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| **Operational/Task Considerations – Coronavirus (COVID-19)**  |
| **Reference and Hazard** | **Risk** | **Who is at risk** | **Good practice/guidance** | **Control measures required for safe working** | **Controlled Risk Rating** |
| **How harm may occur** | **Initial Risk Rating** |  |
| **L** | **S** | **L x S** | **L** | **S** | **L x S** |
| Exposure from others due to:1. Living with someone with a confirmed case of COVID-19
2. Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19
3. Being advised by a public health agency that contact with a diagnosed case has occurred

 | 1. Staff do not report a member of their household has been confirmed positive for virus
2. Staff are not displaying symptoms but have virus
3. Staff do not report sickness
4. Staff are unwell but attend work
5. Staff absence Increases
 | 3 | 3 | 9 | Operator Work Team General PublicClient | 1. PHE: [Stay at home: guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)
2. PHE: [Guidance for employers and businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19)
3. PHE: [COVID-19: guidance for employees](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees)
4. PHE: [Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults)
 | * Where possible transport to worksites shall be done so staff can remain separated
* Do not come into work where someone you live with has been diagnosed
* Follow NHS/111 advice as required. Do not attend GP surgery or public places if confirmed to help reduce spread of the disease
* Company to ensure that any vulnerable persons employed are individually assessed
* Follow good hygiene measures at all times
* Try to avoid visitors to your home
* Try to minimise social gathering (control measure known as social distancing)
* People who feel unwell should stay at home and should not attend work
* Communicate to staff the importance of following national guidelines in staff briefings, email and share copies of risk assessment with staff
* Remind staff of the sickness policy during any lock down period or staff self-isolation
* Staff to inform the employer immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses
* Do not to accept refreshments from customers
* Do not enter a customer’s property e.g. house, garage or outbuildings
 | 2 | 3 | 6 |
| Foreign travel – travelled to the following countries (or passed through in transit) - Mainland China; Thailand; Japan; Republic of Korea Hong; Kong; Taiwan; Singapore; Malaysia; Macau; Iran; Italy; Tenerife | 1. Staff do not report travel plans to / from a category 1 / category 2 area or a member of their household who has travelled to a category 1 / category 2 area
 | 2 | 3 | 6 | Operator Work Team General PublicClient | 1. PHE: [Stay at home: guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)
2. PHE: [Guidance for employers and businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19)
3. PHE: [COVID-19: guidance for employees](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees)
4. PHE: [Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults)
 | * Avoid all foreign travel until this pandemic has passed.
* Report any travel plans to employer.
* Follow relevant advice from relevant authority at time of travel. (Particularly because the advice will change, and we cannot monitor and update specifics here)
 | 1 | 3 | 3 |
| Inclement weather - Cold temperature allows disease to survive | 1. Virus able to survive
 | 3 | 3 | 9 | Operator Work Team General PublicClient | 1. PHE: [Stay at home: guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)
2. PHE: [Guidance for employers and businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19)
3. PHE: [COVID-19: guidance for employees](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees)
4. PHE: [Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults)
 | * All persons to dress appropriately for the weather
* Welfare facilities provided (typically company vehicle) to shelter from the elements
* Always maintain good hygiene measures
 | 2 | 3 | 6 |
| Poor hygiene | 1. Spread of virus
 | 3 | 3 | 9 | Operator Work Team General PublicClient | 1. PHE: [Stay at home: guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)
2. PHE: [Guidance for employers and businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19)
3. PHE: [COVID-19: guidance for employees](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees)
4. PHE: [Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults)
 | * Wash your hands thoroughly and regularly. (particularly when arriving on site, periodically throughout the day and when leaving site). Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available
* Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin
* Provision of industrial antibacterial wipes for working outdoors and alcohol-based hand sanitising gel
* Staff advised to carry disposable tissues and if they need to do so, to cough/sneeze into a tissue and then to throw away in a suitable bin or bag in the vehicle for correct disposal
* Advised not to shake hands, elbow bump etc.
* Last driver to clean main areas of hand contact – steering wheel, gear stick, handbrake and door handles
* Lunch and refreshments should be bought in to work from home, avoiding the use of facilities such as coffee shops, supermarkets
* Use of pay at pump facilities where possible, using gloves for the fuelling up process and handling of pumps
* Staff are to be discouraged from wearing neck buffs or similar. These are often not washed frequently and can easily collect and transmit germs when working in close proximity to colleagues
* Where possible hand tools shall be allocated to individual staff members to reduce the risk associated with cross contamination e.g. one saw per operator
 | 2 | 3 | 6 |
| Staff show symptoms whilst at work | 1. Spread of virus
 | 3 | 3 | 9 | Operator Work Team General PublicClient | 1. PHE: [Stay at home: guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)
2. PHE: [Guidance for employers and businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19)
3. PHE: [COVID-19: guidance for employees](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees)
4. PHE: [Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults)
 | * All staff are to understand the symptoms of COVID-19
* Staff member moved to identified clean & ventilated rooms/area until collected and 2 metre distance maintained from all other staff
* Deep clean of any rooms once evacuated
* All waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of Public Health England (PHE)
* Staff to self- isolate – journey home by car
 | 2 | 3 | 6 |
| Vulnerable third parties are exposed to illness | 1. Spread of virus
 | 3 | 3 | 9 | Operator Work Team General PublicClient | 1. PHE: [Stay at home: guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)
2. PHE: [Guidance for employers and businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19)
3. PHE: [COVID-19: guidance for employees](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees)
4. PHE: [Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults)
 | * Ideally payment at this time should be made via bank transfer, the bank details will be on the invoice and in our Terms and Conditions. If on-line payment is not an option, we shall arrange a ‘without contact’ system for cheque/cash payments
* Operational staff members should not meet nor discuss works with clients face to face
* Works planning ideally focuses around the use of media platforms/telephone therefore minimising any possible contact
* Maintain 2 metre distance from customers when there is need to discuss work
 | 2 | 3 | 6 |

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| **Main Guidelines:** |
| 1. The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough and/or high temperature. If you have these symptoms, however mild, stay at home and do not leave your house for 7 days from when your symptoms started. You do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days, contact [NHS 111 online](https://111.nhs.uk/). If you have no internet access, you should call NHS 111. For a medical emergency dial 999.
2. Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser if that’s all you have access to.
3. To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don’t have a tissue, and throw the tissue away immediately. Then wash your hands or use a hand sanitising gel.
4. Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.
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| **Risk Matrix**  |
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| --- | --- | --- | --- | --- | --- |
|  | **Improbable (1)** | **Remote (2)** | **Possible (3)** | **Probable (4)** | **Likely (5)** |
| **Multiple Fatal (5)** | **5** | **10** | **15** | **20** | **25** |
| **Fatal (4)** | **4** | **8** | **12** | **16** | **20** |
| **Major Injury or Disease (3)** | **3** | **6** | **9** | **12** | **15** |
| **Minor Injury or Disease (2)** | **2** | **4** | **6** | **8** | **10** |
| **Very Minor Injury or Disease (1)** | **1** | **2** | **3** | **4** | **5** |

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| **Consequence Scale:** | **Likelihood Scale:** |

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| --- | --- | --- | --- | --- |
| Multiple Fatal -  | More than one fatality  |  | Likely -  | Occurs repeatedly / event expected |
| Fatal - | One fatality |  | Probable -  | Not surprising, will occur several times |
| Major - | Notifiable under RIDDOR; major or over 7 days injury  |  | Possible - | Could occur at some time  |
| Minor - | Any lost time injury with up to 7 days absence |  | Remote - | Unlikely to occur, although conceivable |
| Very Minor - | Any other injuries without any significant lost time |  | Improbable - | So unlikely that probability is close to zero |

**Risk Control Required:**

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| **Risk Level** | **Tolerability Level** | **Actions Required** |
| **15 - 25 High** | Intolerable Risk | Work not started or immediately stopped |
| **5 – 14 Medium** | Tolerable Risk | Harmful consequences may require further controls. Monitor to ensure controls are maintained |
| **1 - 4 Low** | Acceptable Risk | No action required. No further controls needed. Monitor to ensure controls are maintained |
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