanical ventilation (where available). However, do NOT compromise Fire Doors.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Keep surfaces clear to facilitate easier cleaning and reduce the likelihood of contaminating objects.</p> <p>Restrict the number of people to using toilet facilities at any one time - 2 metre distancing outside for those waiting to enter (one out, one in) – consider the use of floor markings/ other measures to assist in maintaining distancing. All personnel are to wash hands before and after using the facilities.</p>		
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				<p>Enhance the cleaning regimes for toilet facilities particularly door handles, locks, and the toilet flush.</p> <p>Break times will be staggered to reduce congestion and contact at all times.</p> <p>The workforce is encouraged to bring pre-prepared meals and refillable drinking bottles from home if possible.</p> <p>Workers MUST sit at least 2 metres apart from each other whilst eating and avoid all physical contact.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism.</p> <p>All personnel are responsible for ensuring tables are cleaned before and after each use.</p> <p>https://www.hse.gov.uk/coronavirus/cleaning/cleaning-workplace.htm</p> <p>All rubbish MUST be disposed of immediately.</p>		
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				<p>All communal areas and facilities have been suspended within the Highway Assurance depots.</p> <p>Socialising within the Highway Assurance Depots will be stopped and start/finish times will be staggered to reduce the numbers of people and vehicles.</p> <p>Provide enhanced cleaning of all facilities throughout the day and at the end of each day to include cabs, back of vans, workshops and any other place in use.</p> <p>Any non-compliance should be reported as a near miss via Highway Assurance's Covid-19 Marshall.</p>		
Transportation/ Shared vehicles	<p>Increasing the risk of transmission of COVID-19 through close contact with others.</p> <p>Increased risk of transmission of COVID-19 through touching surfaces which may have</p>	HA Office Staff/Operatives & Contractors	H	<p>Wherever possible workers should travel to site alone using company transport if available. Due to the possibility of additional vehicles required for lone travelling, additional parking has been sourced at the Great Blakenham Village Hall. Secure storage for bicycles will be offered at the Great Blakenham depot.</p> <p>Provide hand cleaning facilities at entrances and exits. This should be soap and water wherever</p>	L	

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	<p>virus on their surfaces.</p>			<p>possible or hand sanitiser if water is not available. All personnel will be issued with hand sanitiser and vehicle cleansing products as well as face masks.</p> <p>Social distancing of 2 metres is to be maintained on entrance to and from the site/yard/office/ or wherever there is chance of a 'bottle-neck.</p> <p>It may not always be possible to provide extra vehicles, so in this situation it may be unavoidable to reduce the social distancing. Where vehicles have more than one occupant, as much as possible, windows should be open to maximise airflow through the vehicle as well as wearing face masks.</p> <p>Touchpoints of vehicles (steering wheel, door handles, gearstick, controls etc.) should all be disinfected regularly, or at least before the vehicle is used and again at the end of shift.</p> <p>Any non-compliance should be reported as a near miss via Highway Assurance's Covid-19 Marshall.</p>		
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<p>Human Touchpoints Including. Secure entry points doors/corridors / walkways Shared stationary Door/cupboard Handles Telephones Kettles and or other utensils</p>	<p>Increase transmission of COVID-19 due to human contact with commonly used areas</p>	<p>HA Office Staff/Operatives & Contractors</p>	<p>H</p>	<p>All non-essential visitors are prohibited entry to site. All personnel are required to wash or clean their hands after entering or before leaving the site. Ensure regular cleaning of common contact surfaces in reception, office, access control and delivery areas e.g., Doorhandles, scanners, screens, telephone handsets, desks, particularly during peak flow times. Any non-compliance should be reported as a near miss via Highway Assurance’s Covid-19 Marshall.</p>	<p>L</p>	
<p>Personnel Interface including Close proximity of tasks. Sharing of tooling Manual handling materials/equipment Storage Containers</p>	<p>Personnel Interface transmitting COVID-19 Virus</p>	<p>HA Office Staff/Operatives & Contractors</p>	<p>H</p>	<p>2m distancing to be maintained between all personnel at all times where reasonably practicable. If the task requires closer working the individuals MUST stop work and report situation to their supervisor/line manager for guidance. 2m distancing to be adhered to where practicable when gaining access to site and using walkways. Regular laybys to be in place to allow for cross over points along walkways. Banksman/guide person to remain at suitable distance in correct position, but no closer than</p>	<p>M</p>	

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			H	<p>2 metres in direct contact with Vehicle Operator.</p> <p>Radio communication to be utilised as primary means of communications and all operative have been issued with personal radios. The use of the will not be shared between different operatives.</p> <p>Hand signals to be used where required.</p> <p>Tools are to be quarantined by yard supervisor when returned.</p> <p>The yard supervisor will adequately clean using disinfectant wipes/cloth before reissue.</p> <p>Any non-compliance should be reported as a near miss via Highway Assurance’s Covid-19 Marshall.</p>		
Mental Health and well-being	Negative impacts arising from isolation or anxiety about Coronavirus.	HA Office Staff/Operatives & Contractors	H	<p>Encourage all staff to talk openly about any concerns that they may have.</p> <p>Keep in regular touch with all team members, particularly those who are self-isolating, working from home, or work in small ‘bubbles.</p>	L	

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				<p>Take the time to ask after the persons' wellbeing, and do not restrict the conversation to only work-related topics.</p> <p>Ensure that all staff are aware of what is happening, and are aware of the information available, such as bulletins, live events etc.</p> <p>Discuss the issue of fatigue with employees and make sure they take regular breaks and are encouraged to take leave, set working hours to ensure they are not working long hours, particularly for those working from home.</p> <p>Ensure that all staff are aware of Highways Assurance's Mental Health First Aider's and the High Assurance's mental health WhatsApp group.</p>		
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