

# James Engineering Constructions Limited COVID-19 – Risk Assessment

To Be Read In Conjunction With Any Site Specific RAMS

### Revision History

Rev	Date	Revisions Made	Author	Reason For Issue
01	11/08/2020	First Issue	Jason Ward	For Implementation
02	18/01/2021	Second Issue – General Review No Further Changes	Jason Ward	For Implementation

**Purpose:**

The purpose of this document is a comprehensive risk assessment produced on behalf of James Engineering Constructions Limited for reviewing identified hazards and identifying reasonable control measures to control and mitigate the contraction, transmission of COVID-19 and ensuring a more controlled and safer environment for all involved within the organisations. For the avoidance of doubt this document does not supersede any previous implemented site specific or project specific risk assessments.

The follow hazards have been identified within this document and suitable control measures advised for implementation:

- Hazard One: COVID-19 – Pre-Attendance & Travel
- Hazard Two: COVID-19 – Within James Engineering Works & Offices
- Hazard Three: COVID 19 – On Site (Site Installation Works)
- Hazard Four: COVID-19 - First Aid
- Hazard Five: COVID-19 - Reporting & Communication

This document will be treated as a live document and reviewed, monitored and revised regularly as required with the ever-ongoing changes in guidelines & restrictions surrounding the disease.

Activity & Location		All James Engineering Related Activities At James Engineering Premises, Site & Travelling								
				Initial Potential for Harm			Residual Potential for Harm			
No	Hazards (potential for harm)	Who may be harmed	Initial Risk: likely result if hazard is realised	Likelihood	Impact	Risk Rating	Control Measures <i>Can the hazard be removed?</i>	Likelihood	Impact	Risk Rating
1	COVID-19 Pre-Attendance & Travel	Employees  Other Trades / Suppliers  &  Members of Public	<ul style="list-style-type: none"> <li>• Contraction of COVID-19</li> <li>• Minor symptoms requiring self-isolation and home care</li> <li>• Major case requiring hospitalisation.</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>• Ensure all employees are briefed and undertake a complete self assessment of own health prior to departing home and do not travel if showing signs of the following symptoms:               <ul style="list-style-type: none"> <li>○ A high temperature (37.8°C)</li> <li>○ A new or continuous cough</li> <li>○ A loss of or change to sense of smell or taste</li> <li>○ A sore Throat</li> <li>○ Feeling generally unwell</li> <li>○ Been in close contact with / living with a suspected or confirmed case of COVID-19 in the previous 2 weeks.</li> <li>○ Recently been aboard to destination in which Government guidelines dictate a quarantine period is required.</li> </ul> </li> <li>• Avoid car sharing with members outside your household / support bubble. However should car / vehicle sharing be required:</li> </ul>	1	5	5

						<ul style="list-style-type: none"> <li>○ Face masks / covering to be worn during travel.</li> <li>○ Sit in the vehicle as maximum distance away and avoid face to face contact.</li> <li>○ Regular hand sanitation by passengers during travel.</li> <li>○ Ensure surfaces and suitably cleaned prior to and following travel (e.g. door handles etc.)</li> <li>○ Ensure windows are open during travel with passengers to promote good air ventilation / circulation in the vehicle.</li> </ul> <ul style="list-style-type: none"> <li>● Avoid use public transport unless absolutely necessary.</li> <li>● Each individual shall come in work clothing where possible to prevent use of changing facilities.</li> <li>● Each individual shall have own hand sanitiser where possible.</li> <li>● Anyone showing signs or symptoms or generally feeling unwell prior to traveling should not attend and follow government guidelines for testing / self isolating.</li> </ul>			
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2	COVID-19 Within James Engineering's Works / Offices	Employees  Other Trades / Suppliers  &  Members of Public	<ul style="list-style-type: none"> <li>• Contraction of COVID-19</li> <li>• Minor symptoms requiring self-isolation and home care</li> <li>• Major case requiring hospitalisation.</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>• When arriving at the James Engineering premises adopt government regulations regarding social distancing:</li> <li>• Congregate in no more than groups of six</li> <li>• Remain socially distant at 2m apart</li> <li>• Clean your hands when arriving and during breaks.</li> <li>• All to follow local premises guidelines and regulations (follow signage, walking routes, max occupancies etc.)</li> <li>• Health surveillance to be completed by James Engineering (temperature checks)</li> <li>• Avoid congregating around walking routes, car parks and canteens.</li> <li>• No physical gestures towards others (e.g. handshakes)</li> <li>• No unauthorised visitors so we can maintain reasonable capacity levels on site.</li> <li>• Staggered breaks to reduce canteen &amp; welfare occupancy at any one time.</li> <li>• Regularly clean common surfaces in reception, office, welfare and manufacturing areas.</li> <li>• Delivery drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</li> <li>• Ensure soap and fresh water is readily available and kept topped up at all times</li> <li>• Provide hand sanitizer where hand washing facilities are unavailable</li> <li>• Regularly clean the hand washing facilities and check soap and sanitizer levels</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Restrict the number of people using the toilet facilities at any one time.</li> </ul>	1	5	5
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							<ul style="list-style-type: none"> <li>Wash hands before and after using the facilities.</li> <li>Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.</li> <li>Avoid face to face contact working with close proximity, is unavoidable using suitable FFP-3 or air fed protection.</li> <li>Work requiring skin to skin contact should not be carried out.</li> <li>Re-usable PPE should be thoroughly cleaned after use and not shared between workers.</li> <li>Single use PPE should be disposed of so that it cannot be reused.</li> <li>Regularly clean the inside of vehicle cabs and between use by different operators.</li> </ul>			
3	COVID-19 Site Based Activities	Employees  Other Trades / Suppliers  &  Members of Public	<ul style="list-style-type: none"> <li>Contraction of COVID-19</li> <li>Minor symptoms requiring self-isolation and home care</li> <li>Major case requiring hospitalisation.</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Ensure a site-specific risk assessment and method statement is completed reviewing the associated risk of the site-specific activity and operations being completed.</li> <li>Follow site specific guidelines and regulations (walking routes, maximum welfare occupancies, signage etc.)</li> <li>Site specific</li> <li>In the rare event another individual is required to wear another's PPE equipment this shall be suitably cleaned with alcohol wipes (min 70% IPA)</li> <li>Ensure no sharing of hydration / confectionary.</li> <li>Strictly no spitting</li> <li>Avoid shouting / conversing loudly when other local.</li> <li>Avoid face to face contact where possible</li> <li>Avoid skin to skin contact.</li> <li>Avoid using communal tools bare skinned (use gloves) and thoroughly clean following use.</li> </ul>	1	5	5

						20	<ul style="list-style-type: none"> <li>Any used equipment to be cleaned or not used for 72 hours following completion of day.</li> <li>Avoid physical contact with any existing structures where possible (walls, fences, barriers etc.)</li> <li>Ensure good hygiene throughout day / shift (hand sanitiser etc.)</li> <li>Avoid face to face close contact working with close proximity, if unavoidable use suitable FFP-3 or air fed protection.</li> <li>Remain socially distant (2m) wherever possible in line with government guidelines.</li> </ul>			5
4	COVID-19 First Aid	Employees  Other Trades / Suppliers  &  Members of Public	<ul style="list-style-type: none"> <li>Contraction of COVID-19</li> <li>Minor symptoms requiring self-isolation and home care</li> <li>Major case requiring hospitalisation.</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Injuries and accidents shall still be treated, individual health and safety is of utmost importance. The best form of protection is through rigorous cleaning, personal hygiene and regular hand hygiene.</li> <li>An increased frequency of cleaning and disinfection of all surfaces and equipment, using standard household cleaning and disinfection products.</li> <li>First-aider or other medical personnel should be present, they should be equipped with the appropriate PPE (including face coverings) to protect themselves and others if they need to compromise social-distancing guidelines to provide medical assistance.</li> <li>After contact with an injured individual, the person who has administered first aid should clean their hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity.</li> <li>This is applicable to all situations, regardless of whether there was close contact, or the minimum 2 metre social distancing was maintained.</li> <li>The first aider should also avoid touching their mouth, eyes and nose.</li> </ul>	1	5	5

5	COVID-19 Information Collation, Reporting & Communication	Employees  Other Trades / Suppliers  &  Members of Public	<ul style="list-style-type: none"> <li>• Contraction of COVID-19</li> <li>• Minor symptoms requiring self-isolation and home care</li> <li>• Major case requiring hospitalisation.</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>• First Aiders, should keep a record of each individuals they have come into contact with for track and trace purposes.</li> <li>• Registers to be maintained so track and trace can be achieved as required under government guidelines (person, Location time and which James Engineering staff also in attendance) (labour teams, office rotas &amp; daily work sheets / clock cards)</li> <li>• Any information collated with be under GDPR regulations</li> <li>• As required under the NHS track and trace system James Engineering will share collated information in controlled manner.</li> <li>• Regular briefing and tool box talks to be completed on this risk assessment, consequent revisions and latest government guidelines to ensure compliance of work force for controlling the contraction and transmission.</li> </ul>	1	5	5
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**Risk Assessment Score**

Likelihood of harm (L)		Severity of Impact (S)	
1	Very low - Unlikely harm will occur	1	Insignificant
2	Low - Harm may seldom occur	2	Minor
3	Medium - Harm may occur frequently	3	Significant
4	High - Likely that harm will occur/near certainty	4	Severe
5	Very High - Very Likely harm will occur/certain	5	Very Severe

	5	10	15	20	25
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
	1	2	3	4	5

**Likelihood (L)**

**Severity (S)**

**Conclusions**

- High (Red) STOP! Hazard must be removed or all practicable steps are to be taken to reduce level of risk
  
- Medium (Amber) Risk to be controlled as far as is reasonable practicable
  
- Low (Green) Risk to be controlled as far as is reasonable practicable