

**STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES**



# Coronavirus (COVID-19)

**Information**  
**Generic risk assessment (ongoing)**

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## 1.0 Introduction

This guidance has been developed on information provided by:

- The UK NHS (National Health Service)
- The Welsh Government
- The WHO (World Health Organisation)
- The UK FCO (Foreign and Commonwealth Office)
- GOV.UK
- The Resuscitation Council (UK)
- The Construction Leadership Council

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (COVID-19) was identified in 2019 in Wuhan, China. This is a new coronavirus that has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Several known coronaviruses are circulating in animals that have not yet infected humans.

## 2.0 Number of coronavirus (COVID-19) cases and risk in the UK<sup>1</sup>

As of 5pm on 21 May, of those tested positive for coronavirus in the UK, 36,393 have died. This new figure includes deaths in all settings, not just in hospitals.

## 3.0 Five steps to working safely

(updated 19<sup>th</sup> May 2020)<sup>2</sup> (England) (See guidance for [Wales](#), [Scotland](#) and [Northern Ireland](#))

Practical actions for businesses to take based on 5 main steps.

Make sure you read all the guides relevant to your workplace. Each guide has specific actions for businesses to take based on these steps. Further guidance will be published as more businesses are able to reopen.

### 1. Carry out a COVID-19 risk assessment

Before restarting work you should ensure the safety of the workplace by:

- carrying out a risk assessment in line with the [HSE guidance](#)
- consulting with your workers or trade unions
- sharing the results of the risk assessment with your workforce and on your website

### 2. Develop cleaning, handwashing and hygiene procedures

You should increase the frequency of handwashing and surface cleaning by:

- encouraging people to follow the guidance on [hand washing and hygiene](#)
- providing hand sanitiser around the workplace, in addition to washrooms
- frequently cleaning and disinfecting objects and surfaces that are touched regularly
- enhancing cleaning for busy areas
- setting clear use and cleaning guidance for toilets
- providing hand drying facilities – either paper towels or electrical dryers

### 3. Help people to work from home

<sup>1</sup> <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#number-of-cases>

<sup>2</sup> <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

You should take all reasonable steps to help people work from home by:

- discussing home working arrangements
- ensuring they have the right equipment, for example remote access to work systems
- including them in all necessary communications
- looking after their physical and mental wellbeing

#### **4. Maintain 2m social distancing, where possible**

Where possible, you should maintain 2m between people by:

- putting up signs to remind workers and visitors of social distancing guidance
- avoiding sharing workstations
- using floor tape or paint to mark areas to help people keep to a 2m distance
- arranging one-way traffic through the workplace if possible
- switching to seeing visitors by appointment only if possible

#### **5. Where people cannot be 2m apart, manage transmission risk**

Where it's not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:

- considering whether an activity needs to continue for the business to operate
- keeping the activity time involved as short as possible
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working whenever possible
- staggering arrival and departure times
- reducing the number of people each person has contact with by using 'fixed teams or partnering'

### **4.0 Working safely during coronavirus (COVID-19)<sup>3</sup>**

(Updated 19<sup>th</sup> May 2020, England) (See guidance for [Wales](#), [Scotland](#) and [Northern Ireland](#))

The government, in consultation with industry, has produced guidance to help ensure workplaces are as safe as possible.

These 8 guides cover a range of different types of work. Many businesses operate more than one type of workplace, such as an office, factory and fleet of vehicles. You may need to use more than one of these guides as you think through what you need to do to keep people safe.

(Click the heading to open the individual guidance)

#### **[1 - Construction and other outdoor work](#)**

Guidance for people who work in or run outdoor working environments.

#### **[2 - Factories, plants and warehouses](#)**

Guidance for people who work in or run factories, plants and warehouses.

#### **[3 - Labs and research facilities](#)**

Guidance for people who work in or run indoor labs and research facilities and similar environments.

#### **[4 - Offices and contact centres](#)**

Guidance for people who work in or run offices, contact centres and similar indoor environments.

#### **[5 - Other people's homes](#)**

Guidance for people working in, visiting or delivering to other people's homes.

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<sup>3</sup> <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

## 6 - Restaurants offering takeaway or delivery

Guidance for people who work in or run restaurants offering takeaway or delivery services.

## 7 - Shops and branches

Guidance for people who work in or run shops, branches, stores or similar environments.

## 8 - Vehicles

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.

### **Thinking about risk - Objective: That all employers carry out a COVID-19 risk assessment.**

Everyone needs to assess and manage the risks of COVID-19. As an employer, you also have a legal responsibility to protect workers and others from risk to their health and safety. This means you need to think about the risks they face and do everything reasonably practicable to minimise them, recognising you cannot completely eliminate the risk of COVID-19.

You must make sure that the risk assessment for your business addresses the risks of COVID-19, using this guidance to inform your decisions and control measures. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. If you have fewer than 5 workers, or are self-employed, you don't have to write anything down as part of your risk assessment. Your risk assessment will help you decide whether you have done everything you need to. The Health and Safety Executive has [guidance for business on how to manage risk and risk assessment at work](#) along with [specific advice to help control the risk of coronavirus in workplaces](#).

Employers have a duty to consult their people on health and safety. You can do this by listening and talking to them about the work and how you will manage risks from COVID-19. The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. Involving them in making decisions shows that you take their health and safety seriously. You must consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by workers. As an employer, you cannot decide who the representative will be.

At its most effective, full involvement of your workers creates a culture where relationships between employers and workers are based on collaboration, trust and joint problem solving. As is normal practice, workers should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer.

Employers and workers should always come together to resolve issues. If concerns still cannot be resolved, see below for further steps you can take.

Where the enforcing authority, such as the HSE or your local authority, identifies employers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they will consider taking a range of actions to improve control of workplace risks. For example, this would cover employers not taking appropriate action to socially distance, where possible. The actions the HSE can take include the provision of specific advice to employers through to issuing enforcement notices to help secure improvements.

### **How to raise a concern:**

- contact your employee representative
- contact your trade union if you have one
- contact HSE at:

### **HSE COVID-19 enquiries**

Telephone: 0300 790 6787 (Monday to Friday, 8:30am to 10pm)

Online: [working safely enquiry form](#)

### **Managing risk - Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority**

Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace

so that everybody's health and safety is protected. In the context of COVID-19 this means working through these steps in order:

1. In every workplace, increasing the frequency of handwashing and surface cleaning.
2. Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
3. 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.

Further mitigating actions include:

- increasing the frequency of hand washing and surface cleaning
  - keeping the activity time involved as short as possible
  - using screens or barriers to separate people from each other
  - using back-to-back or side-to-side working (rather than face-to-face) whenever possible
  - reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)
4. Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.

In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.

The recommendations in the rest of this document are ones you should consider as you go through this process. You could also consider any advice that has been produced specifically for your sector, for example by trade associations or trades unions.

If you have not already done so, you should carry out an assessment of the risks posed by COVID-19 in your workplace as soon as possible. If you are currently operating, you are likely to have gone through a lot of this thinking already. We recommend that you use this document to identify any further improvements you should make.

### **Sharing the results of your risk assessment**

You should share the results of your risk assessment with your workforce. If possible, you should consider publishing the results on your website (and we would expect all businesses with over 50 workers to do so).

## **5.0 Definitions regarding vulnerable people <sup>4</sup> (Updated 18th May 2020)**

### **Clinically extremely vulnerable people**

Refers to people who have specific underlying health conditions that make them extremely vulnerable to severe illness if they contract COVID-19. Clinically extremely vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP. [Who is 'clinically extremely vulnerable'?](#)

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.

Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in this group.

- Solid organ transplant recipients.
- People with specific cancers:
  - people with cancer who are undergoing active chemotherapy

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<sup>4</sup> <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work#outdoors-appendix>

- people with lung cancer who are undergoing radical radiotherapy
  - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
  - people having immunotherapy or other continuing antibody treatments for cancer
  - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
  - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
  - People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).
  - People on immunosuppression therapies sufficient to significantly increase risk of infection.
  - Women who are pregnant with significant heart disease, congenital or acquired.
  - People in this group should have been contacted to tell them they are clinically extremely vulnerable.
  - If you're still concerned, you should discuss your concerns with your GP or hospital clinician.

### **Clinically vulnerable people**

Refers to people who may be at increased risk from COVID-19, including those aged 70 or over and those with some underlying health conditions. [Who is 'clinically vulnerable'?](#)

If you have any of the following health conditions, you are clinically vulnerable, meaning you are at higher risk of severe illness from coronavirus. You are advised to stay at home as much as possible and, if you do go out, take particular care to minimise contact with others outside your household.

Clinically vulnerable people are those who are:

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
- chronic (long-term) mild to moderate 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), or cerebral palsy
- diabetes
- a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant women

As above, there is a further 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. 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.

## 6.0 First aid in the workplace (CPR)<sup>5</sup> (Updated 13th May 2020)

Resuscitation Council UK Guidelines 2015 state “If you are untrained or unable to do rescue breaths, give chest compression-only CPR (i.e. continuous compressions at a rate of at least 100–120 min<sup>-1</sup>)”.

Because of the heightened awareness of the possibility that the victim may have COVID-19, Resuscitation Council UK offers this advice:

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient’s mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
- If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.
- Early use of a defibrillator significantly increases the person’s chances of survival and does not increase risk of infection.
- If the rescuer has access to any form of personal protective equipment (PPE) this should be worn.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.

## 7.0 Check if you have coronavirus symptoms<sup>6</sup>

The symptoms of coronavirus (COVID-19) are usually mild, but some people can become very unwell.

### Main symptoms

The main symptoms of coronavirus are:

- 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

Most people with coronavirus have at least one of these symptoms.

### USE THE NHS 111 ONLINE CORONAVIRUS SERVICE IF YOU HAVE ANY OF:

- high temperature
- new, continuous cough
- loss or change to your sense of smell or taste

111 will tell you what to do and help you get a test if you need one.

Link: <https://111.nhs.uk/covid-19/>

## 8.0 How to stop infection spreading<sup>7</sup>

There are things you can do to help reduce the risk of you and anyone you live with getting ill with coronavirus.

### DO

<sup>5</sup> <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

<sup>6</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/>

<sup>7</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/>

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get back home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

## **DO NOT**

- do not touch your eyes, nose or mouth if your hands are not clean

## **9.0 Self-isolation if you or someone you live with has coronavirus symptoms<sup>8</sup>**

To protect others, you must stay at home if you or someone you live with has symptoms of coronavirus (COVID-19). This is called self-isolation.

Information: If you think you might have coronavirus, check if you need to self-isolate using the 111 online coronavirus service.

### **Can I leave my home if I'm self-isolating?**

If you or someone you live with has symptoms of coronavirus:

- do not leave your home for any reason – if you need food or medicine, order it online or by phone, or ask someone to deliver it to your home
- do not have visitors in your home – including friends and family
- do any exercise at home – you can use your garden, if you have one

### **How long to self-isolate**

If you have symptoms

If you have symptoms of coronavirus, self-isolate for 7 days.

After 7 days:

- you can stop self-isolating if your symptoms have gone, or if you just have a cough or changes to your sense of smell or taste – these symptoms can last for weeks after the infection has gone
- keep self-isolating if you have any other symptoms (such as a high temperature, runny nose, feeling sick or diarrhoea) – you can stop self-isolating when your symptoms have gone

### **If you live with someone who has symptoms**

If you live with someone who has symptoms, self-isolate for 14 days from the day their symptoms started.

This is because it can take 14 days for symptoms to appear.

If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.

- If you get symptoms while self-isolating – you should self-isolate for 7 days from when your symptoms started, even if it means you're self-isolating for longer than 14 days.
- If you do not get symptoms while self-isolating – you can stop self-isolating after 14 days.

### **After self-isolation**

When you stop self-isolating, it's important to follow the advice on social distancing.

This means you should stay at home as much as possible. But you can go out to work (if you cannot work from home) and for things like getting food or exercising.

If you're a health or care worker, check with your employer before going back to work.

If you have symptoms and live with someone at higher risk from coronavirus

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<sup>8</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

If you live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to arrange for them to stay with friends or family for 14 days.

If you have to stay at home together, try to keep 2 metres (3 steps) away from each other. If possible, try not to share a bed.

### **10.0 Get an isolation note to give to your employer<sup>9</sup>**

Use this service if you have been told to self-isolate because of coronavirus and you need a note for your employer.

This service is only for people who:

- have symptoms of coronavirus
- live with someone who has symptoms of coronavirus

Link: <https://111.nhs.uk/isolation-note/>

### **11.0 Looking after your mental wellbeing<sup>10</sup>**

Taking care of your mind as well as your body is really important while staying at home because of coronavirus (COVID-19).

You may feel bored, frustrated or lonely. You may also be low, worried or anxious, or concerned about your finances, your health or those close to you.

It's important to remember that it is OK to feel this way and that everyone reacts differently. Remember, this situation is temporary and, for most of us, these feelings will pass. Staying at home may be difficult, but you are helping to protect yourself and others by doing it.

Further guidance is also available on supporting children and young people's mental health and wellbeing at the following Links:

<https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-anxiety-tips/>

<https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/>

**NOTE:** A Ten Tips Poster to help if you are worried about coronavirus is available at the Appendix and can be sent to employees.

### **12.0 Travel advice: coronavirus (COVID-19)<sup>11</sup>**

Guidance for British people travelling overseas during the coronavirus (COVID-19) pandemic.

#### **Foreign & Commonwealth Office (FCO) travel advice**

##### **Exceptional travel advisory notices**

As countries respond to the coronavirus (COVID-19) pandemic, including travel and border restrictions, the Foreign & Commonwealth Office advises British nationals against all but essential international travel.

Any country or area may restrict travel without notice. If you live in the UK and are currently travelling abroad, you are strongly advised to return now, where and while there are still commercial routes available. Many airlines have suspended flights and many airports are closed, preventing flights from leaving.

### **13.0 Inbound and outbound goods<sup>12</sup>**

Objective: To maintain social-distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.

1. Revising pick-up and drop-off collection points, procedures, signage and markings.

<sup>9</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<sup>10</sup> <https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/>

<sup>11</sup> <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

<sup>12</sup> <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

2. Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.
3. Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.
4. Where possible and safe, having single workers load or unload vehicles.
5. Where possible, using the same pairs of people for loads where more than one is needed.
6. Enabling drivers to access welfare facilities when required, consistent with other guidance.
7. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways

APPENDIX 1: Poster – Main Entrance

# CORONAVIRUS

Are you suffering from the following signs and symptoms?

- **High temperature**
- **New continuous cough**
- **Loss of taste or smell**



No one in your household should leave home if any one person has symptoms. Find out how to get a test, and how long to isolate, at [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

As soon as possible contact your Employer for guidance.

**Do not enter this building**



Poster layout and content developed from NHS and Public Health England.

APPENDIX 2: Poster – Wash Your Hands

# CORONAVIRUS

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## Wash your hands

more often for

**20 seconds**

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Poster layout and content developed from NHS and Public Health England.

APPENDIX 3: Poster – How to wash your hands

# CORONAVIRUS

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**Wash your hands with soap and water more often for 20 seconds**



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

**Use a tissue to turn off the tap.**  
**Dry hands thoroughly.**

Poster layout and content developed from the NHS.

**APPENDIX 4: 10 Tips to Help if you are Worried about Coronavirus** (1 of 3)

**1. Stay connected with people**

Maintaining healthy relationships with people we trust is important for our mental wellbeing, so think about how you can stay in touch with friends and family while needing to stay at home. You could try phone calls, video calls or social media instead of meeting in person – whether it's with people you normally see often or connecting with old friends.



**2. Talk about your worries**



It's normal to feel a bit worried, scared or helpless about the current situation. Remember: it is OK to share your concerns with others you trust – and doing so may help them too. If you cannot speak to someone you know or if doing so has not helped, there are plenty of helplines you can try instead.

**3. Support and help others**

Helping someone else can benefit you as well as them, so try to be a little more understanding of other people's concerns, worries or behaviours at this time. Try to think of things you can do to help those around you. Is there a friend or family member nearby you could message? Are there any community groups you could join to support others locally? Remember, it is important to do this in line with official coronavirus guidance to keep everyone safe.



**4. Feel prepared**



Working through the implications of staying at home should help you feel more prepared and less concerned. Think through a normal week: how will it be affected and what do you need to do to solve any problems?

If you have not already, you might want to talk with your employer, [understand your sick pay and benefits rights](#),<sup>13</sup> and get hold of some essentials for while you are at home. You could also think about who you can get help from locally – as well as people you know, lots of local and community help groups are being set up. Try to remember this disruption should only be temporary.

Poster layout and content developed from the NHS – Every Mind Matters.  
**(2 of 3)**

<sup>13</sup> <https://www.citizensadvice.org.uk/health/coronavirus-what-it-means-for-you/>

## 5. Look after your body

Our physical health has a big impact on how we feel. At times like these, it can be easy to fall into unhealthy patterns of behaviour that end up making you feel worse.

Try to eat healthy, well-balanced meals, drink enough water and exercise regularly. Avoid smoking or drugs and try not to drink too much alcohol.

You can leave your house, alone or with members of your household, for 1 form of exercise a day – like a walk, run or bike ride. But make you keep a safe 2-metre distance from others. Or you could try one of our easy 10-minute home workouts.



## 6. Stick to the facts



Find a credible source you can trust – such as [GOV.UK](https://www.gov.uk)<sup>14</sup> or the [NHS website](https://www.nhs.uk)<sup>15</sup> – and fact-check information you get from newsfeeds, social media or other people.

Think about how possibly inaccurate information could affect others too. Try not to share information without fact-checking against credible sources.

You might also want to consider limiting the time you spend watching, reading or listening to coverage of the outbreak, including on social media, and think about turning off breaking-news alerts on your phone. You could set yourself a specific time to read updates or limit yourself to a couple of checks a day.

## 7. Stay on top of difficult feelings

Concern about the coronavirus outbreak is perfectly normal. However, some people may experience intense anxiety that can affect their daily life.

Try to focus on the things you can control, such as your behaviour, who you speak to, and where and how often you get information. It's fine to acknowledge that some things are outside of your control, but if constant thoughts about coronavirus are making you feel anxious or overwhelmed, try some [ideas to help manage your anxiety](https://www.nhs.uk/oneyou/every-mind-matters/anxiety/) or <sup>16</sup>listening to an audio guide.



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<sup>14</sup> <https://www.gov.uk/coronavirus>

<sup>15</sup> <https://portal.nhs.net>

<sup>16</sup> <https://www.nhs.uk/oneyou/every-mind-matters/anxiety/>

## 8. Do things you enjoy

If we are feeling worried, anxious or low, we might stop doing things we usually enjoy. Focusing on your favourite hobby, relaxing indoors or connecting with others can help with anxious thoughts and feelings.

If you cannot do the things you normally enjoy because you are staying at home, think about how you could adapt them, or try something new.

There are lots of free tutorials and courses online, and people are coming up with inventive new ways to do things, like hosting online pub quizzes and music concerts.



## 9. Focus on the present



Focusing on the present, rather than worrying about the future, can help with difficult emotions and improve our wellbeing. [Relaxation techniques](#)<sup>17</sup> can also help some people deal with feelings of anxiety, or you could try our mindful breathing video.

## 10. Look after your sleep

Good-quality sleep makes a big difference to how we feel mentally and physically, so it is important to get enough.

Try to maintain regular sleeping patterns and keep up good sleep hygiene practices – like avoiding screens before bed, cutting back on caffeine and creating a restful environment. See our sleep page for more advice.

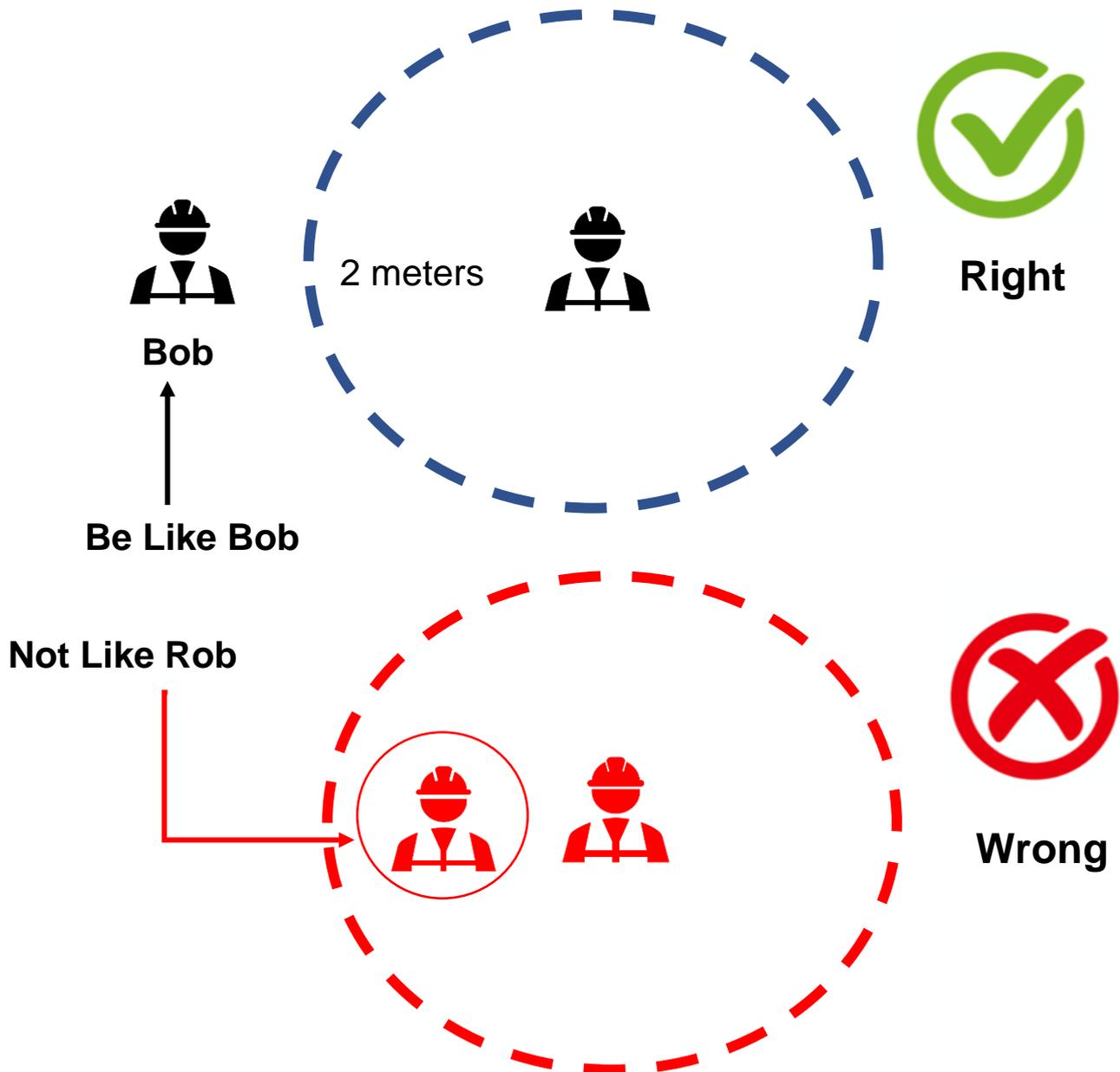


<sup>17</sup> <https://www.nhs.uk/conditions/stress-anxiety-depression/mindfulness/>

**APPENDIX 5: Poster - Social distancing – Construction Site 2m Rule**

**Social distancing**

Working within 2m of other people significantly increases the risk of passing on or contracting Coronavirus (COVID-19). Please respect the 2m Rule whilst on this site.



**This Site Respects Government Guidelines**

**Follow the 2m Rule**

**APPENDIX 6: Site Operating Procedures (Construction Site) v4**

Provided by the Construction Leadership Council on the 18<sup>th</sup> May 2020.<sup>18</sup>

**3. Introduction**

These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus (Covid-19) at all times.

These Site Operating Procedures (SOP) are based on Government guidance on [Working safely during coronavirus \(Covid-19\) – Construction and other outdoor work](#); other restrictions and advice may apply in [Scotland](#), [Wales](#) and [Northern Ireland](#).

Where workers enter people’s homes, they should follow the Government guidance on [Working in Other People’s Homes](#).

The [HSE](#) is the relevant enforcing authority for occupational health and safety legislation and guidance to control public health risks in the construction sector. If a site is not consistently implementing the measures set out by the Government, it may be subject to enforcement action.

Construction 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 includes considering how personnel travel to and from site.

This guidance is intended to introduce consistent measures on construction sites of all types and sizes in line with the Government’s recommendations on social distancing and ensure employers and individuals make every effort to comply.

Government guidance for employers in England 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 continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff”.

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.

Organisations must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance. Sites should also remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population.

**2. When to travel to work**

For the foreseeable future, workers should continue to work from home rather than their normal physical workplace, wherever possible. All workers who cannot work from home should travel to work if their workplace is open. Sectors of the economy that are allowed to be open should be open, this includes construction, manufacturing, logistics and distribution.

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below.

Social distancing	Workers in the construction industry should follow the guidance on <a href="#">Staying Alert and Safe (Social Distancing)</a> . Where they cannot work from home, they must follow guidance on <a href="#">Staying Safe outside your Home</a> while travelling to and from work and while at work.
Self-isolation	Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to site, but must follow the guidance on <a href="#">self-isolation</a> .

<sup>18</sup> <https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/05/Site-Operating-Procedures-Version-4.pdf>

Persons at increased risk	Anyone who is <a href="#">clinically vulnerable</a> to Coronavirus (Covid-19) is advised to stay at home as much as possible and if they do go out, take particular care to minimise contact with others outside their household..
Persons defined on medical grounds as extremely vulnerable	Anyone identified as extremely clinically extremely vulnerable will be advised by their health authority and must follow the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from Covid-19</a> .
Living with a person in one of the above groups	Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is <a href="#">shielding</a> from Coronavirus (Covid-19), should stringently follow the guidance on <a href="#">social distancing</a> and minimise contact outside the home.
If someone falls ill	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> <li>• Ensure their manager or supervisor is informed</li> <li>• Return home immediately</li> <li>• Avoid touching anything</li> <li>• 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.</li> </ul> <p>They must then follow the guidance on <a href="#">self-isolation</a> and not return to work until their period of self-isolation has been completed.</p>

### 3. Travel to Work

Wherever possible workers should travel to site alone using their own transport. If workers have no option but to share transport:

- Journeys should be shared 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
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces

Sites should consider:

- Parking arrangements for additional vehicles and bicycles
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
- How someone taken ill would get home
- Where public transport is the only option for workers, you should consider:
  - Changing and staggering site hours to reduce congestion on public transport
  - Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)

### 3. Driving at work

When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should:

- Share with the same individuals and with the minimum number of people at any one time
- Wherever possible maintain a distance of two metres and avoid touching their faces

- Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey
- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle
- Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.

### **3. Site access and egress points**

- Stop all non-essential visitors
- Consider introducing staggered start and finish times to reduce congestion and contact at all times
- Plan site access and 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
- Introduce one-way systems
- Allow plenty of space between people waiting to enter site
- Use signage:
  - such as floor markings, to ensure 2 metre distance is maintained between people when queuing
  - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines
- Remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are cleaned between each individual use
- Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and 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
- Consider arrangements for monitoring compliance.

### **3. Hand Washing**

- 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 adequate supplies of soap and fresh water are 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.

### 3. Toilet Facilities

- 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 2 metre distance is maintained between people when queuing
- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- Portable toilets should be cleaned and emptied more frequently
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

### 3. Canteens and rest areas

Where possible, 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. Canteens should provide a takeaway service providing pre-prepared and wrapped food only.

- Consider increasing the number or size of facilities available on site if possible
- 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
- 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 to any room where people eat and should be used by workers when entering and leaving the area
- A distance of 2 metres should be maintained between users wherever possible. Seating and tables should be reconfigured to reduce face to face interactions
- All rubbish should be put straight in the bin and not left for someone else to clear up
- Tables should be cleaned between each use
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or washed and dried between use
- Payments should be taken by contactless card wherever possible
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food
- Canteen staff and workers may use the same rest areas if they apply the same social distancing measures
- Consider arrangements for monitoring compliance.

### 10. Changing Facilities, Showers and Drying Rooms

- 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 to maintain a distance of two metres
- 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.

### 11. Work Planning to Avoid Close Working

In line with Government guidance, 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.

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following Government guidance and the advice within these Site Operating Procedures.

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.

#### Hierarchy of Controls

If you are not able to work whilst maintaining a two metre distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance. The results of risk assessments should be shared with the workforce and this [poster](#) displayed in the workplace.

Eliminate	<ul style="list-style-type: none"> <li>• Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace</li> <li>• Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres)</li> <li>• Avoid skin to skin and face to face contact</li> <li>• Stairs should be used in preference to lifts or hoists and consider one ways systems</li> <li>• Consider alternative or additional mechanical aids to reduce worker interface</li> </ul> <p><b>Site Meetings</b></p> <ul style="list-style-type: none"> <li>• Only absolutely necessary meeting participants should attend</li> <li>• Attendees should be at least two metres apart from each other</li> <li>• Rooms should be well ventilated / windows opened to allow fresh air circulation</li> <li>• Consider holding meetings in open areas where possible</li> </ul>
Reduce	<p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> <li>• Minimise the frequency and time workers are within 2 metres of each other</li> <li>• Minimise the number of workers involved in these tasks</li> <li>• Workers should work side by side, or facing away from each other, rather than face to face</li> <li>• Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times</li> <li>• Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.</li> <li>• Increase ventilation in enclosed spaces</li> <li>• Workers should wash their hands before and after using any equipment</li> </ul>
Isolate	<p>Keep groups of workers:</p> <ul style="list-style-type: none"> <li>• Together in teams e.g. do not change workers within teams</li> <li>• As small as possible</li> <li>• Away from other workers where possible</li> </ul>

Control	<ul style="list-style-type: none"> <li>• Consider introducing an enhanced authorisation process</li> <li>• Provide additional supervision to monitor and manage compliance</li> </ul>
PPE	<p>Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</p> <ul style="list-style-type: none"> <li>• Coronavirus (COVID-19) needs to be managed through social distancing, hygiene and the hierarchy of control and not through the use of PPE</li> <li>• Workplaces should not encourage the precautionary use of extra PPE to protect against Coronavirus (COVID-19).</li> </ul> <p>The Government has provided information on Face Coverings in section 6.1 of its guidance <a href="#">Working safely during coronavirus (Covid-19) – Construction and other outdoor work</a>.</p>
Behaviours	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p> <p>Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.</p>

## 12. First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- 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
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

## 13. Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails 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.
- Food preparation and eating surfaces
- Telephone equipment
- Key boards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

**APPENDIX 7: Poster – Staying COVID-19 Secure in 2020**

# 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: \_\_\_\_\_

Date: \_\_\_\_\_

Who to contact: \_\_\_\_\_

(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647).

## APPENDIX 8: COVID-19 Tool Box Talk

<b>TOOLBOX TALK SERIES</b> <b>TOPIC: COVID-19</b>	Toolbox Talk Number	
	Company Name	

### 1.0 Introduction and reason for the TBT

The reason for this TBT is to give up to date information on the current situation with the Coronavirus Pandemic, how it affects you in the workplace and what measures you should be aware of in preventing the spread.

#### Numbers of Coronavirus (COVID-19) cases and risk in the UK.

As of 5pm on 20 May, of those tested positive for coronavirus in the UK, 36,042 have died. This new figure includes deaths in all settings, not just in hospitals.

### 2.0 Background

#### What are the issues?

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (COVID-19) was identified in 2019 in Wuhan, China. This is a new coronavirus that has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Several known coronaviruses are circulating in animals that have not yet infected humans.

### 3.0 What you need to know

#### Symptoms of Coronavirus

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a 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)
- a 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

For most people, coronavirus (COVID-19) will be a mild infection.

#### How Coronavirus is spread

Data from published epidemiology and virologic studies provide evidence that COVID-19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces.

#### How to avoid catching or spreading germs

There are things you can do to help stop viruses like coronavirus spreading.

#### DO:

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards
- try to avoid close contact with people who are unwell

**DO NOT:**

- do not touch your eyes, nose or mouth if your hands are not clean.

#### 4.0 What you need to do

##### Travel to Work

Wherever possible travel to work alone using your own transport (for example, a car or bicycle).

If you need to use public transport, try to avoid peak times: 05:45–7:30 and 16:00–17:30.

Wash your hands before and after using any form of transport.

##### At Work

- Wash your hands when you arrive on site, regularly throughout the day (especially if you sneeze or cough, and before and after eating or handling food, using any shared equipment or tools, and using toilet facilities), and again when you leave site.
- You should follow social distancing guidelines whilst in work (for example, keep at least two metres away from other workers), unless you are working under specific activity risk assessment measures, which might allow for closer working.
- Social distancing guidelines also apply during breaks and mealtimes.
- Stay on site for your breaks. Do not use local shops. Bring your own meals and refillable drinking bottles. Do not share items (for example, cups). All rubbish should be disposed of in the bins provided.

##### Close working

Note: Close working should only be carried out under specific activity risk assessment. Before you start, consider whether there is any other way you can complete the activity in order to avoid close working and, if you have another solution, talk to your supervisor.

The following points should be reinforced, in addition to the site and activity specific control measures.

- Work requiring skin-to-skin contact should not be carried out.
- If you are using reusable PPE, it should only be used by you, and should be thoroughly cleaned after use.
- You should dispose of single use PPE so that it cannot be reused.

##### Cleaning

If you are involved with the additional cleaning being carried out, it should focus on the following areas

1. Access and egress points, gate handles and turnstiles.
2. Taps and washing facilities.
3. Toilet flush and seats.
4. Door handles and push plates.
5. Handrails on staircases and corridors.
6. Workplace equipment controls.
7. Food preparation and eating surfaces.
8. Seats, seating areas and locker room surfaces.

9. Telephone equipment, keyboards, photocopiers and other office equipment

**What to do if you become ill**

If you have

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a 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)
- a 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, you should:
  - report this to your supervisor or manager
  - avoid touching anything
  - cough or sneeze into a tissue and put it in a bin or, if you do not have tissues, cough and sneeze into the crook of your elbow
  - return home immediately.

You must then follow the guidance on self-isolation and not return to work until your period of self-isolation has been completed.

**Self-isolation**

If you meet any one of the following criteria, do not come to work and contact management as soon as possible.

1. If you have a high temperature, new persistent cough, a loss or change to your sense of smell or tastes, or within 14 days of the day when the first member of your household showed symptoms of COVID-19. Follow the guidance on self-isolation.
2. If you are at increased risk of severe illness from COVID-19, you are strongly advised to work at home and should be particularly stringent about following social distancing measures.
3. Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people.
4. If you are living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from COVID-19, you should stringently follow the guidance on social distancing and minimise contact outside the home.

**5.0 Site specific information (to record any additional information e.g. specific COVID-19 Workplace Rules)**

**6.0 What have you learned?**

1. What are the symptoms of Coronavirus?
2. How is Coronavirus spread?
3. What can we do to prevent the spread of coronavirus?

**Any Questions?**

**7.0 Attendees**

No.	Date	Name of attendee (Print)	Company of attendee (Print)	Signature of attendee
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

8.0 Person delivering the TBT				
Name (Print)			Position	
Signature		Time		Date

9.0 Declaration
<p>By signing above, I confirm that I have received and understood the information / instruction given and understand that I have a duty to report any concerns I may have.</p> <p><i>We encourage you to not only report anything you think is unsafe but also to tell us if you think there is a better / safer way to work.</i></p> <p style="text-align: center;"><b>STOP AND THINK</b></p> <ul style="list-style-type: none"> <li>• Do you have all the relevant information about COVID-19?</li> <li>• Do you have the right personal protective equipment?</li> <li>• Could the work affect the health of others?</li> </ul> <p style="text-align: center;"><b>IF IN DOUBT – TELL THE PERSON IN CHARGE OF THE WORK.</b></p>

**APPENDIX 9: Risk assessment**

Part 1: Risk assessment for coronavirus (COVID-19) – IMPORTANT: This template largely follows the UK Government 8 Point guidance for construction and outdoor work. All guides are similar – check against your sector specific guidance. <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Risk assess each hazard and implement the necessary controls as appropriate. Provide awareness briefings to all affected workers and contractors, use the briefing record to capture their names. **Note:** *The assessment has been started – add to the assessment as appropriate.*

Description	COVID-19 Risk Assessment						
Prepared by (print)	Andrew Protheroe	Prepared by (sign)		Position	H&S Consultant	Date	22 05 20
Authorised by (print)		Authorised by (sign)		Position		Date	

Risk No.	Hazard	Who might be affected and how?	Enter either, or/and 1 – Details of recommended UK Government / HSE / NHS / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) 2 – What we are currently doing	Evaluate current control measures. Do we need to implement additional controls?			Enter either, or/and 1 – New control measures recommended 2 – Why the recommended control measures are not implemented 3 – General comments	By who	By when
				YES	NO	N/A			

<b>R1</b>	<b>COVID-19</b>	<b>Managing risk</b> <i>(Staff, others – failure to identify hazards &amp; mitigate risk)</i>	<b>Objective:</b> That all employers carry out a risk assessment.					
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1	Undertake a COVID-19 risk assessment in adherence to Government and HSE guidance.							
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**NOTE:**

We are aware of and are following HSE Guidance on Managing risks and Risk Assessment at Work: <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

<b>1.1</b>	<b>Managing risk</b>	<b>Objective:</b> To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.						
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1	Increase the frequency of handwashing and surface cleaning.							
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2	We will make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible)						
3	<p>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>Further mitigating actions include:</p> <ul style="list-style-type: none"> <li>– increasing the frequency of hand washing and surface cleaning</li> <li>– keeping the activity time involved as short as possible</li> <li>– using screens or barriers to separate people from each other</li> <li>– using back-to-back or side-to-side working (rather than face-to-face) whenever possible</li> <li>– reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others)</li> </ul>						
4	If people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.						
1.2	<p>We will share the results our risk assessment with our workforce. If possible, you should consider publishing the results on your website (and we would expect all businesses with over 50 workers to do so).</p> <p><b>(We have considered this guidance).</b></p>						

Risk No.	Hazard	Who might be affected and how?	Enter either, or/and 1 – Details of recommended UK Government / HSE / NHS / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) 2 – What we are currently doing	Evaluate current control measures. Do we need to implement additional controls?			Enter either, or/and 1 – New control measures recommended 2 – Why the recommended control measures are not implemented 3 – General comments	By who	By when	
				YES	NO	N/A				
<b>R2</b>	<b>COVID -19</b>	<b>Who should go to work</b> <i>(Staff, others – failure to consider working from home when it's possible; failure to protect vulnerable staff)</i>	<b>Objective:</b> That everyone should work from home, unless they cannot work from home.							
1	Consider who is needed on site, for example, support staff should work from home if at all possible.									
2	Planning for the minimum number of people needed to be on site to operate safely and effectively, for example, workers deemed necessary to carry out physical works, supervise work, or conduct work in order to operate safely.									
3	Monitoring the wellbeing of people who are working from home and helping them stay connected to those operating in an outdoor environment, especially if the majority of their colleagues are on-site.									
4	Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.									
5	Providing equipment for people to work from home safely and effectively, for example, remote access to work systems.									
<b>2.1</b>	<b>Protecting people who are at higher risk</b>		<b>Objective:</b> To protect clinically vulnerable and clinically extremely vulnerable individuals.							
1	<a href="#">Clinically extremely vulnerable individuals</a> have been strongly advised not to work outside the home.									

2	<a href="#">Clinically vulnerable individuals</a> who are at higher risk of severe illness (for example, people with some pre-existing conditions) have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.						
3	Providing support for workers around mental health and wellbeing. This could include advice or telephone support.						
4	See current guidance for advice on who is in the <a href="#">clinically extremely vulnerable and clinically vulnerable groups</a> . <b>(We have considered this guidance)</b> .						
<b>NOTE:</b> If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.							
<b>2.2</b>	<b>Protecting people who are at higher risk</b>	<b>Objective:</b> To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have <a href="#">symptoms of COVID-19</a> as well as those who live in a household with someone who has symptoms.					
1	Enabling workers to work from home while self-isolating if appropriate.						
2	See current guidance for <a href="#">employees</a> and <a href="#">employers</a> relating to statutory sick pay due to COVID-19. <b>(We have considered this guidance)</b> .						
3	See <a href="#">current guidance for people who have symptoms and those who live with others who have symptoms</a> . <b>(We have considered this guidance)</b> .						
<b>2.3</b>	<b>Equality in the workplace</b>	<b>Objective:</b> To treat everyone in your workplace equally.					
1	Understanding and taking into account the particular circumstances of those with different <a href="#">protected characteristics</a> . <b>(We have considered this guidance)</b> .						

2	Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any steps you are thinking about inappropriate or challenging for them.							
3	Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation. <u>(Reasonable adjustments</u> – <b>(We have considered this guidance)</b> .							
4	Making reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers.							
5	Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments.							

**NOTE:**

In applying this guidance, employers should be mindful of the particular needs of different groups of workers or individuals.

!!! It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex or disability.

Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers.


Risk No.	Hazard	Who might be affected and how?	Enter either, or/and 1 – Details of recommended UK Government / HSE / NHS / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) 2 – What we are currently doing	Evaluate current control measures. Do we need to implement additional controls?			Enter either, or/and 1 – New control measures recommended 2 – Why the recommended control measures are not implemented 3 – General comments	By who	By when	
				YES	NO	N/A				
<b>R3</b>	<b>COVID-19</b>	<b>Lack of social distancing at work</b> <i>(Staff, others – failure to implement robust social distancing)</i>	<b>Objective:</b> To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.							
<b>3.1</b>	<b>Coming to work and leaving work</b>		<b>Objective:</b> To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.							
1	Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.									
2	Providing additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible.									
3	Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.									
4	Reducing congestion, for example, by having more entry points to the workplace.									
5	Using markings and introducing one-way flow at entry and exit points.									
6	Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.									
7	Providing alternatives to touch-based security devices such as keypads.									

8	Defining process alternatives for entry/exit points where appropriate, for example deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.						
<b>3.2</b>	<b>Moving around buildings and worksites</b>	<b>Objective:</b> To maintain social distancing wherever possible, while people travel through the workplace.					
1	Reducing movement by discouraging non-essential trips within buildings and sites. For example, restricting access to some areas, encouraging use of telephones where permitted, and cleaning them between use.						
2	Reducing job rotation and equipment rotation, for example, single tasks for the day.						
3	Implementing one-way systems where possible on walkways around the workplace.						
4	Using signage such as ground markings or being creative with other objects to mark out 2m to allow controlled flows of people moving throughout the site.						
5	Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses, and when needed, social distancing measures should be followed within the vehicles.						
6	Separating sites into working zones to keep different groups of workers physically separated as much as practical.						
7	Planning site access and 'area of safety' points to enable social distancing.						
8	Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing.						
9	Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.						

10	Making sure that people with disabilities are able to access lifts.						
<b>3.3</b>	<b>Making the main workplace safe for people who work statically</b>	<b>Objective:</b> To maintain social distancing between people who work in one place.					
1	Changing layouts to allow people to work further apart from each other.						
2	Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.						
3	Only where it is not possible to move workstations further apart, using screens to separate people from each other.						
4	Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.						
5	Using floor tape or paint to mark areas to help workers keep to a 2m distance.						
6	Only where it is not possible to move workstations further apart, installing screens to separate people from one another.						
<b>3.4</b>	<b>Meetings</b>	<b>Objective:</b> To reduce or eliminate transmission due to face-to-face meetings and maintain social distancing in meetings.					
1	Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.						
2	Avoiding transmission during meetings, for example, avoid sharing pens and or other objects.						
3	Providing hand sanitiser in meeting rooms.						
4	Holding meetings outdoors or in well-ventilated rooms whenever						

	possible.						
5	Using remote working tools to avoid in-person meetings.						
6	For areas where regular meetings take place, use floor signage to help people maintain social distancing.						
<b>3.5</b>	<b>Common areas</b>	<b>Objective:</b> To maintain social distancing while using common areas.					
1	Staggering break times to reduce pressure on break rooms or places to eat.						
2	Using safe outdoor areas for breaks.						
3	Creating additional space by using other parts of the workplace freed up by remote working.						
4	Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.						
<b>3.6</b>	<b>Accidents, security and other incidents</b>	<b>Objective:</b> To prioritise safety during incidents.					
1	In an emergency, for example, an accident, fire, break-in or trespass, people do not have to stay 2m apart if it would be unsafe.  People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands. <b>(We have considered this guidance).</b>						
2	1 – Advice on CPR and resuscitation in the workplace is taken from UK Gov & the Resuscitation Council. <b>Updated 13<sup>th</sup> May:</b> <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a>  <b>Updated 18<sup>th</sup> May:</b> <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a> 2 – Advice on Manikin Hygiene is sought from reputable providers. <a href="https://www.qualsafe.com/PDFs/QA%20COVID-19%20Info.pdf">https://www.qualsafe.com/PDFs/QA%20COVID-19%20Info.pdf</a>						

Risk No.	Hazard	Who might be affected and how?	Enter either, or/and 1 - Details of recommended UK Government / HSE / NHS / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) 2 - What we are currently doing	Evaluate current control measures. Do we need to implement additional controls?			Enter either, or/and 1 - New control measures recommended 2 - Why the recommended control measures are not implemented 3 - General comments	By who	By when
				YES	NO	N/A			

<b>R4</b>	<b>COVID-19</b>	<b>Managing customers, visitors and contractors</b> <i>(Staff, others – failure to prevent unnecessary visits to the workplace)</i>	<b>Objective:</b> To manage contacts with others by providing and explaining available guidance. <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work#outdoors-4-1">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work#outdoors-4-1</a>						
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<b>4.1</b>	<b>Manage contacts</b>	<b>Objective:</b> To minimise the number of unnecessary visits to the worksite.							
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1	Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.								
2	Encouraging visits via remote connection/working where this is an option.								
3	Limiting the number of visitors at any one time.								
4	Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people.								
5	Maintaining a record of all visitors, if this is practical.								

<b>4.2</b>	<b>Providing and explaining guidance</b>	<b>Objective:</b> To make sure people understand what they need to do to maintain safety.							
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1	Providing signage to inform the public as to the course of business.								
2	Providing signage at entrances to the worksite to remind the public and								

	workers to maintain social distancing.						
3	Providing signage on rights of way that cross your workplace to remind the public to maintain social distancing.						
4	Establishing host responsibilities relating to COVID-19, providing any necessary training for people who act as hosts for visitors.						
5	Coordinating and cooperating with other occupiers for those working in facilities shared with other businesses, including with landlords and other tenants.						

**NOTE:**

Ensuring public notices are visible and help inform workers, customers, visitors, contractors and the public to maintain social distancing whilst near the workplace.

There is a high likelihood in some areas that working outdoors will draw the attention of the public. Visible signage may be used to inform the public of the type of work that is being performed.


Risk No.	Hazard	Who might be affected and how?	Enter either, or/and 1 - Details of recommended UK Government / HSE / NHS / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) 2 - What we are currently doing	Evaluate current control measures. Do we need to implement additional controls?			Enter either, or/and 1 - New control measures recommended 2 - Why the recommended control measures are not implemented 3 - General comments	By who	By when
				YES	NO	N/A			
<b>R5</b>	<b>COVID-19</b>	<b>Cleaning and sanitising workplaces</b> <i>(Staff, others – failure to prevent transmission by inadequate cleaning and hygiene)</i>	<b>Objective:</b> To ensure workplaces remain as clean as possible to prevent the spread of COVID-19. <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work#outdoors-5-5">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work#outdoors-5-5</a>						
<b>5.1</b>	<b>Before reopening:</b> Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including: <ul style="list-style-type: none"> <li>conducting a risk assessment for all sites, or part of sites, that have been closed, before restarting work</li> <li>carrying out cleaning procedures and providing hand sanitiser, before restarting work.</li> </ul>								
1	Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.								
2	Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.								
3	Positive pressure systems can operate as normal.								
<b>5.2</b>	<b>Keeping the workplace clean</b>	<b>Objective:</b> To keep the workplace clean and prevent transmission by touching contaminated surfaces.							

1	Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.						
2	Frequent cleaning of objects and surfaces that are touched regularly, such as buckets, site equipment and control panels, and making sure there are adequate disposal arrangements.						
3	Clearing workspaces and removing waste and belongings from the work area at the end of shift.						
4	Sanitisation of all hand tools, controls, machinery and equipment after use.						
5	If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.						
<b>5.3</b>	<b>Hygiene: handwashing, sanitation facilities and toilets</b>	<b>Objective:</b> To help everyone keep good hygiene through the working day.					
1	Providing additional handwashing facilities, for example, pop-ups, particularly on a large site or where there are significant numbers of personnel on site.						
2	Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.						
3	Providing regular reminders and signage to maintain hygiene standards.						
4	Providing hand sanitisers in multiple locations in addition to washrooms.						
5	Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.						
6	Enhancing cleaning for busy areas.						

7	Special care should be taken for cleaning of portable toilets.						
8	Providing more waste facilities and more frequent rubbish collection.						
9	Providing hand drying facilities – either paper towels or electrical driers.						
<b>5.4</b>	<b>Changing rooms and showers</b>	<b>Objective:</b> To minimise the risk of transmission in changing rooms and showers.					
1	Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.						
2	Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.						
<b>5.5</b>	<b>Handling equipment, materials and waste</b>	<b>Objective:</b> To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.					
1	Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks.						
2	Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.						
3	Regular cleaning of vehicles that workers may take home.						
4	Regular cleaning of reusable delivery boxes.						

Risk No.	Hazard	Who might be affected and how?	Enter either, or/and 1 - Details of recommended UK Government / HSE / NHS / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) 2 - What we are currently doing	Evaluate current control measures. Do we need to implement additional controls?			Enter either, or/and 1 - New control measures recommended 2 - Why the recommended control measures are not implemented 3 - General comments	By who	By when
				YES	NO	N/A			
<b>R6</b>	<b>COVID-19</b>	<b>Personal protective equipment (PPE) and face coverings</b> (Staff, others – failure to provide adequate PPE)	<b>Objective:</b> To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite. <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work#outdoors-6-1">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work#outdoors-6-1</a>						
6	We have considered the use of PPE relevant to the risks posed within our workplace. Where necessary we have undertaken <b>task specific risk assessments</b> .								
<b>NOTE:</b> 1 - We are aware the UK Government guidance on PPE: Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly. 2 – We are aware of the HSE Guidance on Face Fitting to avoid transmission of COVID-19. <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a>									
6.1	We have considered the use of Face coverings relevant to the risks posed within our workplace.								
<b>NOTE:</b> Face coverings: We are aware of the UK Government guidance on Face coverings. Whilst we know it is not law, we will support our staff should they chose to wear one. If staff do choose to wear one we will provide them with government guidance for their safe use. <a href="#">Guidance can be read here</a> <b>(We have considered this guidance)</b> .									

Risk No.	Hazard	Who might be affected and how?	Enter either, or/and 1 - Details of recommended UK Government / HSE / NHS / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) 2 - What we are currently doing	Evaluate current control measures. Do we need to implement additional controls?			Enter either, or/and 1 - New control measures recommended 2 - Why the recommended control measures are not implemented 3 - General comments	By who	By when	
				YES	NO	N/A				
<b>R7</b>	<b>COVID-19</b>	<b>Managing the workforce</b> (Staff, others – failure to control shift patterns, travel, or provide adequate information, instruction and training)	<b>Objective:</b> To reduce transmission by managing shift patterns, travel and communication. <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work#outdoors-7-1">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work#outdoors-7-1</a>							
<b>7.1</b>	<b>Shift patterns and working groups</b>		<b>Objective:</b> To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.							
<b>1</b>	As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.									
<b>2</b>	Identifying areas where people have to directly pass things to each other, such as shared tools, materials or job instructions, and find ways to remove direct contact, for example by using drop-off points or transfer zones.									
<b>3</b>	For those workers who are required to travel and stay away from home in onsite accommodation, creating fixed groups of workers so that where contact is unavoidable, this happens between the same people.									
<b>4</b>	Minimising worker congregation at bottlenecks such as timeclocks, entrances and exits and maintaining social distancing during shift handovers.									
<b>7.2</b>	<b>Work related travel</b>									
<b>7.2.1</b>	<b>Cars, accommodation and visits</b>		<b>Objective:</b> To avoid unnecessary travel and keep people safe when they do need to travel between locations.							

1	Minimising non-essential travel –consider remote options first.						
2	Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.						
3	Cleaning shared vehicles between shifts or on handover.						
4	Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.						
<p><b>NOTE:</b></p> <p>1 – FCO provides advice for travellers:  <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a> (FCO) (We have considered this guidance).</p> <p>2 – UK Government has issued a COVID-19 Exceptional Travel Advisory Notice.</p> <p>As countries respond to the COVID-19 pandemic, including travel and border restrictions, the FCO advises British nationals against all but essential international travel. Any country or area may restrict travel without notice. If you live in the UK and are currently travelling abroad, you are strongly advised to return now, where and while there are still commercial routes available. Many airlines are suspending flights and many airports are closing, preventing flights from leaving.</p> <p>3 – Practical alternatives to travel including postponing trips and holding meetings via video conferencing are implemented.</p> <p>4 – Advice and guidance on travelling has been passed onto employees.</p>							
<b>7.2.2</b>	<b>Deliveries to other sites</b>	<b>Objective:</b> To help workers delivering to other sites such as markets or customer premises to maintain social distancing and hygiene practices.					
1	Putting in place procedures to minimise person-to-person contact during deliveries to other sites.						
2	Maintaining consistent pairing where two-person deliveries are required.						
3	Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.						

<b>7.3</b>	<b>Communications and training</b>						
<b>7.3.1</b>	<b>Returning to work</b>	<b>Objective:</b> To make sure all workers understand COVID-19 related safety procedures.					
1	Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.						
2	Engaging with workers and worker representatives through existing communication routes and worker representatives to explain and agree any changes in working arrangements.						
3	Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.						
<b>7.3.2</b>	<b>Ongoing communications and signage</b>	<b>Objective:</b> To make sure all workers on site are kept up to date with how safety measures are being implemented and updated.					
1	Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.						
2	Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the <a href="#">mental health and wellbeing aspects of coronavirus (COVID-19)</a> . <b>(We have considered this guidance).</b>						
3	Using visual communications, for example, whiteboards or signage, to explain safe working practices around the working site to reduce the need for face-to-face communications.						
4	Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.						
1 - Monitoring. We have designated a CV19 Appointed Person. Responsibilities include: Signing up to the UK Gov CV19 immediate updates: <a href="https://www.gov.uk/email-signup?link=/government/topical-events/coronavirus-covid-19-uk-government-response">https://www.gov.uk/email-signup?link=/government/topical-events/coronavirus-covid-19-uk-government-response</a> . Monitoring relevant Websites and News outlets.							

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				YES	NO	N/A				
<b>R8</b>	<b>COVID-19</b>	<b>Inbound and outbound goods</b> (Staff, others – failure to control shift patters, travel, or provide adequate information, instruction and training)	<b>Objective:</b> To maintain social distancing and avoid surface transmission when goods enter and leave the site especially in high volume situations, for example builders' yard or despatch areas.							
1	Revising pick-up and drop-off collection points, procedures, signage and markings.									
2	Minimising unnecessary contact at gatehouse security, yard and warehouse, for example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.									
3	Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.									
4	Where possible and safe, having single workers load or unload vehicles.									
5	Where possible, using the same pairs of people for loads where more than one is needed.									
6	Enabling drivers to access welfare facilities when required, consistent with other guidance. (HSE have emphasised that all drivers must have access to welfare facilities in the premises they visit as part of their work. See guidance <a href="#">here</a> .)									
7	Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.									

