



Project:		Area/Department:		Ref No:	
Risk Assessors:		Signature:		Date:	
Summary of tasks to be undertaken:	<p>This assessment is not task-specific. Its purpose is to address the risks posed by the public health issue known as Coronavirus (COVID-19). The Health and Safety at Work Act 1974 gives employers the legal duty to assess risks to their employees' health as well as safety. Whilst the Coronavirus is not a hazardous agent in the customary sense – one likely to be present as a result of work activity or present in the workplace – it is a risk to health which should be addressed by a responsible organisation. This assessment is designed to ensure all workers engaged in our undertakings are able to do so in line with current guidance relating to COVID – 19.</p>				
<p>Note – This risk assessment is to be used by sites/contracts to <i>further</i> assess the risk that is present in their individual circumstances. This assessment has been updated following further guidance issued by the UK Government, Public Health England and the Construction Leadership Council. Government guidance for construction states “where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff”.</p>					
<p>What is Coronavirus? Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.</p>					

Critical Controls

- Do not come to work if you or someone you live with has either:
 - a high temperature (above 37.8°C)
 - a new, continuous cough
 - a loss of, or change to, your sense of smell or taste
- Wash your hands regularly for 20 seconds, each time using soap and water, or use an alcohol based hand sanitiser.
- Comply with social distancing guidelines – 2 metres apart, or 1 metre with risk mitigation **where 2 metres is not viable**, is acceptable.
- If you have symptoms of coronavirus illness (COVID-19), however mild, OR you have received a positive test result, stay at home for 10 days from when your symptoms started.
- If anyone you live with has symptoms of coronavirus (COVID-19), then you must stay at home and not leave the house for **10 days**. The 10-day period starts from the day when the first person in the house became ill. If they then start to display symptoms, they need to stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 10 day isolation period.
- Face coverings should be worn where workers on site are not required to wear Respiratory Protective Equipment (RPE) and their workplace meets **all of the criteria below**:
 - an enclosed space;
 - where social distancing isn't always possible; and
 - where they come into contact with others they do not normally meet.

Face coverings must be worn in canteens except when seated at a table to eat or drink.

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This risk assessment outlines additional controls to be implemented across our business whilst always adhering to the original six key messages and controls. Should you require further information please contact the SHE hotline on 0845 130 7966

Ref:	Identify		Evaluate			Eliminate/Reduce/Mitigate Action Control Measures	Re-Evaluate			Review/Action Comments/Action Taken (Add as appropriate)
	Risk	Those at Risk	Risk Rating				L	S	R	
			L	S	R					
1	<p>Transmittal of infection from person to person, usually after close contact with an infected individual - for example, in a household or a workplace.</p> <p>Additional risk areas include:</p> <ul style="list-style-type: none"> Shielding / Extremely vulnerable people as defined by Public Health England guidance. There is a risk of transmitting the virus if someone who should be in self-isolation attends site. If a worker develops symptoms whilst at work. 	All	4	5	20	<p><i>Follow the latest advice given by UK Government – www.gov.uk/coronavirus</i></p> <ul style="list-style-type: none"> All advised not to attend the workplace if they are displaying symptoms OR have received a positive test result. Anyone displaying symptoms is advised to get a Coronavirus test. Only come to work if you cannot work from home. Line managers should consult with their teams on whether it is viable for people to continue working from home. Stay 2 metres apart, or 1 metre with risk mitigation where 2 metres is not viable, is acceptable. Wash your hands regularly for 20 seconds, each time using soap and water, or use an alcohol-based hand sanitiser. Avoid touching eyes, nose and mouth. 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. Clinically extremely vulnerable people are advised to follow shielding advice. They should not go to the workplace. If you have symptoms of coronavirus illness (COVID-19), however mild, OR you have received a positive test result, stay at home for 10 days from when your symptoms started. After 10 days, if you still have a high temperature, keep self-isolating until your temperature returns to normal. After 10 days, you do not need to self-isolate if you just have a cough, or a loss of, or change in, your sense of taste or smell, as a cough can last for several weeks after the infection has gone. If anyone you live with has symptoms of COVID-19, then you must stay at home and not leave the house for 10 days. The 10-day period starts from the day when the first person in the house became ill. If you then start to display symptoms, you need to stay at home for 10 days from when your symptoms appeared, regardless of what day you are on in the original 10-day isolation period. Anyone developing symptoms at work is to return home immediately and avoid touching anything. They must then 	2	5	10	<p><i>If a case arises or is suspected at Osborne please follow instructions below.</i></p> <ul style="list-style-type: none"> Carefully follow the instructions in the most recent Osborne Coronavirus Communication which gives details on the most recently updated information from the UK Government. Wherever possible we must work from home to reduce numbers on site and in our offices.

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						follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed or they have received a negative test result.				
2	<p>Travel to Site / Driving whilst at work</p> <ul style="list-style-type: none"> When traveling to site there is a clear risk of being unable to maintain social distancing guidance if using public transport or car sharing. Whilst driving at work there is the potential for operatives to have to use the same vehicle as their colleagues and not be able to maintain social distancing guidance. 	All	4	5	20	<ul style="list-style-type: none"> Wherever possible workers should travel alone. If workers have no option but to share transport: <ul style="list-style-type: none"> Share with the same individuals and with the minimum number of people at any one time. Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. Maximise the distance between people Wear a face covering Wash their hands before entering and after getting out of the vehicle. The vehicle should be cleaned regularly using gloves and standard cleaning products, with emphasis on handles and other areas where passengers may touch surfaces. Confirm you have enough water and cleaning materials in your vehicle before starting the journey. Do not use the vehicle if you do not have the necessary supplies to clean the vehicle and report to the line manager as soon as reasonably practicable. Sites should consider: <ul style="list-style-type: none"> Parking and arrangements for additional cars and bicycles. Providing showers and lockers for workers. Where public transport is the only option for workers, sites need to consider: <ul style="list-style-type: none"> Changing and staggering site hours to reduce congestion on public transport. Avoid using public transport during peak times (05:45 – 08:15 and 1600 – 17:30). <p>For Network Rail Operations only: Vehicles should be occupied in such a way to maintain a maximum distance between the occupants. The passenger should sit as far away as possible on the diagonal from the driver. Where it is required that there are two people (including the driver) in a road vehicle, use:</p> <ol style="list-style-type: none"> A long wheelbase crew van with a temporary or permanent barrier; or Any vehicle with a suitable permanent barrier (providing there is adequate ventilation). 	2	5	10	<p><i>If people cannot get to site whilst complying with the Government's guidance, then they should not do so.</i></p> <ul style="list-style-type: none"> Sites need to consider how someone taken ill would get home.

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3	<p>Site access and egress points.</p> <ul style="list-style-type: none"> • During entry to our sites there is the potential of people having to touch surfaces that have the potential for cross contamination. • There is also the possibility of people not maintaining the social distancing guidance if they have to que to get in. 	All	4	5	20	<ul style="list-style-type: none"> • Stop all non-essential visitors. • Providing hand cleaning facilities at entrances and exits. • Consider introducing staggered start and finish times to reduce congestion and contact at all times. • Plan site access & egress points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies. • Allow plenty of space (2 metres) between people waiting to enter site. • Use signage such as floor markings, to social distancing is maintained between people when queuing. • Entry systems that require skin contact e.g. fingerprint scanners should be cleaned between each individual use, where this is not possible, they should be removed or disabled. • Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times. • Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. • Where loading and offloading arrangements on site will allow it drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials. 	2	5	10	<ul style="list-style-type: none"> • Consider arrangements for monitoring compliance. • Ensure necessary PPE is available for the cleaning operations.
4	<p>Hand washing facilities.</p> <ul style="list-style-type: none"> • Risk of people not maintaining the social distancing guidance. • Risk of being unable to sufficiently maintain hand washing supplies and the risk of managing waste hand towels etc. 	All	4	5	20	<ul style="list-style-type: none"> • Allow regular breaks to wash hands. • Provide additional hand washing facilities e.g. pop ups, to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators. • Ensure soap and fresh water is readily available and kept topped up at all times. • Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable. • Regularly clean the hand washing facilities. • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 	1	5	5	
5	<p>Toilet facilities.</p> <ul style="list-style-type: none"> • Risk of people not maintaining the social distancing guidance. 	All	4	5	20	<ul style="list-style-type: none"> • Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant and use signage, such as floor markings, to ensure social distancing is maintained between people when queuing. • Wash or sanitise hands before and after using the facilities. 	2	5	10	

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	<ul style="list-style-type: none"> Risk of being unable to sufficiently maintain the facilities and the risk of managing waste hand towels etc. 					<ul style="list-style-type: none"> Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush. Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 				
6	<p>Canteens and eating arrangements.</p> <ul style="list-style-type: none"> Risk of people not maintaining the social distancing guidance. Risk of being unable to sufficiently maintain the canteen or eating facilities and the risk of managing waste hand towels etc. 	All	4	5	20	<ul style="list-style-type: none"> Workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops. Where there are no practical alternatives, workplace canteens may remain open to provide food to staff with appropriate adjustments for social distancing. These should provide a takeaway service providing pre-prepared and wrapped food only. Payments should be taken by contactless card wherever possible. Consider increasing the number or size of facilities available on site. The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures. Break times should be staggered to reduce congestion and contact at all times. Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. Tables should be cleaned between each use. All areas used for eating shall be cleaned at the end of each break and shift. If this cannot be applied, then the canteen or welfare unit shall be closed, and consideration given to closing the site. Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves. Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area. All rubbish should be put straight in the bin and not left for someone else to clear up. Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between uses. Canteen staff should wash their hands often before and after handling food. 	2	5	10	<ul style="list-style-type: none"> Consider arrangements for monitoring compliance.

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						<ul style="list-style-type: none"> Canteen staff and workers may use rest areas if they apply the same social distancing measures. Face coverings MUST be worn when not eating or drinking. 				
7	<p>Changing Facilities, Showers and Drying Rooms.</p> <ul style="list-style-type: none"> Risk of people not maintaining the social distancing guidance. Risk of being unable to sufficiently maintain the facilities. 	All	4	5	20	<ul style="list-style-type: none"> Consider increasing the number or size of facilities available on site if possible. Based on the size of each facility, determine how many people can use it at any one time. Restrict the number of people using these facilities at any one time e.g. use a welfare attendant. Introduce staggered start and finish times to reduce congestion and contact at all times. Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. 	2	5	10	
8	<p>First aid provision</p> <ul style="list-style-type: none"> Situations where first aid needs to be administered leading to social distancing being temporarily unachievable. 	First aiders and injured persons	4	5	20	<ul style="list-style-type: none"> Where First aid is required, first aiders will assess each case in line with their first aid training and act in accordance with the Osborne First Aid at Work during the COVID-19 Pandemic Guidance. When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site. Emergency plans including contact details should be kept up to date. Consider preventing or rescheduling high risk work or providing additional competent first aid or trauma resources. 	2	5	10	Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources.
9	<p>Cleaning</p> <ul style="list-style-type: none"> Viruses can be transmitted on touchable surfaces, so it is essential to maintain suitable cleaning regimes to reduce the potential risk of cross contamination. 	All	4	5	20	<ul style="list-style-type: none"> Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities. Toilet flush and seats. Door handles and push plates. Handrails on staircases and corridors. Lift and hoist controls. Machinery and equipment controls. All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. Telephone equipment. Keyboards, photocopiers and other office equipment. Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. 	1	5	5	<ul style="list-style-type: none"> A separate risk assessment is necessary to enable cleaning operations to take place. Please see below: Risk Assessment for Cleaning Site Accommodation

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						<ul style="list-style-type: none"> Where there are no cleaning supplies or soap and water on site, the work shall not proceed. 				
10	<p>Working in close proximity to others</p> <ul style="list-style-type: none"> Situations where it is not possible or safe for workers to maintain social distancing guidelines. The measures necessary to minimise the risk of spread of the infection rely on everyone in the industry taking responsibility for their actions and behaviours. 	All	4	5	20	<p>In line with UK Government guidelines, where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.</p> <p>Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following Government guidance, the advice within the Site Operating Procedures and within this risk assessment.</p> <p>All activities should be risk assessed considering the below hierarchy and any sector specific guidance, wherever possible maintaining two metre distance should be prioritised, or one metre with risk mitigation where two metres is not viable. All risk assessments/method statements MUST be reviewed and approved by at least two approvers where activities involve working within two metres.</p> <p>Eliminate:</p> <ul style="list-style-type: none"> Those with symptoms of COVID-19 should not travel to or attend the workplace. Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2m). Avoid skin to skin and face to face contact. Stairs should be used in preference to lifts or hoists and consider one-way systems. Consider alternative or additional mechanical aids to reduce worker interface. <p>Site Meetings:</p> <ul style="list-style-type: none"> Only absolutely necessary meeting participants should attend. Social distancing to be observed. Rooms should be well ventilated / windows opened to allow fresh air circulation. Consider holding meetings in open areas where possible. <p>Reduce:</p> <p>Where the social distancing measures (2m) cannot be applied:</p> <ul style="list-style-type: none"> Minimise the frequency and time workers are within 2 metres of each other. Minimise the number of workers involved in these tasks. 	3	5	15	<ul style="list-style-type: none"> Sites should remind the workforce e.g. at daily briefings of the specific control measures necessary to protect them, their colleagues, families and the UK population Evidence of compliance <u>must</u> be recorded.

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				<ul style="list-style-type: none"> Workers should work side by side, or facing away from each other, rather than face to face. Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times. Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. Increase ventilation in enclosed spaces. Workers should wash their hands before and after using any equipment. <p>Isolate: Keep teams of workers that have to work in close proximity:</p> <ul style="list-style-type: none"> Together in teams e.g. (do not change workers within teams). As small as possible. Away from other workers where possible. <p>Control: Where face to face working is essential to carry out a task when working within 2 metres:</p> <ul style="list-style-type: none"> Introduce an enhanced authorisation process for these activities i.e. Two-person approval of Risk Assessment/Method Statements. Provide additional supervision to monitor and manage compliance. <p>Behaviours:</p> <ul style="list-style-type: none"> We will encourage everyone to take responsibility for their actions and behaviours. We will encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed. <p>PPE:</p> <ul style="list-style-type: none"> Sites should not use RPE for COVID-19 where the two metre social distancing guidelines are met. Where it is not possible to maintain social distancing, each activity should be risk assessed using the hierarchy of control and against any sector specific guidance mindful that masks (RPE) are the last resort in the hierarchy. Re-usable PPE should be thoroughly cleaned after use and not shared between workers. Single use PPE should be disposed of so that it cannot be reused. Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed 		
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						COVID-19 cases may be present e.g. healthcare, or in a home environment), additional PPE should be considered specific to the COVID-19 risk.				
						<p>N.B. For OPSL arrangements when working in resident's properties see point 11 below. For Infrastructure projects see point 12 below.</p>				
The arrangements below are required for OPSL activities in resident's properties.										
11	<p>Working in residents' homes</p> <ul style="list-style-type: none"> Residents who may or not be showing signs of infection pose a clear risk. Risk of people not maintaining the social distancing guidance. 	OPSL	4	5	20	<p>OPSL procedure is as follows:</p> <ul style="list-style-type: none"> All jobs to be completed in resident's homes will be triaged to ensure nobody is suffering symptoms or under isolation. Triage will be completed during initial call centre triage and by operative prior to entering the property. Where residents are showing symptoms or under isolation then a supervisor will need to review the job and determine if it is indeed an emergency and the work can proceed. This will occur both at call centre and operative visit stages. Operative will receive the job on their PDA with any triage information. Confirmation of triage questions by operative will be confirmed within the PDA. Where required Operative will wear gloves and a mask and clean working area with suitable cleaning products for the area being cleaned. Operative will request that all internal doors on the route between the property entrance and work area will remain open. Subcontractors, who are completing any works, will not have access to PDA information so maintain contact with Planners (office staff) but are following the same dynamic risk assessments procedure and control measures as stated above. Social Distancing must be adhered to, reminding tenants that this must be adhered to at all times whilst our operative is attending their property. Face coverings should be worn where social distancing cannot be maintained. 	2	5	10	
The arrangements below relate to tasks where other controls in this risk assessment and work in excess of 2m on Infrastructure Projects is not possible:										
12	Short term emergency repairs and other short-term work	INF projects	3	5	15	<ul style="list-style-type: none"> Work in an area with good ventilation, ideally outside. No worker has symptoms of COVID-19. 	1	5	5	<ul style="list-style-type: none"> Evidence of compliance must be recorded.

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	<p>which is essential for the safe running of the railway and highways:</p> <p>Scenario A:</p> <ul style="list-style-type: none"> Working within social distancing guidelines and there is no physical contact <p>Scenario B:</p> <ul style="list-style-type: none"> Working within social distancing guidelines and there will be physical contact 				<ul style="list-style-type: none"> The close contact work cannot be avoided. PPE as identified in this Risk Assessment Prior to wearing PPE operatives shall wash/sanitise hands thoroughly <p>PPE for coronavirus scenario A:</p> <ul style="list-style-type: none"> Full face shield fitted to safety helmet Cut 5 gloves with nitrile coating to front and back of glove <p>PPE for coronavirus scenario B:</p> <ul style="list-style-type: none"> Full face shield fitted to safety helmet Cut 5 gloves with nitrile coating to front and back of glove Disposable overalls <ul style="list-style-type: none"> For both scenarios at end of task nitrile gloves to be sanitised back and front with disposable wipe ready for re-use For scenario B disposable overalls to be placed in waste bag and left for 72 hours before disposal At the end of the task, all tools and equipment for scenario A & B work must be sanitized properly with wipes Seek advice for indoor situations where forced ventilation is required 			<ul style="list-style-type: none"> Activity authorised by the Infrastructure Director.
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The following assessment ratings are to be read in conjunction with RCS/S002 Risk Assessment Procedure and Guidance

http://igo.osborne.co.uk/DMS/view_document.aspx?ID=4646168&Latest=true

Likelihood (L)

5	Almost Certain
4	High
3	Medium
2	Low
1	Improbable

Severity (S)

5	Major
4	High
3	Medium
2	Low
1	Insignificant

Risk Rating (R)

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

Red ----- Very high, stop activity

Orange --- High, additional measures required where possible

Yellow ----- Medium, tolerable subject to monitoring

Green ----- Low, acceptable keep under review

Light Green ---- Low, works should continue

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