

Subject	Group Coronavirus Risk Assessment	Ref No:	005	Date:	17/08/2020			
1	<b>WORKPLACE COVERAGE</b>							
HAZARDS	PERSONS AFFECTED	RISK			CONTROL MEASURES (List control measures that are provided and those required)	RISK		
		L	S	R		L	S	R
Workplaces not covered by risk assessment	All Staff, Workforce & Visitors	3	5	15	All Galliford Try workplaces (including sites, permanent offices and site offices) to create specific risk assessments based on the contents of this document as a minimum. Where GT staff are working in client managed offices, the contents of this risk assessment should be reviewed in line with local documentation. All workplaces to brief all persons on their risk assessment findings and publish the required Government poster.	1	5	5
2	<b>DECLARATION OF FITNESS FOR WORK</b>							
Identifying Covid-19 symptomatic persons	All Staff, Workforce & Visitors	5	5	25	All workplaces should implement a system whereby all personnel are required to declare daily that they are symptom free and able to be at work. Wherever possible, all persons should still work from home. All persons must categorise themselves as one of the following: <b>CAT A. - Extremely Vulnerable Persons</b> - Inc. recipients of organ transplants, specific cancers, severe respiratory conditions defined on medical grounds / shielding vulnerable family members <b>CAT B. - At Risk Persons</b> – Inc. persons with underlying health conditions making them more susceptible to CV-19. <b>CAT C. - Covid -19 Symptomatic</b> - Inc. Persons with COVID-19 symptoms and/or diagnosed and those advised to self-isolate by a healthcare practitioner, inc. where as a result of symptomatic persons in their household. <b>CAT D. – Persons with good health / symptom free</b>	1	5	5
Workforce Coronavirus droplets in the air / contamination on surfaces.	<b>CAT A</b>	4	5	20	This group is not considered fit to return to the physical working environment but may remain working remotely if able to do so. Provide reassurance / enable to remain working remotely where able. Line managers to maintain communication to provide support and to engagement. Those unable to work from home to continue on furlough & reassess as Government advice is reviewed.	1	5	5

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		L	S	R		L	S	R
Coronavirus droplets in the air / contamination on surfaces.	<b>CAT B</b>	4	5	20	Line Managers should liaise with their HR Business Partner regarding such persons. If the underlying health condition is well controlled - the person may be considered fit to return to the physical working environment. If the underlying condition is not controlled further OH assessment is recommended – contact your HR BP for further medical assessment to be arranged.	1	5	5
Coronavirus droplets in the air / contamination on surfaces.	<b>CAT C</b>	4	5	20	These people are not considered fit to return to the physical working environment until self-isolation period has been completed and, where applicable, COVID-19 symptoms ceased - but this group may remain working remotely if able to do so. Line managers to maintain good communication with the individual.	1	5	5
Coronavirus droplets in the air / contamination on surfaces.	<b>CAT D</b>	5	4	20	These persons are able to be in the workplace (whilst adhering to advice to work from home where possible) with clear briefings on the revised working processes and actions/processes to comply with to reduce the likelihood of contacting Covid-19 in the workplace.	1	4	4
<b>3</b>	<b>JOURNEY TO WORK – Identify how those coming into work will be travelling</b>							
<b>Public Transport</b> Coronavirus droplets in the air / contamination on surfaces.	Those travelling on public transport unable to social distance and air droplets or contact with contaminated surfaces.	5	4	20	<b>All persons should, where possible, remain working from home. Travel to work should only be done as a last resort.</b> Wherever possible workers should travel to site alone using their own transport. Each workplace should work with their staff and supply chain to assess the modes of transport used. Those persons whose journey relies on the use of public transport should seek alternative travel times to avoid local peak rush hours. Where this is an issue, workplaces are to consider staggered shifts / working hours. Those using public transport should comply with current guidance and wear face coverings or masks for the journey. Promote the use of alternative means of transport, such as cycle or walk. Arranged car sharing with the same person each day – working to the guidance contained within the current CLC SOP.	1	4	4
<b>Car Parking</b>	Staff, workforce and visitors using the car parking areas	4	4	16	Workplaces should arrange suitable carparking to avoid queues and manage social distancing. Staggered starting times so persons are not all arriving at the same time.	1	4	4

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		L	S	R		L	S	R
4	ARRIVAL TO WORKPLACE – Pre site/office preparedness							
Arrival at workplace Coronavirus droplets in the air / contamination on surfaces.	All Staff, Workforce & Visitors	4	4	16	All workplace risk assessments should review the necessary controls for when all persons arrive at the site / office. Consideration should be given to pre-attendance briefings for all staff/contractors attending the workplace to inform them regarding new arrangements. The requirements of the CLC Site Operating Procedures (latest version) (and other associated industry/government documentation) shall be implemented on sites as a minimum standard. All persons entering GT workplaces will have to declare that they are symptom free/ able to work. Each workplace will adopt a suitable procedure for this. All staff to be briefed on the actions if someone falls ill at work or home and to follow any self-isolation requirements from the Governments Track and Trace system. The management team must have contingency plans for any workers declaring symptoms as per the GT 'Health Hazard Mitigation Process Covid-19'. Controls should be implemented to eliminate congestion at entrance points. Arrange staggered start times to avoid all workforce and staff arriving at same time. Where in use, turnstile systems are to be disabled and appropriate means of recording attendance utilized. Shared pens / signing in sheets should be avoided. The workplace risk assessment should also include the management of deliveries to site; where possible, drivers should stay in their vehicles. Provide bins at entrance to the workplace so that any optional gloves or face masks worn to travel to work can be discarded. Provide hand washing / sanitization (minimum 60% alcohol) stations at workplace entrances and promote their use. Office reception areas – where staffed – to have suitable screening in place.	1	4	4

Hazard	PERSONS AFFECTED	RISK			CONTROL MEASURES (List control measures that are provided and those required)	RISK		
		L	S	R		L	S	R
<b>Walking Around Workplace</b> Droplets in the air / contamination on surfaces.	<b>All Staff, Workforce &amp; Visitors</b>	4	4	16	Local plans to be reviewed to identify one-way pedestrian routes / avoid pedestrian congestion wherever possible. Where this is not possible, wider pedestrian routes and/or passing areas should be applied. Suitable signage should be applied as required locally.	1	4	4
<b>Changing Rooms</b> Coronavirus droplets in the air / contamination on surfaces.	<b>All Staff, Workforce &amp; Visitors</b>	4	4	16	Where possible arrange changing rooms with a one-way system having separate doors to enter/exit. Where not possible, manage the maximum number of users at any one time. Review whether additional facilities are required. All workplaces to assess cleaning requirements to suit the size and scale of the site/office and implement regular, enhanced cleaning protocols. Disinfectant and blue roll (or similar) to be provided for workforce to wipe surfaces before/after use. Consideration given to those who are using other means of transport such as cycling with the provision of showers, changing areas and lockers. Dependent on workforce numbers, supervise changing room entry/exit at all times and limit numbers entering so persons can maintain 2m distance. Mark the ground to guide workforce to maintain 2m distance or 1m+ with risk mitigation Signage to remind persons to wash hands for 20 seconds after using the facilities.	1	4	4
<b>Toilets</b> Coronavirus droplets in the air / contamination on surfaces.	<b>All Staff, Workforce &amp; Visitors</b>	4	4	16	Cleaning to be carried out prior to workforce arrival and intermittently throughout the day dependent on workforce numbers / usage of facilities. Mark the ground to guide workforce to maintain 2m distance at all times when queuing to use the toilet. If the 2 m distance is not viable then 1m+ can apply with further risk mitigation measures Review and manage the number of people accessing the toilet facilities at any one time to ensure social distancing. Review whether additional facilities are required. Signage to remind persons to wash hands for 20 seconds after using the toilet. Soap containers to be monitored to ensure remains available. Electric hand dryers to be taken out of use to prevent spread of contamination. Paper towels to be used to dry hands.	1	4	4

Hazard	PERSONS AFFECTED	RISK			CONTROL MEASURES (List control measures that are provided and those required)	RISK		
		L	S	R		L	S	R
<b>Smoking Areas</b> Coronavirus droplets in the air / contamination on surfaces.	<b>All Staff Workforce and Visitors using the facilities</b>	4	4	16	Smokers/vapers to wash hands prior to and after smoking with warm water and soap for minimum 20 seconds. Signage in smoking area to remind people to wash hands and persons to stand 2m away from others. Smoking area size to be increased to allow above controls to be implemented. Ground to be marked 2m apart to guide smokers where to stand. Remove any chairs, benches or other furniture from smoking area.	1	4	4
<b>5</b>	<b>WORK ACTIVITIES</b>							
<b>Office Meetings</b> Coronavirus droplets in the air / contamination on surfaces.	<b>All Staff, Workforce &amp; Visitors</b>	4	4	16	Preference should be given to remote meetings where possible. The organising person takes responsibility for ensuring appropriate mitigation Face to face meetings should be held outdoors or in well-ventilated rooms whenever possible. Room sizes should be reviewed in line with social distancing and each room should be facilitated accordingly. Each room should have a display board showing maximum number of persons allowed. Meeting rooms must be pre booked, with external attendee's recorded. Face-to-face seating arrangements needs to be 2m spacings. Only absolutely necessary participants should physically attend meetings and should maintain social distancing guidelines. Avoid transmission during meetings, eg, avoid sharing pens, documents and/or other objects. IT equipment such as pointers, clickers or TV remotes should be cleaned and then contained within a sealed bag. Allowing regular sanitisers to be applied. Attendee's should be encouraged to wash hands prior and post meeting. Providing hand sanitiser in meeting rooms. Refreshments should not be provided; individuals to break own food.	1	4	4

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					Cleaning should be regular, and after each meeting.			
<b>Briefings</b> Coronavirus droplets in the air / contamination on surfaces.	<b>All Staff, Workforce &amp; Visitors</b>	<b>4</b>	<b>4</b>	<b>16</b>	Briefings to take place outdoors whenever possible. Arrange for smaller groups to be briefed to ensure all can hear important messages. Briefings to be carried out in each work area on site. Transmit briefings to others carrying them out by e-mail to avoid paper copies being passed around. If an electronic device has to be used to record briefings is passed around, clean it with antiseptic wipe before next person uses. Supervision to ensure everyone maintains 2m distance during briefings. One person to take names of those attending the briefing.	<b>1</b>	<b>4</b>	<b>4</b>
<b>Local Lockdown</b>	<b>All Staff, Workforce &amp; Visitors</b> <i>local authorities may impose local lockdowns or additional measures to prevent the further spread of Covid-19. This may include travel restrictions, business closures or even full lockdown.</i>	<b>4</b>	<b>4</b>	<b>16</b>	Where the workforce resides in areas of local lockdown, they should ensure they follow any government and local council guidelines and, if permitted to, travel for work. If the workplace is within the local lockdown area the project should conduct a review of the project / office specific arrangement supported by the HSS Advisor and comply fully with the local lockdown measures. Work force who reside outside the area of lockdown and need to travel into a lockdown zone should only travel directly to and from work. Visitors to site should be restricted during the period of lockdown.	<b>1</b>	<b>4</b>	<b>4</b>

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		L	S	R		L	S	R
<b>Work Activities</b> Coronavirus droplets in the air / contamination on surfaces.	<b>All Staff, Workforce &amp; Visitors</b>	4	4	16	<p>All task specific risk assessments must be reviewed to identify any specific coronavirus controls required.</p> <p>All works to be carried out in accordance with the CLC SOP (latest version) and other industry/ government guidance.</p> <p>Where – after thoroughly applying the hierarchy of control – works have to take place with persons closer than 2m from each other, the 1m+ mitigation requirement applies and the task specific risk assessment must be reviewed and approved by a BU Director (likely to be Operations Director) and a permit issued.</p> <p>The use of RPE/masks is only permitted following task specific risk assessment and on occasions where social distancing cannot be maintained. Again, this must be stipulated within the task specific risk assessment. The risk assessment must address the risk of cross contamination and identify suitable controls.</p> <p>Face coverings (made from fabric or cloth) should be made available when the workplace meets the following criteria:</p> <ul style="list-style-type: none"> <li>• An enclosed space</li> <li>• Where social distancing isn't always possible</li> <li>• Where people come into contact with others they don't always meet</li> </ul> <p>The current requirement for <b>all</b> persons working on Galliford Try construction sites to wear gloves is temporarily suspended to manage the risk of cross contamination. Task specific risk assessments must identify aspects where gloves are required and these should still be worn. The risk assessment must address the risk of cross contamination and identify suitable controls; workplaces should ensure these measures are implemented.</p> <p>Vehicles used for work (vans for transporting persons around site for example) should be included in workplace risk assessments with the minimum standards stipulated in the CLC SOP (current version) and Government advice implemented.</p>	1	4	4

Hazard	PERSONS AFFECTED	RISK			CONTROL MEASURES (List control measures that are provided and those required)	RISK		
		L	S	R		L	S	R
					Workplaces should provide an appropriate number of handwashing / sanitization stations throughout the site / office.			



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		L	S	R		L	S	R
<b>6</b>	<b>SITE / PERMANENT OFFICE FACILITIES</b>							
Access / Egress Coronavirus droplets in the air / contamination on surfaces.	All Staff and Workforce & Visitors	4	4	16	<p><b>Specific risk assessments must be developed for all Galliford Try offices – both permanent and site offices. Where Galliford Try do not manage the facility, the owner and their risk assessments should be consulted.</b></p> <p>Where possible, those persons that can work from home should do so – numbers of persons in offices should be kept to a minimum.</p> <p>All persons entering GT workplaces will have to declare that they are symptom free/ able to work</p> <p>Each workplace should develop an office entry system to meet the local needs, ensuring staff / visitors do not arrive without pre-booking.</p> <p>Visitor numbers must be kept strictly to a minimum – only essential visitors should attend.</p> <p>A means of controlling pedestrian routes through offices, such as a one-way system with signage to remind all users, should be developed as part of the specific risk assessment.</p> <p>Office Manager/Site Managers (as examples) to monitor compliance with 2m ruling.</p> <p>Handrails &amp; ‘touch heavy’ surfaces cleaned at enhanced regular intervals (dependant on the overall use of the workplace) with detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl).</p> <p>Doors wedged open where not classified as a fire door (in such instances, fire risk assessments should be reviewed to determine whether this is appropriate).</p> <p>Hot desks should be avoided where possible. If required, they should be thoroughly sanitised after each use and be spaced at 2m.</p> <p>‘Active desks’ to be identified, to allow 2m spacing, avoiding face to face working.</p> <p>Desks not to be used clearly marked ‘do not use’.</p> <p>Disinfectant wipes available for every bank of desks.</p> <p>All users receive instructions to wipe all equipment prior and post use.</p> <p>All meetings to be held via Microsoft Teams wherever possible.</p> <p>The use of meeting rooms should be managed to ensure that they are controlled in line with the wider workplace.</p>	1	4	4

Hazard	PERSONS AFFECTED	RISK			CONTROL MEASURES (List control measures that are provided and those required)	RISK		
		L	S	R		L	S	R
<b>Cleaning of offices</b> Coronavirus droplets in the air / contamination on surfaces.	Cleaners, Staff & Workforce	4	4	16	Impervious gloves to be worn and used for a maximum of 2 hours before disposing of. (Note: COSHH assessment for cleaning product may require additional PPE). Cleaning contractors to produce their own risk assessments identifying how contamination measures will be implemented. Cleaner to follow a pre-determined list and frequency and to confirm completion of this on a check list daily. 'Touch heavy' surfaces to be identified and receive enhanced cleaning. Office manager to ensure cleaning schedule is adhered to and monitor its suitability, i.e. do some areas require enhanced levels of cleaning?	1	4	4
<b>7</b>	<b>CANTEEN / KITCHEN FACILITIES</b>							
<b>Office and Site Canteen / kitchens</b> Coronavirus droplets in the air / contamination on surfaces.	All Staff, Workforce & Visitors	4	4	16	<b>Each workplace to develop an appropriate system to manage break times / canteen and kitchen facilities.</b> All persons should be encouraged to bring their own lunch / drinks and stay on site. Staggered break times. A means of monitoring user levels and preventing overcrowding should be developed. Table and chairs to be set up more than 2m apart with space to walk between. Consideration for alternative arrangements and controls such as screening. If this is not viable then the 1m+ with additional risk mitigation can apply. Review whether additional facilities are required. Canteens may be used but must have appropriate controls and separate COVID-19 assessment Tables and chairs to be cleaned using a disinfectant after every use. Contact points on microwaves, kettles, water dispensers, etc to be wiped with a disinfectant after every use with disinfectant 1000 ppm av.cl. Signage to act as a reminder. User to place crockery and cutlery directly into dishwasher after use or wash it in the sink provided. Marked zone around kettle or water heater keeping personnel 2m away. Single use at a time. Surfaces to be cleaned with a disinfectant 1000 ppm av.cl. regularly.	1	4	4

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		L	S	R		L	S	R
8	EMERGENCY PROCEDURES							
Workplace Evacuation Coronavirus droplets in the air / contamination on surfaces.	All staff, workforce and visitors	4	4	16	Each workplace risk assessment is to cover safe evacuation in the event of an emergency. It should cover safe muster points and a means of ensuring social distancing. Hand washing to take place once returned to site/offices. Monitoring checks carried out to ensure procedures followed.	1	4	4
First Aid Coronavirus droplets in the air / contamination on surfaces.	First Aiders / Appointed Persons	4	4	16	Each workplace risk assessment should consider adequate first aid provision. Daily self declaration should result in a low number of people with CV symptoms in Galliford Try workplaces.  Wherever possible, all first aid should be ‘self administered’ under the supervision of a trained First Aider. Where ‘hands on’ first aid is required, the First Aider should wear the following PPE: <ul style="list-style-type: none"><li>• Disposable gloves</li><li>• Disposable apron</li><li>• Visor / eye protection</li><li>• Fluid resistant (medical grade) mask</li></ul> All First Aiders should be briefed on the applicable control measures. All waste will be double bagged, stored securely for 72 hours then thrown in regular rubbish once cleaning has finished.	1	4	4

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		L	S	R		L	S	R
Cardiac Arrest Coronavirus droplets in the air / contamination on surfaces.		4	4	16	Emergency Services response times should be considered as part of the workplace risk assessment. The assessment should determine whether controls such as defibrillators are required. First Aiders should be equipped with FFP3 masks which should be worn during CPR. CPR should follow latest advice and administer chest compressions only. The first aiders head must not pass the shoulder of the patient.	1	4	4
9	<b>WELLBEING</b>							
Anxiety / stress	All staff and workforce	4	4	16	Regular contact with furloughed persons will take place by their Line Manager. Regular briefings with those at work to advise and consult with them on the measures put in place to protect them. Wellbeing briefings will be provided, as will access to Mental Health First Aiders. The Company's employees will be reminded of the helpline numbers of MIND and AXA PPP to contact professional support. Safe behaviour discussions and interventions will be regularly made to provide a culture that is working to all guidelines and reducing risks to all personnel.	1	4	4

RISK RATING = Likelihood (L) x Severity (S)		HAZARD SEVERITY (S)				
		1	2	3	4	5
		Negligible Negligible injury, no absence from work	Slight Minor injury requiring first aid treatment	Moderate Injury leading to a lost time accident	High Involving a single persons serious injury/death	Very High Multiple serious injuries/death
1	<b>Very Unlikely</b> A freak combination of factors would be required for an incident / accident to result	LOW	LOW	LOW	LOW	LOW
2	<b>Unlikely</b> A rare combination of factors would be required for an incident / accident to result	LOW	LOW	LOW	MEDIUM	MEDIUM
3	<b>Possible</b> Could happen when accidental factors are present but otherwise unlikely	LOW	LOW	MEDIUM	HIGH	HIGH
4	<b>Likely</b> Not certain to happen but an additional factor may result in an incident/accident	LOW	MEDIUM	HIGH	HIGH	HIGH
5	<b>Very Likely</b> Almost inevitable that an incident / accident would result	LOW	MEDIUM	HIGH	HIGH	HIGH

LOW RISK (Score 1-6)	May be acceptable, however, review task to see if risk can be reduced further
MEDIUM RISK (Score 8-10)	Task should only proceed with appropriate consultation with specialist personnel and HS&E team. Where possible the task should be refined to take account of the hazards involved or the risks should be reduced further prior to task commencement
HIGH RISK (Score 12-25)	Task must not proceed. It should be redefined further control measures put in place to reduce risk. The controls should be re-assessed for adequacy prior to work commencement.

### Likelihood

How often could the hazard occur? Consider the task, frequency, duration, method of work, employees involved.

### Severity

How serious would the hazard's effects be if realised? Consider the type of hazard, biological, ergonomic, physical and chemical.

**Risk = Likelihood x Severity**

E.g. Likelihood (4) X Severity (3) = 12 **HIGH RISK**

**NO OPERATION MUST BE CARRIED OUT UNTIL ALL THE CONTROLS MEASURES IDENTIFIED IN THIS ASSESSMENT ARE IN PLACE**