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## Method statement

Document created: 21 Oct 2021  
Document updated: 08 Feb 2021  
Prepared by: John Stephen  
Position: Managing Director

# Bacteria & Hygiene Scotland Ltd

Client: John Stephen

Start date and end date: 02/11/2022 to 02/11/2023

## Description of activity

Deep cleaning and sanitisation of domestic, commercial and construction buildings.

## Sequence of operations

### Covid-19 (Coronavirus)

#### Checks before travel

- If you need to travel for work, check that you do not have any Covid symptoms before proceeding



**SHORTNESS  
OF BREATH**



**PERSISTENT  
COUGH**



**FEVER**



**LOSS OF  
SMELL**



**LOSS OF  
TASTE**

- Continue to self isolate where required (due to returning from international travel or as a notification from the test & trace scheme)
- Continue to follow any medical advice given where you are considered extremely clinically vulnerable

#### Essential travel options

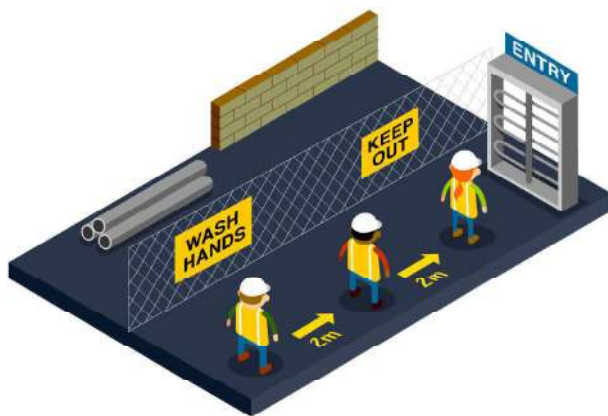
- Staff to consider travel options
- Walking or cycling are the first preferred choice
- Single occupancy vehicle use is the next preferred choice
- Joint occupancy in vehicles must implement Covid-secure arrangements
- Public transport to be used as final choice with face covering as mandatory
- Where taxis are used, ensure face covering is worn and contactless payment where possible



## FACE MASK

### Arriving on site / office (access / egress)

- Persons to be turned away where they are experiencing Covid symptoms
- Follow site / building / office access requirements and Covid-secure arrangements. This will be covered in the site induction if it is the first visit to site
- Ensure 2m distancing within queuing systems



- Contactless entry will be the most preferred method of access
- Where possible, encourage the use of one-way systems to facilitate movements of people. Lifts should be reserved for persons who cannot use the stairs



- Use hand sanitisation / washing facilities on site upon entry
- Follow the check-in arrangements and comply with the test & trace scheme



- Face covering to be worn as necessary
- Report any concerns to line management or host if visiting site

### Working on site

- Maintain social distancing whilst at work. Where this is not possible, a specific safe system of work must be completed or a decision to cease work



- Ensure regular hand washing and cleaning regime in place



## HAND WASHING

- Barriers, screens or similar shall be used where required to keep work areas Covid-secure. Consider whether additional ventilation is required



### Welfare

- Ensure social distancing in welfare areas
- Wear face covering if not eating
- Consider staggering break times to reduce occupancy within welfare areas

### Deliveries

- Limit number of deliveries on site if possible
- Accept materials whilst driver remains in vehicle where possible
- Where possible and safe, have one worker load or unload vehicles
- Where dual lifts are required, use the same pairs of people

### Meetings

- Where possible, online / remote meetings to take place



- Encourage meetings to be taken off site or held outside
- Ensure regular cleaning takes place within meeting spaces where communal rooms are used
- Encourage equipment to not be shared amongst people

## Manual handling

### Dual / two person lift

- Decide who will be caller (The caller co-ordinates the lift and ensures each lifter knows what to do and when)
- Assess the weight
- Correct positioning of feet and straight back - Comfortably apart with one leg slightly forward to maintain balance; One foot positioned in direction of movement; Other foot where it can give maximum thrust to the body
- Correct grip or use of handles where applicable - A full palm grip will reduce muscle stress to the arms and decrease the possibility of the load slipping
- Continue to dynamically assess the environment during lift / movement
- Lift together and relax load down together

### Control for loading of vehicles

- Consider the equipment required and how it will be stowed in your vehicle. Rackign to be utilised and maintained if installed
- Check load capacity of vehicle and always distribute load evenly
- Secure items so they are not going to cause you, the vehicle or the equipment any damage during travel
- Load the vehicle so that unloading occurs on the non-traffic side (if possible)
- Load items in the order they are required and safe to get at when you have stopped
- Remember to allow for any passengers that need to be carried

## Cleaning

### Sign-in and induction

- All operatives must arrive onsite and sign in at the site office
- All operatives must undertake a site induction

### Cleaning windows

- Clean internal windows with light detergent, and remove with a squeegee with any subsequent smears removed with a microfibre cloth

### Cleaning internal space

- Remove the rubbish and debris
- Fully clean all rooms in the house
- Give a final showroom-clean and polish to all rooms in the house
- Fully clean all rooms in the commercial space
- Give a final showroom-clean and polish to all rooms in the commercial space

- Give a final showroom-clean to the bathrooms
- Give a final showroom-clean to the kitchens
- Clean the ceiling tiles
- Clean all fixtures and fittings
- Vacuum the carpets
- Polish the floor tiles
- Mop the floor
- Spray area with HH103 COVID Guard using appropriate nebuliser

## Training

All operatives are adequately trained to carry out required tasks.

Site Supervisors are CSCS approved.

Site Operatives are CSCS approved

All site operatives hold current certification and have the following training:

- CSCS certification
- Stepladder training
- Working at heights training
- Manual Handling Training
- COSHH Awareness Training
- COVID-19 Awareness Training

## Legislation

- Health and Safety Work Act 1974
- The Management of Health and Safety at Work Regulations 1999, amendment 2006
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Reportable Injuries Diseases & Dangerous Occurrence Regulations 2013 (RIDDOR)
- Control of Substances Hazardous to Health Regulations 2002
- The Work at Height Regulations 2005
- The Personal Protective Equipment at Work Regulations 1992, amendment 2002
- The Manual Handling Operations Regulations 1992

## Method of access

- All operatives will be inducted by onsite supervisor.
- Access and egress routes will be detailed on site fire and emergency plan.
- Any unauthorised access will be identified and communicated.
- All operatives will maintain access and egress routes, and ensure that materials required for the task do not obstruct access to work areas and any debris caused by their operation will be removed.
- Waste will be kept to a minimum and removed from site each as agreed with client.
- Any problems with access & egress routes will be reported to the Site Supervisor.

## Working from height

- When working at height, site operatives must ensure that the working area is cleared on a period basis to ensure that there is continually a clear and safe working area to prevent slips trips and falls.
- When using access equipment for working at height, operatives will make sure they check if the equipment is 'fit for purpose', i.e. if inspection tag is attached and in date.
- Working at height equipment should be inspected every 7days.
- If no tag is attached to access equipment, operatives will not use the equipment and report to supervisor.
- Any access equipment that need to be built will be done so my competent operatives who have industry accepted training certificate (i.e. PASMA)

## Ladder permits

- Please complete a risk assessment to ensure that ladders / stepladders are the only viable option to complete the task (see working at height risk hierarchy for further information or consult your HSE representative / specialist
- Ladder permits are under a full shift / daily control as maximum validity. Each new day requires a new permit to be completed
- All operatives using steps/ladders must receive a TBT on Step Ladder/Ladder Safety and be issued a copy of the HSE "Top Tips for Ladder and Ladder Safety" pocket guide.
- Steps/ladders must be of a professional grade standard (EN 131) and must be in good condition with an individual identification number
- Steps / ladders must show evidence of weekly inspection prior to using the equipment
- Steps/ladders are to be removed from work area and secured at end of the each day.

## Tools and equipment

- All equipment or tools brought on to premises will be of sound construction and will meet the statutory requirements applicable to these tools or equipment.
- Tools and equipment used on site will be inspected by competent staff on a regular basis to ensure they are fit for purpose.
- Electrical tools will be regularly PAT tested.
- Only competent operatives will use equipment that requires adequate training.
- Any unused tools will be kept locked in toolboxes.
- Step ladders/podium steps/access towers
- Power tools (battery or 110v)
- Buckets
- Cloths
- Window cleaning tools
- Pressure washers
- Vacuum cleaners
- 230v SPRAYnitizer Easy Plus nebuliser
- 230v VS-500 nebuliser
- 18v Comoc Electro Static nebuliser

Refer to risk assessment specific control measures for any tools & equipment.



## General waste handling

- A suitable route to transport waste must be considered prior to the work.
- Internal routes should be protected to prevent damage to the fabric and decoration of the building. Particular attention should be made to door frames and sharp changes of route direction.
- If external routes cross pedestrian footpaths an alternative route should be provided for the public. The waste route should be segregated using barrier fencing with suitable signage to direct the public to the alternative pathway and prevent unauthorised persons accessing the waste route.
- Ensure the correct PPE is worn when handling waste.
- Always use a mechanical means of moving waste whenever possible (e.g. wheel barrow). Use good manual handling techniques when mechanical assistance is not practical or safe.
- Always dispose of waste in accordance with principal contractor's environmental policy and waste management plan.
- Report any environmental waste accidents or spillages immediately to the principal contractor who will put into action the emergency waste containment plan and inform the relevant authorities. A spill kit will be carried on site all times.

## Use of skips

- Waste is to be deposited into a skip provided by the main contractor
- No hazardous material is to be deposited into skips.
- Never climb into a skip.

## Hazardous waste

- Hazardous waste such as asbestos must be collected by an approved licensed contractor.
- Hazardous waste should not be put with non-hazardous waste or sent for landfill.
- Sharps waste should be placed in a yellow sharps container and the lid firmly closed during transit. Sharps should never be carried in the front of vehicles.
- Hazardous waste like COSHH items should be disposed in COSHH bins if available on site.
- Hazardous items disposal procedures will be followed as identified in COSHH assessments.
- Flammable liquids will be kept to a minimum a vented store separate from the COSHH store will be provided.
- All efforts will be made to substitute COSHH materials for less noxious water-based materials.
- Consignment notices to be received upon removal, retained and copies provided to the principal contractor.

## Hazardous Substances



Health Hazard

# Emergency procedures

- Copy of emergency procedures will be kept on Safety Notice Board by the Principal Contractor.
- Any changes in emergency procedures will be communicated to site operatives by the Principal Contractor
- Refer to the names of Fire Marshals on site Safety Notice Board.

The client or principal contractor will ensure that the existing site emergency procedures are followed and that relevant information is given to operatives at time of induction or when changes are made to procedures.

The principal contractor is responsible for ensuring that all operatives under their control adhere to the site emergency procedures at all times.

RIDDOR requires deaths and injuries to be reported to HSE, the following injuries are reportable when they result from a work-related accident:

- The death of any person (Regulation 6)
- Specified Injuries to workers (Regulation 4)
- Injuries to workers which result in their incapacitation for more than 7 days (Regulation 4)
- Injuries to non-workers which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)

A report must be received within 10 days of the incident, and can be submitted from HSE's website

## First aid facilities

Refer to the onsite safety notice board for all first aid information.

A first aid box with enough equipment to cope with the number of workers on site should be provided for by the client or principal contractor.

The client or principal contractor should nominate an appointed person to take care of first-aid arrangements.

- The details of the appointed first aider and location of first aid provisions will be briefed during the site induction.
- Before where it states “a first aid box with enough equipment to cope with the number of workers.....” add, “a first aid assessment to be completed to ensure suitable first aid provisions are available for the number or people and works taking place.”
- Refer to the nearest hospital on site Safety Notice Board.

The number of appointed first aiders shall be dependent on the number of employees:

- < 5: At least one appointed person.
- 5–50: At least one first-aider trained in EFAW or FAW, depending on the type of injuries that may occur.
- More than 50: At least one first-aider trained in FAW for every 50 people employed.

## Welfare requirements

Welfare arrangements are supplied by the client or principal contractor.

These should be in line with Schedule 2 of the Construction Design & Management Regulations 2015 (CDM). All sites are to have a minimum amount of welfare facilities available for workers, which include the following:

- Toilets with hand washing and drying provisions
- Washing facilities suitable for the work taking place
- Drinking water, hot and cold or warm water
- Changing rooms and lockers
- All welfare areas will have adequate shelter, heating, lighting, ventilation and be suitable cleaned
- Rest areas with tables and chairs
- Provisions for heating food and water

## PPE Requirements



Safety Hats



Safety Boots



Hi Vis Vest



Dust Mask



Safety Glasses



Protective Clothing



Long Sleeves and  
Trousers

## Specific PPE requirements

- PPE requirements to be followed as per site rules.
- Any specific PPE requirements to be followed as instructed in Method Statements and Risk Assessments.

# Manual handling

Manual handling aids will be used if available

The Manual Handling Operations Regulations (MHOR) 1992 establish a clear hierarchy of measures for dealing with risks from manual handling, these are:

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Assess any hazardous manual handling operations that cannot be avoided.
- Reduce the risk of injury so far as is reasonably practicable.
- The workforce will be trained to, observe safe lifting techniques, and safely handle loads.
- No one will be expected to lift on their own, materials weighing more than 25kg.
- Safe manual handling procedures should be followed at all times.

There are some basic principles that everyone should observe prior to carrying out a manual handling operation:

- Ensure that the object is light enough to lift, is stable and unlikely to shift or move.
- Heavy or awkward loads should be moved using a handling aid.
- Make sure the route is clear of obstructions.
- Make sure there is somewhere to put the load down wherever it is to be moved to.
- Stand as close to the load as possible, and spread your feet to shoulder width.
- Bend your knees and try and keep the back's natural, upright posture.
- Grasp the load firmly as close to the body as you can.
- Use the legs to lift the load in a smooth motion as this offers more leverage reducing the strain on your back.
- Carry the load close to the body with the elbows tucked into the body.
- Avoid twisting the body as much as possible by turning your feet to position yourself with the load.

When ever manual handling is to be undertaken, especially if it is an uncommon or high risk task, an assessment of four specific activities – Task, Individual, Load and Environment (easily remembered by the acronym TILE) needs to be implemented:

## **T - The Task**

Does the activity involve twisting, stooping, bending, excessive travel, pushing, pulling or precise positioning of the load, sudden movement, inadequate rest or recovery periods, team handling or seated work?

## **I - The Individual**

Does the individual require unusual strength or height for the activity, are they pregnant, disabled or suffering from a health problem. Is specialist knowledge or training required?

## **L - The Load**

Is the load heavy, unwieldy, difficult to grasp, sharp, hot, cold, difficult to grip, are the contents likely to move or shift?

## **E- The Environment**

Are there space constraints, uneven, slippery or unstable floors, variations in floor levels, extremely hot, cold or humid conditions, poor lighting, poor ventilation, gusty winds, clothing or Personal Protective Equipment that restricts movement?

# Covid-19 Management

## Management controls

- Ensure a Covid risk assessment is completed in consultation with the workforce and displayed
- Ensure Covid risk assessment and safe systems of work are reviewed on a regular basis
- Ensure any vulnerable groups employed in the business have specific safe systems of work in place as required
- Communicate company operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience
- Ensure a method for tracking people movements in and out of the site / building and assist with government with test & trace requirements
- Consider whether high traffic areas require monitoring with dedicated marshals or champions. Assess whether lowering capacity within the workplace is required or possible
- Ensure there is a reporting mechanism for reporting incidents
- Ensure fixed teams are allocated where required to minimise interactions between staff
- Ensure the mental health of the workforce is monitored
- Remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviours
- Monitor regional changes (England, Wales, Scotland and Ireland) to remain compliant
- Monitor where employees are travelling and follow any client restrictions in relation to visiting areas of the UK under different tiers (Tiers 1, 2, 3 compliance to be followed)

## Guidance

- Please continue to follow your industry specific guidance notes
- Keep track of national and local government requirements
- If you are unsure, speak to your line manager or EHS competent person

## Covid-19 Training

- Develop clear communication and training materials / resources for ensuring the workplace have Covid-19 awareness
- Assess what refresher covid training may be required with your workforce
- Raising a concern: Speak to your local H&S representative or company inhouse procedure for reporting incidents
- Consider whether any mental health first aiders or mental health awareness training is required across the workforce
- Where an employee assistance programme (EAP) is operated, ensure the workforce are aware and have access to it

## COVID-19 Office work: Training

Please ensure a manager's brief has been completed alerting all staff to COVID 19 secure specific policies, procedures and this risk assessment. The following link provides additional guidance:

- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

## COVID-19 Office work: Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work
- Assessments to be regularly reviewed or where significant change has occurred
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviours
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed
- Continue to monitor the mental health of the workforce, both those using the office and those remaining working at home
- Risk assessments must be written and reviewed in consultation with the workforce and unions
- Ensure you have nominated a single point of contact (SPOC) to liaise with authorities for covid related incidents

Government guidance - priority actions for all workplace to follow:

- Complete, review and communicate a specific Covid-19 risk assessment
- Clean more often - both equipment, materials and increased hand washing
- Ensure customers and visitors wear face coverings
- Ensure social distancing is maintained at all times
- Increase ventilation in the workplace
- Take part in the NHS Test & Trace system - records must be held for minimum of 21 days
- Those showing covid symptoms must be turned away from the workplace

## COVID-19: Working in private premises / homes: Training

Please ensure a manager's brief has been completed alerting all staff to COVID 19 secure specific procedures. The following links provide additional guidance from the government:

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

# COVID-19: Working in private premises / homes: Management

General controls for senior management to consider:

- Your COVID risk assessments are encouraged to be published on your company website for all stakeholders to view (especially where you employ more than 50 persons)
- Make sure staff members' phone numbers and emergency contact details are kept up to date
- As far as possible, where staff 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
- Where possible, allocate jobs to the same person and look to match jobs to employee's home location
- Developing communication and training materials to ensure all employees are aware of company specific COVID procedures
- Ensure ongoing engagement with employees (including through trade unions or employee representative groups) occurs to monitor and understand any unforeseen impacts of changes to working environments.
- Encourage employees to complete dynamic risk assessments and report any concerns with their line manager to agree remedial action
- Continue to monitor the mental health of the workforce
- Risk assessments must be written and reviewed in consultation with the workforce and unions
- Ensure you have nominated a single point of contact (SPOC) to liaise with authorities for covid related incidents

Government guidance - priority actions for all workplace to follow:

- Complete, review and communicate a specific Covid-19 risk assessment
- Clean more often - both equipment, materials and increased hand washing
- Ensure customers and visitors wear face coverings
- Ensure social distancing is maintained at all times
- Increase ventilation in the workplace
- Take part in the NHS Test & Trace system - records must be held for minimum of 21 days
- Those showing covid symptoms must be turned away from the workplace

All work will be undertaken by qualified competent persons with experience of the type of work described above, and in all cases in full accordance with safety procedures specified in the company's health and safety Policy.

The work activities described within this method statement and all associated safety measures are not to be deviated from in any way. If, for any reason, the method statement cannot be implemented in full or should the described process be found inadequate for the purpose of providing a safe working environment, the affected activities must cease until such time as the method statement has been amended and re-approved as appropriate with any changes communicated by a toolbox talk to all employees involved before work recommences.

## Risk assessment

Document created: 21 Oct 20  
Document updated: 08 Feb 21  
Prepared by: John Stephen  
Position: Managing Director

# Bacteria & Hygiene Scotland Ltd

Client: John Stephen

Start date and end date: 02/11/2020 to 02/11/2021

## Example risk matrix

Likelihood 4  
x  
Severity 5  
=  
Risk/residual risk 20

			Likelihood				
			Very Unlikely	Unlikely	Possible	Likely	Very likely
			1	2	3	4	5
Severity	Negligible	1	1	2	3	4	5
	Minor	2	2	4	6	8	10
	Moderate	3	3	6	9	12	15
	Major	4	4	8	12	16	20
	Extreme	5	5	10	15	20	25



## General office work

### Task: Display screen equipment

Hazard	Risk	Control measures	RR
Staff risk posture problems and pain, discomfort or injuries (e.g. to their hands/arms) from overuse or improper use of the equipment or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor.	<div>4</div> <div>x</div> <div>4</div> <div>=</div> <div>16</div>	<p>DSE Risk Assessments are to be carried out at least annual for all DSE users and any issues identified are to be rectified in a timely manner. Any actions are to be carried out ASAP.</p> <p>Additional re-assessments are to be carried out where there a change to the work equipment, work environment, or the individual. A initial DSE Risk Assessment will be completed at induction for all new starters.</p> <p>Workstation and equipment are to be set up to ensure good posture and to avoid glare and reflections on the screen</p> <p>Shared workstations are to be assessed for all users</p> <p>Work is to be planned to include regular breaks or changes of activity</p> <p>Lighting and temperature is to be suitably controlled</p> <p>Adjustable blinds are to be installed at the window to control natural light on the screen</p> <p>Noise levels are to be controlled</p> <p>Eye tests are to be provided for those who need them and the duty holder is to pay for basic spectacles specific for VDU use (or a portion of cost in other cases)</p> <p>Laptop users are to be trained to carry out their own DSE assessment for use away from office. When used at the office, the laptop should be used with a docking station, screen, keyboard and mouse.</p>	<div>1</div> <div>x</div> <div>4</div> <div>=</div> <div>4</div>

Persons at risk: All site operatives

### Task: General office work

Hazard	Risk	Control measures	RR
Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	<div>3</div> <div>x</div> <div>5</div> <div>=</div> <div>15</div>	<p>Staff are to be trained to spot and report (to an office administrator) any defective plugs, discoloured sockets or any damaged cables/equipment.</p> <p>Defective equipment is to be taken out of use safely and is to be promptly replaced.</p> <p>Staff are to be told not to bring in their own appliances, toasters, fans etc.</p> <p>All mains electrical equipment and wiring is to be periodically inspected and maintained</p> <p>All portable electrical appliances to be periodically maintained and PAT testing</p> <p>All electrical equipment is to be used as per the manufacturer's instructions</p> <p>All staff will receive suitable information, instruction and training on the</p>	<div>1</div> <div>x</div> <div>5</div> <div>=</div> <div>5</div>

safe use of the electrical equipment used.

Persons at risk: All site operatives

## Working with or around mould spores

Task: Removal of mould or working around mould spores

Hazard	Risk	Control measures	RR
Mould may cause asthmatic reactions and may also produce toxins with suspected effects on respiratory health	4	Mould is only to be disturbed by trained operatives and a full COSHH assessment is to be undertaken before works begin.	1
	x		x
	4	COSHH assessments are to be briefed to operatives and signed for understanding.	4
	=		=
	16	Operatives are to wear disposable overalls, nitrile gloves, BS EN 166 eye protection and an EN 149:FFP2 respirator when directly exposed to mould/bacteria.	4
		Mould species are to be identified by a trained operative before disturbing them.	
		Air-borne concentrations higher than the occupational exposure limits are to be prevented. Where reasonably practicable, the use of local exhaust ventilation and good general ventilation practices are to be employed.	
		The humidity of areas is to be kept below 75%, with heaters used to dry any remaining growth areas.	
		Once the spores have dried, a vacuum cleaner with a HEPA filter is to be used to remove any surface growth.	
		The surface is to be dampened with 1:4 diluted bleach containing small amounts of washing up liquid or fungicidal wash.	
		The area is to be cleaned thoroughly with a cloth and a fungicidal wash, then left it to dry.	
		Affected surfaces are to be painted with anti-fungal paint to discourage mould growth.	
		Good hygiene measures are to be maintained; including no smoking, drinking or eating whilst handling.	
		Immediately after working with mould, operatives are to wash or shower to avoid contamination, dispose of their overalls and clean any other contaminated clothing before re-using them.	

Persons at risk: All site operatives

## Working in dusty environments

### Task: Working around or causing construction dust

Hazard	Risk	Control measures	RR
Lung cancer, silicosis, chronic obstructive pulmonary disorder (COPD) or asthma caused by inhaling construction dust	4	A FFP3 dust mask that is face-fit tested, tight goggles or a face mask is to be worn at all times.	1
	x		x
	4	Operatives are to maintain a high level of housekeeping, using filter vacuums for debris, bagging and removing waste according to local regulations and the site management plan.	4
	=		=
	16		4

Persons at risk: All site operatives

## Working in noisy environments

### Task: Working in a noisy environment or operating noisy plant

Hazard	Risk	Control measures	RR
Gradual or sudden noise exposure causing permanent hearing damage	4	All operatives are to be provided with information, instruction and training around working in noisy environments or operating noisy plant.	1
	x		x
	4	Alternative processes, equipment and/or working methods which would make the work quieter are to be investigated before undertaking any works.	4
	=		=
	16	The correct ear protection, such as ear plugs or defenders, is to be used in conjunction with any noisy plant or when operating near noisy areas.	4
		A suitable protection factor - sufficient to eliminate risks from noise but not so much protection that wearers become isolated - is to be selected for the task.	
		Screens, barriers, enclosures and absorbent materials are to be considered in order to reduce the noise further.	
		The workplace is to be designed in such a way as to create quiet workstations.	
		Operatives are to only be in noisy areas for a limited time.	
		Exposure to noisy works is not to exceed 87 decibels for daily or weekly personal noise exposure; and 140 decibels for peak sound pressure.	
		Health surveillance is to be provided to monitor noise exposure over the upper exposure action values.	

Persons at risk: All site operatives

## Working with or around combustible materials

### Task: Working with or around combustible materials

Hazard	Risk	Control measures	RR
The materials used may form a fuel in the event of ignition, causing fires resulting in burns, smoke inhalation or possible death	<div>3</div> <div>x</div> <div>5</div> <div>=</div> <div>15</div>	<p>Operatives are to follow the correct storage procedures, according to the manufacturers' instructions, where possible, combustible materials are to be covered in fire retardant sheeting.</p> <p>Flammable liquids and gasses and other hazardous substances are to be stored within a COSHH locker and positioned in an adequate location.</p> <p>Access to COSHH lockers will be restricted to those who have been trained and assessed as competent, suitable warning signs and information will be displayed on the exterior of the COSHH locker.</p> <p>Spill kits are to be available to soak up any spillages.</p> <p>Materials are only to be used for their intended purpose.</p> <p>Naked flames and smoking are to be strictly forbidden near combustible materials.</p> <p>Appropriate signage is to be erected or displayed identifying combustible materials on transport and in storage areas.</p> <p>An appropriate means of raising a fire alarm is to be allowed for.</p> <p>Suitable firefighting equipment is to be provided for tackling fires.</p> <p>A nominated fire coordinator and operative is to have been trained in the use of fire extinguishers.</p> <p>Fire detection systems and hot works permits are to be in place.</p> <p>Fire escape routes are to be clearly displayed onsite and all operatives are to be aware of their assembly point.</p>	<div>1</div> <div>x</div> <div>5</div> <div>=</div> <div>5</div>
Persons at risk: All site operatives			

## Preventing slips, trips and falls

### Task: Movement at height or on raised platforms

Hazard	Risk	Control measures	RR
Severe or fatal injuries caused by slips, trips and falls at height	<div>4</div>	All raised platforms will be erected by a trained and competent individual	<div>1</div>
	x		x
	<div>5</div>	Prior to use, all raised platforms will be inspected and tagged to display that the platform is safe to access.	<div>5</div>
	=		=
	<div>20</div>	All operatives working at height will receive working at height training. All raised platforms will have suitable edge protection including double guard rails and toe boards.  Ladders where required will be suitable installed and tied with ladder hatches/gates fitted to prevent falls from height.  All operatives are to ensure good housekeeping onsite and 'clean as you go' is to be implemented across the site.  All items on raised platforms are to be placed in a designated and safe area away from thoroughfares and edges of platforms.  Raised platforms are to be protected by cappings or fenced off to prevent entry into any risk area.  The correct PPE is to be worn at heights to prevent falling from height caused by slips, trips or falls.	<div>5</div>

Persons at risk: All site operatives

### Task: Movement at ground level

Hazard	Risk	Control measures	RR
Severe strains, sprains and muscle breaks	<div>4</div>	All operatives are to be shown the correct area for safe storage of materials onsite before works begin.	<div>1</div>
	x		x
	<div>3</div>	A clear working area is to be created onsite and operatives are to ensure that dustsheets, mats and other materials cannot slip or slide underfoot.	<div>3</div>
	=		=
	<div>12</div>	Potential slip/trip hazards are to be managed and removed as they arise and site management is to be notified if assistance is required.  Operatives are not to carry items that will hinder the carrier's clear view.  All rubbish is to be removed from the site at scheduled times, organised by the site supervisor and in line with the site waste management plan.	<div>3</div>

Persons at risk: All site operatives

## Arrival & departure from site

### Task: Leaving vehicle

Hazard	Risk	Control measures	RR
Being struck by moving vehicles	4	All operatives are to park in designated areas.	1
	x	Site rules and authorised routes, provided by the client or principal contractor, are to be followed.	x
	4	All operatives are to wear hi-visibility jackets when leaving a vehicle.	4
	=	All operatives are to sign in onsite.	=
	16	All operatives are to receive a site induction.	4
		Banksman are to be used when vehicles are reversing.	

Persons at risk: All site operatives

### Task: Leaving or entering site

Hazard	Risk	Control measures	RR
Struck by moving vehicles	5	All operatives and site visitors are to ensure they sign in when entering.	1
	x	Inductions are to be provided to all operatives and visitors before entering the worksite, individuals will be notified of the designated vehicle and pedestrian routes and site rules.	x
	4	Physical barriers such as stop blocks will be utilised to protect the pedestrian walking routes.	4
	=	Where there is a shared working area between individuals and vehicles, vehicle movements will only take place under the control of a trained and assessed as competent traffic marshal	=
	20	Operators/drivers are to adhere to the site speed limit at all times.	4
		At no point will the operator exceed the safe working load of the plant/ vehicle.	
		All drivers and operators will be trained and assessed as competent for the equipment operated.	
		The correct PPE is to be worn at all times.	
		All operatives and visitors are to keep to pedestrian areas only.	
		The use of crossover points is to be incorporated into the site plan by the principal contractor.	
		All operatives are to be made aware of changes in the Site Traffic Management Plan as and when it is changed.	
		All operatives and site visitors are to ensure they sign out when exiting the site.	
		Operative and visitors are to watch out for other contractors leaving the area at the same time.	

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Persons at risk: All site operatives & public

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Task: Unloading equipment

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Hazard	Risk	Control measures	RR
Muscle strains, sprains and injuries caused by lifting heavy loads	<div>3</div> <div>x</div>	Where possible, manual handling will be avoided and manual handling aids used to facilitate manual handling.	<div>1</div> <div>x</div>
	<div>3</div> <div>=</div>	Manual handling on stairs will be avoided, at no point will any loads be carried up ladders	<div>3</div> <div>=</div>
	<div>9</div>	The correct lifting techniques are to be used. All operatives are to be trained in the safe method of lifting - refer to manual handling section in the attached method statement.	<div>3</div>
		A two-man lift is to be enforced for reaching or carrying heavier items.  Operatives are to split loads to make them lighter and safer to handle.  Although there is no universal safe maximum, mechanical aids are to be used when loads exceed 25kg per person or as referenced in the method statement.  Operatives are to be aware of handling large or bulky items (e.g. plasterboard) in windy conditions.	

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Persons at risk: User

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## Working out of hours

### Task: Working out of hours

Hazard	Risk	Control measures	RR
General injuries sustained whilst undertaking work out of hours and not receiving prompt help or response	<div>4</div> <div>x</div> <div>3</div> <div>=</div> <div>12</div>	<p>Local procedures for out of hours working should be produced and communicated with all operative's, including signing in books, inductions, out of hours emergency procedures</p> <p>Client or principal contractor will deem which activities can or can't be undertaken out of hours and the site supervisor will relay this to staff before undertaking any works.</p> <p>Authorisation for working out of hours to be given by the client or principal contractor</p> <p>Only those with correct competencies will be able to undertake work i.e. young workers will need supervision, management are to ensure that workers do not exceed the hours set out in the working time directive</p> <p>Young workers working hours will not exceed, 8 hours per day or 40 hours per week with a minimum of 12 hours consecutive rest hours between shifts and no night work</p> <p>Working alone out of hours will typically be avoided, if required a lone working risk assessment will be undertaken</p> <p>Atleast one operative to be supplied with a mobile phone in case of emergencies</p>	<div>1</div> <div>x</div> <div>3</div> <div>=</div> <div>3</div>
Persons at risk: All site operatives			



## Working around live electrical equipment

### Task: Working close to or adjacent to electrical services

Hazard	Risk	Control measures	RR
Contact with live electrical equipment whilst undertaking work, causing serious or fatal injuries due to, incomplete installation, poor building maintenance or unfit safe system of work being employed	<div>4</div> <div>x</div>	Ensure a safe system of work has been implemented with site supervisor including a permit to work if necessary	<div>1</div> <div>x</div>
	<div>5</div> <div>=</div>	Follow electrical isolations risk assessment where necessary before operatives or site occupants undertake their respective work	<div>5</div> <div>=</div>
	<div>20</div>	Competent electrician to identify with site supervisor any live electrics and fit warning notices if live electrics cannot be made dead during works	<div>5</div>
		Site supervisor to control access of site operatives into areas of risk, employing a permit to work system where any risk of contact with live electricity is present	
		Ensure all workers are aware of any live electrics through inductions and regular tool box talks	
		Prevent direct contact by ensuring all insulation barriers/covers are fitted to any electrical boards, equipment etc. by a competent electrician	
		No works to be carried out directly on live equipment	

Persons at risk: All site operatives

### Task: Working in areas near live electrical equipment

Hazard	Risk	Control measures	RR
Serious or fatal burns and injuries from electric shock	<div>4</div> <div>x</div>	All operatives to be informed of any live electrical services and how to avoid injury during site induction	<div>1</div> <div>x</div>
	<div>5</div> <div>=</div>	Protect exposed services prior to commencing work	<div>5</div> <div>=</div>
	<div>20</div>	Competent electrician to isolate as many live electrical circuits to area of concern as possible before commencing work	<div>5</div>
		Warning signs to be placed on all live equipment	
		No works to be carried out directly on live equipment	
		Services and utilities drawings are to be consulted to identify the existing services prior to works commencing.	

Persons at risk: All site operatives

## Working around needles, syringes or other sharp objects

## COVID-19: Construction site

### Task: COVID-19: Construction site

Hazard	Risk	Control measures	RR
Persons at particular risk	<div>4</div> <div>x</div> <div>4</div> <div>=</div> <div>16</div>	<p>This assessment accepts the following groups are at high risk: older males, those with a high BMI; those with existing health conditions; and those who are black, Asian or minority ethnicity (BAME).</p> <p>This assessment also accepts that individual workers may be clinically or clinically extremely vulnerable.</p> <p>Those that can work from home shall do so</p> <p>A specific assessment will be completed for those at increased risk to ensure they are not put at increased risk of infection. This will also be completed in accordance with Equality Act to ensure fair treatment to all employees</p> <p>Persons that have been advised by medical professionals to isolate shall continue to do so</p> <p>Assess and make reasonable adjustments to avoid disabled workers being put at a disadvantage</p> <p>Separate risk assessments shall continue to be completed for young persons and new / expectant mothers</p> <p>NHS Test &amp; Trace system to be followed at all times</p> <p>The 'rule of 6 must be enforced at all times</p>	<div>1</div> <div>x</div> <div>4</div> <div>=</div> <div>4</div>
Persons at risk: User			
Suspected case whilst working on site	<div>4</div> <div>x</div> <div>4</div> <div>=</div> <div>16</div>	<p>If a worker develops suspected COVID-19 symptoms the following should occur:</p> <ol style="list-style-type: none"> <li>1) Worker to return home immediately</li> <li>2) Avoid touching anything</li> <li>3) 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> <li>4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed</li> <li>5) The test and trace service should be used and records maintained for a minimum of 21 days</li> <li>6) The work area should receive deep cleaning and social distancing maintained. Please consult specific measures within the emergency incident part of this assessment</li> <li>7) A single point of contact (SPOC) is to be nominated for liaising with the authorities</li> </ol>	<div>1</div> <div>x</div> <div>4</div> <div>=</div> <div>4</div>
Persons at risk: User			

General travel including foreign travel	<div>4</div> <div>x</div> <div>4</div> <div>=</div> <div>16</div>	<p>Do not travel unless you cannot work from home</p> <p>Do not visit site if you or your household is experiencing covid symptoms</p> <p>Travelling abroad is reserved for essential works only. The government advice must be consulted and safe system of work implemented prior to travelling</p> <p>Where an occupational health (OH) service provider has been appointed, please seek additional advice or concerns through this service</p> <p>All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible, cycle or walk</p> <p>Public transport to be used as a last resort and wearing of face covering is mandatory</p> <p>Where private hire or taxis are used - face covering is also mandatory</p> <p>Where corporate vehicles are shared (such as minibuses), limit passengers, increase ventilation and cleaning regime, and have workers facing away from one another</p> <p>Those travelling together should remain partnered to reduce staff rotation and wear face covering or increase ventilation</p>	<div>1</div> <div>x</div> <div>4</div> <div>=</div> <div>4</div>
Persons at risk: User			
Access / egress to site	<div>4</div> <div>x</div> <div>4</div> <div>=</div> <div>16</div>	<p>Where possible, please consider and implement the following practices:</p> <p>Those advised to self isolate must continue to do so</p> <p>Stop all non-essential visitors and reduce non-essential movement around sites</p> <p>Log all visitors to site and retain the log for minimum of 21 days to comply with the test and trace scheme</p> <p>Introduce staggered start and finish times to reduce congestion and contact at all times</p> <p>Monitor site access 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. You may need to lower capacity in common areas and continue to monitor high traffic flow areas</p> <p>Remove or disable entry systems that require skin contact e.g. fingerprint scanners and look to increase cleaning or removal of common ‘touch points’ on site</p> <p>Require all workers to wash or clean their hands before entering or leaving the site</p> <p>Allow plenty of space (2m or 1m+ with precautions if safe to do so) between people waiting to enter site</p> <p>Regularly clean common contact surfaces in reception, office, access</p>	<div>1</div> <div>x</div> <div>4</div> <div>=</div> <div>4</div>

control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times

Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible

Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials

Designate walking routes and one way systems with signage to help maintain social distancing

Additional parking and cycling facilities to be implemented to encourage those to avoid using public transport when travelling to work

Continue to wear PPE in accordance with both site rules and your own task risk assessment.

Face covering to be worn for all clients and visitors to site

If face coverings are worn, they should be changed when damp or dirty and either washed in accordance with manufacturer instructions or responsibly disposed of

The rule of 6 and hands, face, space mantra are good general government guidance to follow at all times

Increase ventilation across site

#### Persons at risk: User

Inclement weather – cold temperature

2

x

2

=

4

All persons to dress appropriately for the weather

Welfare facilities provided to shelter from the elements

Maintain good hygiene measures at all times

PPE on individual issue basis and not to be shared

1

x

2

=

2

#### Persons at risk: User

Poor hygiene

4

x

4

=

16

Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS

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.

Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site

Regularly clean the hand washing facilities and check soap and sanitiser levels

Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal

Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored

1

x

4

=

4

Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant. Wash 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 avoided wherever possible, but where in use these should be cleaned and emptied more frequently

#### Persons at risk: User

Canteen - exposure from large numbers of persons

4

x

4

=

16

The workforce can stay on site once they have entered it and not use local shops to limit contact with others

1

x

4

=

4

Dedicated eating areas should be identified on site to reduce food waste and contamination

Break times should be staggered to reduce congestion and contact at all times

Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area

The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home

Workers should sit 2 metres apart from each other whilst eating and avoid all contact

Where catering is provided on site, it should provide pre-prepared and wrapped food only

Payments should be taken by contactless card wherever possible and Crockery, eating utensils, cups etc. should not be used

Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced

Tables should be cleaned between each use

All rubbish should be put straight in the bin and not left for someone else to clear up

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

Increase ventilation in common areas where possible

#### Persons at risk: User

Use of changing facilities, showers and drying rooms

4

x

4

=

16

Introduce staggered start and finish times to reduce congestion and contact at all times

1

x

4

=

4

Introduce enhanced cleaning of all facilities throughout the day and at the end of each day

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

Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal

Increase ventilation in areas and monitor areas, reminding persons to follow COVID-secure arrangements where non-compliance is observed

---

**Persons at risk: User**

**Manual handling - dual lifting**

4

x

4

=

16

Always consider if the task can be performed with one person using mechanical aid

Ensure the individual(s) are fit for work prior to commencing task

Break down the load where possible so that one person can comfortably carry

Assess your route so you can maintain 2m social distance whilst moving the load or 1m+ with additional measures however, this should be avoided

Where dual lifts cannot be avoided, lift facing away from each other or side by side rather than face to face where possible

Where teams are used, try to keep to fixed teams / partnering to prevent cross over of workers

Where PPE is to be used, this is on an individual issue and items should not be shared

1

x

4

=

4

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**Persons at risk: User**

**Taking / accepting deliveries - contact with materials and persons (driver)**

4

x

4

=

16

Review logistics plans to ensure safest routes have been identified including implementing one way systems

Maintain 2m social distancing when accepting materials (or 1m+ with extra precautions if deemed safe to do so)

Materials to be placed outside of sites to reduce exposure to drivers

Where 2 persons are required for regular deliveries, they should form a fixed partner arrangement to reduce job rotation

Review work programme to assess whether 'just in time' arrangements can be made to prevent additional or unnecessary deliveries

Hand washing and sanitiser measures available to maintain good hygiene

Reusable delivery boxes to be regularly cleaned

1

x

4

=

4

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**Persons at risk: User**

**Working in local vicinity to construction workforce (maintaining 2m distancing)**

4

x

4

=

Starting and finishing times are to be staggered and reviewed to ensure no build up of staff / teams in areas

Workers who are unwell with symptoms of Covid-19 should not attend the workplace

Work design to be reviewed regularly to identify any safer ways to move

1

x

4

=

Work programme to be reviewed to identify any work reordering that would limit exposure to others

Tasks are to be rearranged to enable them to be done by one person or a small number of persons without compromising safety measures

Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance

Avoid skin to skin and face to face contact

Stairs should be used in preference to lifts or hoists and consider one ways systems around construction sites

Consider alternative or additional mechanical aids to reduce worker interface

Reduce job and equipment rotation

Any additional Covid-19 measures specified by your Principal Contractor's site rules must be followed. Details of this shall be shared at site induction

Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water)

Any health concern to be raised immediately to line management / Principal Contractor

#### Persons at risk: All site operatives

Working within 2 metres of working team (1m+ with additional precautions)

4

x

4

=

16

Always consider if the task can be performed differently without having to breach the 2m. If this cannot be achieved, maintain 1m+ with additional covid secure arrangements such as increased ventilation, hand washing and face covering

Workers are to limit face to face working and work facing away from each other when possible

Limit the frequency of working within 2m and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins

Consider introducing an enhanced authorisation process (permit to work) for activities where social distancing is an issue

Provide additional supervision to monitor distancing and teams not to be rotated

Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task

All equipment to be thoroughly cleaned prior and after using it

Increased ventilation will be provided

Where respiratory protective equipment (RPE) needs to be worn, face fit testing (FFT) must be in place. This equipment is reserved to protect workers from other hazardous substances rather than Covid-19 as there

2

x

4

=

8

is limited evidence that the equipment will offer a high level of protection

Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination

Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places

Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor)

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#### Persons at risk: User

First aid - including mental health

4

x

4

=

16

First aid contents to be monitored to ensure adequate supplies remain

First aid and cover arrangements to be reviewed

First aider certificates to be checked for validity and understand amended practices in regards to attending a casualty during COVID (such as revised CPR methodology and increased sanitisation)

Emergency plans on site and communicated so all staff understand what action to take in the event of a suspected or confirmed case of COVID 19

Mental health first aiders to be considered

Communicate any occupational health service available to the workforce including any available employee assistance programme (EAP) or public support

Line management to regularly communicate to their team(s)

Effective reporting system established on site in order to rectify any raised issues or incidents in a timely manner

1

x

4

=

4

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#### Persons at risk: User

Visiting client premises

4

x

4

=

16

If the visit can be completed remotely please continue to do so

Do not travel if you are experiencing COVID symptoms or have been contacted by test & trace to isolate

Check beforehand that the client is still able to host a safe visit to their site

Plan journey via safest accessible travel (walk, cycle, private transportation or public transport with face mask)

Ensure you receive verbal brief / induction to understand what COVID-secure arrangements to follow whilst visiting the premises

Maintain social distancing at all times

Use welfare facilities properly, maintaining good hygiene practice

Try to not share items with client (pens, notepads, laptops etc)

Staff are encouraged to have hand sanitiser available in case welfare supplies are not available

1

x

4

=

4



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**Persons at risk: All site operatives & public**

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Emergency incidents (including COVID-related issues)

2  
x  
5  
=  
10

In an emergency, for example, a fire or break-in, 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

First aider cover to be reviewed to ensure it remains suitable and that first aiders are aware of additional COVID precautions to take if attending to a casualty

Specific cleaning procedure for responding to a suspected COVID case within the premises must be implemented and tested

A single point of contact (SPOC) must be nominated in the business who will liaise with the authorities (including Public Health England) to respond to covid related incidents

1  
x  
5  
=  
5

---

**Persons at risk: All site operatives**

---

Stress

4  
x  
4  
=  
16

Remote staff to receive periodic contact via online team meeting or line management calls

Advise staff of technology apps that can assist with stress management

Where enrolled, advise staff about occupational health advice available, including any confidential assistance programmes (EAP)

Stress assessments available from H&S / HR specialists

Offer flexible working arrangements where possible

Safe social interaction helps promote better mental health (rule of 6)

Offering advice around regular exercise will improve mental health

1  
x  
4  
=  
4

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**Persons at risk: All site operatives**

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## COVID-19: Office work

### Task: COVID-19: Office work

Hazard	Risk	Control measures	RR
Travelling to work - risk of COVID infection from others	3	Staff to only travel to work where work cannot be performed at home	1
	x	Staff to only visit the office if they are COVID 19 symptom free	x
	4	Personal vehicle, cycling or walking to be conducted where possible to complete your commute to and from work	4
	=		=
	12	Aim to minimise the frequency and amount of time using public transport	4
		If using public transport, face covering is mandatory	
		If travelling in private hire or taxis, face covering is also mandatory	
		Look to travel outside rush hour periods where possible and to review starting / finishing times for staff to limit	
		Washing / sanitisation of hands to be completed when entering and leaving the office	
		Do not gather in common areas for long periods of time; maintain social distancing	
		Use contactless entry where possible (use of key cards, automatic doors etc)	
		Where you are able to do so, using stairs rather than lifts are preferred	
Persons at risk: User			
Suspected case whilst working within the office	4	If a worker develops a high temperature or a new, persistent cough they should:	1
	x	Return home immediately	x
	4	Avoid touching anything	4
	=		=
	16	Self isolate for a period as stated by the government	4
		Advise those they live with (including support bubble) to also isolate	
		Office to implement specific cleaning procedure	
		Ensure a single point of contact (SPOC) is appointed to liaise with local authorities as required	
		Ensure details on NHS Test & Trace system are maintained for reference purposes	
Persons at risk: User			
Access / egress around the office	4	Only essential visitors are encouraged to visit the office	1
	x	Any worker that has the ability to work from home shall continue to do so	x
	4	Introduce staggered start / finish times and lunch breaks to reduce	4
	=		=

16

## congestion

4

Operate the office at minimum capacity to avoid exposure to others

Where possible, remove any touch points to limit contact around the office

Require all workers to wash their hands regularly (20 seconds)

Continue social distancing (2m or 1m+ with additional measures where 2m cannot be achieved) whilst walking around the premises

Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times

One way systems are encouraged to be implemented where possible

Opening up extra access points where possible should be given consideration

Reduce non essential movements around the premises where possible

Increase ventilation around the workplace

## Persons at risk: User

Welfare & hygiene - sanitary conveniences, rest areas and eating areas (common areas)

4

x

4

=

16

Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS

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.

Increase cleaning rota / schedule in your work including toilet facilities, door handles and locks

Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Ensure sufficient supplies of soap, hand sanitiser and paper towels remain in place

Restrict the number of people using toilet facilities where possible

Staff should be asked to bring pre-prepared meals and refillable drinking bottles from home

Workers to wash hands prior to handling / eating food and to stay 2m away from one another (or 1m+ with additional measures where not achievable however this is not the preferred choice)

Where catering is provided on site, it should provide pre-prepared and wrapped food only - Payments should be taken by contactless card and the use of disposable crockery, eating utensils is encouraged

Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced

Tables should be cleaned between each use

Based on the size of each facility, determine how many people can use

1

x

4

=

4

it at any one time to maintain social distancing

Increase ventilation where possible particularly within enclosed spaces

Complete regular clothes and reusable face covering washing after coming into contact with persons

---

**Persons at risk: User**

Use of display Screen Equipment (DSE)

3

x

3

=

9

DSE assessment in the office to be reviewed to ensure controls in place remain effective and that 2m social distancing remains in place. Putting workers sideways or facing away from one another rather than facing one another is preferred

Occupational health information available upon request should any new difficulty arise from previous home working

Regular breaks away from the screen are encouraged with regular stretching

Equipment to be checked to ensure ongoing operation and to report concerns to line management

Any hot desking arrangements used must be suitably set up by the individual user before use. Seek H&S advice as required

Shields / barriers to be considered

Working environment to receive increased ventilation and cleaning

1

x

3

=

3

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**Persons at risk: User**

Stress - including mental health

4

x

4

=

16

Remote staff to receive periodic contact via online team meeting or line management calls

Advise staff of technology apps that can assist with stress management and / or mental health

Where enrolled, advise employees about occupational health advice available, including any confidential employee assistance programme (EAP)

Stress assessments available from H&S / HR specialists

Offer flexible working arrangements where possible

Review any mental health first aider support

1

x

4

=

4

---

**Persons at risk: User**

Control of water systems - Legionella

4

x

4

=

16

Water risk assessment to be reviewed to ensure scheme of control remains in place and effective

Seek the advice from your water treatment contractor (and HVAC contractor where air condition is installed) as required

Seldom used water outlets to be flushed weekly and temperature checks continue

Cleaning and disinfection regime to continue

Speak to your landlord / building management in regards to checking

1

x

4

=

4

---

## Legionella compliance

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### Persons at risk: All site operatives

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Opening premises or reduce occupancy - risk of Statutory compliance breach

4

x

4

=

16

Ensure documentation is available to prove that equipment requiring statutory examination has taken place or request proof from building agent / landlord

2

x

4

=

8

Speak to your specialist contractor regarding advice on using equipment again and to follow manufacturer instructions

Where equipment has exceeded the date, place equipment out of use until testing completed and equipment deemed operational again

### Persons at risk: User

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Visiting client premises

4

x

4

=

16

If the visit can be completed remotely please continue to do so

1

x

4

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4

Do not travel if you are experiencing COVID symptoms or have been contacted by test & trace to isolate

Check beforehand that the client is still able to host a safe visit to their site

Plan journey via safest accessible travel (walk, cycle, private transportation or public transport with face mask)

Ensure you receive verbal brief / induction to understand what COVID-secure arrangements to follow whilst visiting the premises

Maintain social distancing at all times

Use welfare facilities properly, maintaining good hygiene practice

Try to not share items with client (pens, notepads, laptops etc)

Staff are encouraged to have hand sanitiser available in case welfare supplies are not available

### Persons at risk: All site operatives & public

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Emergency incidents including first aid

4

x

4

=

16

First aid kits to remain checked on a regular basis

1

x

4

=

4

First aid assessment and first aider arrangements to be reviewed to ensure resources still sufficient

First aider to be aware of additional COVID precautions to take when responding to an event

For fire evacuation and muster point gathering, try and maintain social distancing (1m+ with face covering) if possible. Think 'Rule of 6'

Specific plans and guidance will need to be drawn up and tested in relation to cleaning procedure after a suspected case of COVID on site

A single point of contact (SPOC) nominated to communicate with local authorities

Test & trace information to be retrieved where required

### Persons at risk: All site operatives

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Individual workers at a higher risk of contracting COVID 19

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x

4

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This assessment accepts the following groups are at high risk: older males, those with a high BMI; those with existing health conditions; and those who are black, Asian or minority ethnicity (BAME).

This assessment also accepts that individual workers may be clinically or clinically extremely vulnerable.

Those that can work from home shall do so

A specific assessment will be completed for those at increased risk to ensure they are not put at increased risk of infection. This will also be completed in accordance with Equality Act to ensure fair treatment to all employees

Persons that have been advised by medical professionals to isolate shall continue to do so

Assess and make reasonable adjustments to avoid disabled workers being put at a disadvantage

Separate risk assessments shall continue to be completed for young persons and new / expectant mothers

NHS Test & Trace system to be followed at all times

The 'rule of 6' must be enforced at all times

1

x

4

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4

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Persons at risk: All site operatives

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## COVID-19: Working in private premises / homes

### Task: COVID-19: Working in private premises / homes

Hazard	Risk	Control measures	RR
Persons at particular risk	<div>4</div> <div>x</div> <div>4</div> <div>=</div> <div>16</div>	<p>This assessment accepts the following groups are at high risk: older males, those with a high BMI; those with existing health conditions; and those who are black, Asian or minority ethnicity (BAME).</p> <p>This assessment also accepts that individual workers may be clinically or clinically extremely vulnerable.</p> <p>Work to be delivered via remote or digital means to be considered first</p> <p>Workers to only visit premises where both worker and customer are COVID symptom free and not self isolating</p> <p>Test and trace arrangements will be followed at all times; retaining information for 21 days</p> <p>Customers in need of emergency works and are self isolating will be subject to a separate, specific assessment</p> <p>A discussion with the customer shall occur in advance to agree COVID secure arrangements</p> <p>Those in back of house and administrative functions should continue to work from home where possible</p> <p>Those clinically vulnerable, extremely clinically vulnerable or in a high risk group will have an assessment review to ensure covid secure measures can be followed at all times</p>	<div>1</div> <div>x</div> <div>4</div> <div>=</div> <div>4</div>
<b>Persons at risk: User</b>			
Risk of COVID 19 transmission - Staff travelling to and from work	<div>4</div> <div>x</div> <div>4</div> <div>=</div> <div>16</div>	<p>First consideration is to work from home where possible</p> <p>Commute to work via walking or cycling where possible</p> <p>Private vehicles usage (sole occupancy) to be encouraged where insurance allows</p> <p>Where vehicles have to be shared, good ventilation, regular cleaning of vehicles and keeping to the same working teams shall be implemented</p> <p>Tasks matched to employee's home location to reduce amount of driving</p> <p>Public transport to be used as last resort and face covering is mandatory</p> <p>Those travelling internationally for work must not travel unless essential. Employers must review current government rules and guidance and implement a specific safe system of work</p>	<div>1</div> <div>x</div> <div>4</div> <div>=</div> <div>4</div>
<b>Persons at risk: User</b>			
Access / egress and use of the premises	<div>4</div>	Contact the customer in advance to explain company COVID secure	<div>1</div>

	x	procedure	x
	4	Request internal doors to be left open to reduce touch points	4
	=	Washing or sanitisation of hands when entering and leaving the premises is to be completed with regular cleaning in place.	=
	16	Maintain social distancing in the workplace	4
		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 and implement additional measures. This will include persons working back to back or side by side and tools / materials being assigned to each worker	
		Use 'fixed teams where required but ensure the 'rule of 6' is followed	
		Try to avoid sharing pens, documents and objects with customers, or clean prior and after use	
		Continue to wear standard PPE as you normally would for the task	

#### Persons at risk: All site operatives

General welfare arrangements - hygiene, hand washing	4	Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS	1
	x		x
	4	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	4
	=	Increased cleaning regime and ventilation to be implemented	=
	16	Agree with the customer safe waste arrangement or remove waste, materials and tools at the end of shift and end of the job	4
		Bringing your own food / drink / refreshments is encouraged	
		Breaks to be taken outside where weather permits	
		Payments should be encouraged using contactless methods where possible	
		The 'rule of 6' must be implemented at all times	

#### Persons at risk: User

General infection control	4	Social distancing to be implemented at all times (as a reminder this is 2m or 1m + additional measures where this cannot be completed)	1
	x		x
	4	Increase ventilation where possible	4
	=	Consideration into separate temporary welfare arrangements for longer term tasks / projects	=
	16	Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment has reflected the fact that the role of PPE in providing additional protection is extremely limited	4
		Prevent customers from handling tools and materials	



Put in place picking-up and dropping-off collection points

Ensure the NHS test & trace scheme is completed

General recommended mantra to follow as per government guidance is 'hands, face and space'

#### Persons at risk: All site operatives

Stress - including mental health	4	Remote staff to receive periodic contact via line management	1
	x	Advise staff of technology apps that can assist with stress management and / or mental health	x
	4	Where enrolled, advise staff about occupational health advice available, including any confidential assistance programmes	4
	=		=
	16	Stress assessments available from H&S / HR specialists	4
		Offer flexible working arrangements where possible	
		Review any mental health first aider support for staff	
		Staff encouraged to work from home where possible	

#### Persons at risk: User

Deliveries	4	Agree delivery points / transfer zones with employees and customer	1
	x	Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often	x
	4	Where possible and safe, use single workers for loading and unloading	4
	=		=
	16	Where possible, using the same pairs of people for loads where more than one is needed	4
		Enabling drivers to access welfare facilities when required, consistent with other guidance	
		Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways	
		Using phone calls to alert customers of deliveries rather than using the doorbell is encouraged	
		Regularly clean reusable delivery boxes	

#### Persons at risk: All site operatives & public

Emergency incident - accident or fire within the premises	2	In an emergency, for example, a fire or break-in, people do not have to stay 2m apart if it would be unsafe	1
	x		x
	5	First aid to be self administered or emergency services contacted where required	5
	=		=
	10	Line management to be notified for assistance	5
		Continue to follow company specific procedures	
		For suspected or confirmed covid breakout cases in the workplace, the company procedures / business continuity plans must be followed	

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To assist with communication during any covid related emergency, a single point of contact (SPOC) must be nominated to liaise with authorities, including Public Health England (PHE)

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**Persons at risk:** All site operatives

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## Working on podium steps

### Task: Using podium steps

Hazard	Risk	Control measures	RR
Injuries sustained from the improper use of podium steps	<div>4</div> <div>x</div> <div>3</div> <div>=</div> <div>12</div>	<p>Podiums steps are only to be erected by operatives who have been trained and assessed as competent. Once safely erected, podiums are to be tagged, signed and dated to confirm it has been inspected and is safe to use</p> <p>Ensure the castors are pointing outwards and wheel brakes are locked" add "once moved into the required location</p> <p>Use the correct size podium for the job to avoid over-reaching</p> <p>Position the podium correctly to avoid over-reaching</p> <p>Only one operative to use the podium at one time</p> <p>Never stand on rails</p> <p>Always have both feet on the platform</p> <p>Make sure the platform is not overloaded</p> <p>Make sure safety gate is shut and locked when you are on the podium</p> <p>Ensure the castors are pointing outwards and wheel brakes are locked</p> <p>Take care not to bang your head on any overhead hazards, wear hard hat at all times</p> <p>Take care not to injure your eyes on any overhead hazards, wear goggles where hazards persist</p> <p>Keep the podium steps away from the overhead electric fittings and cables. It is made of metal which will conduct electricity down to the user</p> <p>Each day, before podiums are used the engineer will check the castors, guards, brakes, rungs, rails and platform to ensure that they are clean and safe</p> <p>Inspection records will be kept in site folder</p>	<div>1</div> <div>x</div> <div>3</div> <div>=</div> <div>3</div>

Persons at risk: User

### Task: Moving podium steps

Hazard	Risk	Control measures	RR
Injuries to person from improper movements of podium steps	<div>4</div> <div>x</div> <div>4</div> <div>=</div> <div>16</div>	<p>Observe manufacturer's instructions for moving podium steps</p> <p>Keep hands, hair and loose clothing away from all moving parts</p> <p>Never lean ladders or other items against the podium steps - check no one else from site has leant items against your podium step before moving</p> <p>Never move a podium with materials or tools on it</p> <p>Never move a podium with a person on it</p>	<div>1</div> <div>x</div> <div>4</div> <div>=</div> <div>4</div>

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Ensure ground conditions are suitable – flat, level and firm ground (use spreader plates if necessary)

Ensure the castors are pointing outwards and wheel brakes are locked

Ensure that the podium steps are safe and secure if left unattended – even for a short time

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**Persons at risk:** All site operatives

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## Working from step ladders

### Task: Working from step ladders

Hazard	Risk	Control measures	RR
Contact with over head cables causing possible fatal injury through electric shock	3	Check prevailing site condition	1
	x	Take care when erecting/positioning step ladders close to an services	x
	5	Do not erect step ladder in close proximity to a power cables - seek advice from supervisor before commencing with work	5
	=		=
	15		5

### Persons at risk: User

Head injuries caused by falling objects	5	Barrier off work area	1
	x	Take care when placing step ladder avoiding thorough fare of workers or public if possible	x
	3	When step ladder is secure, remove any dislodgeable items in close proximity	3
	=		=
	15	Keep persons away from ladder and surrounding area when carrying out work	3

### Persons at risk: All site operatives & public

### Task: Working from step-ladders

Hazard	Risk	Control measures	RR
Injuries sustained from the unsafe use of step-ladders	5	Operatives will ensure that step-ladders are only used for work that is short-term, of a light nature, that requires one hand to be used, and that can be done without stretching	1
	x	Inspect step-ladders before use to ensure that there are no obvious defects	x
	3	Do not paint stepladders, or use those that have been painted, painting can cover up defects	3
	=		=
	15	Do not put step-ladders in front of doorways without taking appropriate precautions to prevent people bumping into them and never obstruct a fire exit with a ladder	3
		If the step-ladder is being erected in a public area or on a public path, then it is essential to provide proper protection for pedestrians or vehicles before the step-ladder is put up	
		Wherever possible a step-ladder should be footed while someone climbs	
		The step-ladder should be resting on a stable and secure surface	
		The step-ladder should be placed away from overhead and wall mounted power cables	

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Step-ladders should never be supported on the bottom rung but always on the feet

Tools etc. should be carried in tool bags or belts rather than by hand, so that the step-ladder can be properly gripped during climbing

Do not lean from ladders or stepladders

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**Persons at risk:** User

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## Moving of general materials of normal size and shape

Task: Moving of materials of a regular shape and size

Hazard	Risk	Control measures	RR
Injuries sustained from incorrect manual handling of materials with a regular shape and size	<div>4</div> <div>x</div> <div>3</div> <div>=</div> <div>12</div>	<p>All hazardous manual handling operations should be avoided so far as is reasonably practicable</p> <p>The workforce will be trained to observe safe lifting techniques, and safely handle loads for materials of regular shape or size</p> <p>Any heavy or awkward loads should be moved using a handling aid</p> <p>If not using handling aids, consider reducing weight of load by breaking up materials to a more manageable size</p> <p>If breaking up into smaller loads consider frequency of bending and how this can be managed efficiently with site operatives</p> <p>Consider lifting in teams if load is already considered within acceptable limits</p> <p>Any of the regular shaped materials should be light, stable and unlikely to shift or move during lifting</p> <p>Before undertaking any manual handling operations, make sure the route is clear of obstructions and somewhere to put the load down wherever it is to be moved to</p> <p>All operatives to be wearing correct PPE for the job</p> <p>The operative should stand as close to the load as possible, with feet spread to shoulder width, bent knees and the back in a natural, upright posture</p> <p>The user should grasp the load firmly and as close to the body as possible</p> <p>The legs should be used to lift the load in a smooth motion, this offers more leverage reducing the strain on the user's back</p> <p>Carry the load close to the body with the elbows tucked into the body</p> <p>Avoid twisting the body as much as possible by turning your feet to position yourself with the load</p> <p>Individual fitness for task to be confirmed; HSE recommended lifting load guidance to be followed; avoid twisting / stopping where possible; toolbox talk on manual handling to be completed</p> <p>Reduce the risk of injury so far as is reasonably practicable</p>	<div>1</div> <div>x</div> <div>3</div> <div>=</div> <div>3</div>
Persons at risk: User			

## Movement of boxed materials

### Task: Movement of general boxed materials

Hazard	Risk	Control measures	RR
Injuries sustained from incorrect manual handling of boxed materials	4 x	All hazardous manual handling operations should be avoided so far as is reasonably practicable	1 x
	3 =	The workforce will be trained to observe safe lifting techniques, and safely handle loads for materials of boxed materials	3 =
	12	<p>Any heavy or awkward loads should be moved using a handling aid</p> <p>If not using handling aids, consider reducing weight of load by breaking up materials to a more manageable size</p> <p>If breaking up into smaller loads consider frequency of bending and how this can be managed efficiently with site operatives</p> <p>Consider lifting in teams if load is already considered within acceptable limits</p> <p>Any of the regular shaped materials should be light, stable and unlikely to shift or move during lifting</p> <p>Before undertaking any manual handling operations, make sure the route is clear of obstructions and somewhere to put the load down wherever it is to be moved to</p> <p>All operatives to be wearing correct PPE for the job</p> <p>The operative should stand as close to the load as possible, with feet spread to shoulder width, bent knees and the back in a natural, upright posture</p> <p>The user should grasp the load firmly and as close to the body as possible</p> <p>The legs should be used to lift the load in a smooth motion, this offers more leverage reducing the strain on the user's back</p> <p>Carry the load close to the body with the elbows tucked into the body</p> <p>Avoid twisting the body as much as possible by turning your feet to position yourself with the load</p> <p>Individual fitness for task to be confirmed; HSE recommended lifting load guidance to be followed; avoid twisting / stopping where possible; toolbox talk on manual handling to be completed</p> <p>Reduce the risk of injury so far as is reasonably practicable</p>	3
Persons at risk: User			



## General cleaning works

### Task: Using cleaning products

Hazard	Risk	Control measures	RR
Contact with bleach and other cleaning chemicals causing irritation or eye damage	4	PPE requirements are to be followed, and long-handled mops/brushes and appropriate gloves should be provided as standard and operatives trained in their use	1
	x		x
	3	All operatives are to be trained in the risks, use and storage of cleaning chemicals and they are to wear PPE when handling chemicals or as instructed	3
	=		=
	12		3
		Any cleaning chemicals marked 'irritant' are to be substituted, where possible, for milder alternatives	
		The employer is to provide cleaning machines designed to minimise the handling of cleaning chemicals by operatives	
		All operatives are to be reminded to wash gloves and aprons after use	
		Any health problems from cleaning are to be reported to supervisors and operatives are to check for dry, red or itchy skin on their hands	

### Persons at risk: User

Slips, trips or falls caused by using cleaning products on floor surfaces	4	See the slips trips and falls risk assessment for general controls	1
	x	The correct cleaning equipment for the job is to be used and staff are to follow safe systems of work	x
	3	The areas are to be cordoned off where possible and the correct signage for slippery surfaces are to be provided at all times	3
	=		=
	12		3
		Any spillages of liquids are to be cleared up immediately and the floor left dry	
		Operatives are to never leave cleaning materials or equipment unattended	
		Where possible, cleaning machines without cables are to be used and, where cabled machines are necessary, operatives are to ensure they are plugged in at the closest socket to the works with appropriate signage to illustrate the trip hazards	
		All areas are to be well lit during cleaning, and whilst surfaces are still drying	

### Persons at risk: All site operatives & public

### Task: Cleaning at height

Hazard	Risk	Control measures	RR
Serious injuries such as bruising or fractures from falls from height whilst cleaning	4	A 'no ladders' policy is to be enforced when cleaning from height	1
	x	All high-level cleaning is to be done by trained staff working from floor level, using telescopic poles with cleaning tools attached	x
	4		4

=	Access equipment is only to be used as a last resort. If needed, the relevant access equipment risk assessment is to be provided	=
16		4

Persons at risk: User

#### Task: Machine cleaning of floor space

Hazard	Risk	Control measures	RR
Injuries from improper use of cleaning plant	5	All cleaners are to be trained in the safe use of machines and wear the correct PPE (as mentioned in the method statement)	1
	x		x
	2	The correct machine is to be provided for each job	2
	=	Damaged plugs, cables and on/off switches are to be checked before using	=
	10	All machines are to be regularly maintained and examined by a competent person	2

Persons at risk: User

#### Task: Cleaning up or around sharps

Hazard	Risk	Control measures	RR
Picking up litter with potential injury from sharp objects	4	Operatives are to be trained in safe systems of work and provided with suitable tools (litter pickers) and personal protective equipment	1
	x		x
	2	Staff are to be continually reminded of the dangers of sharp objects whilst cleaning	2
	=		=
	8	Operatives should not touch any needles- be aware of where you are putting your hands	2
		Do not re-sheath needle	
		Place needle end in box first	
		Do not push down	
		Do not use any other containers other than a sharps container (BS 7320)	
		Containers should generally only be filled 3/4 full, or to the manufacturer's fill line	
		Liquids should not be placed in sharps containers	
		Tweezers go in the sharps box if contaminated	
		Never put your fingers into the box	

Persons at risk: User

## Using vehicles onsite

### Task: Operating or manoeuvring vehicles

Hazard	Risk	Control measures	RR
Strikes to a pedestrians or site operatives, in particular when reversing causing fatal or serious injuries	5	Drivers are to assess the work area prior to starting works, to identify services and structures	1
	x		x
	5	The principal contractor must ensure that pedestrians and vehicles are adequately separated by establishing pedestrian-only areas from which vehicles are completely excluded; safe designated pedestrian routes to work locations, vehicle-only areas, and safe vehicle routes around the site needs to be implemented across site	5
	=		=
	25		5
		Avoid reversing as far as possible, implement one-way systems around site and in loading and unloading areas, provide designated turning areas to eliminate the need for reversing	
		Design vehicle reversing areas which, allow adequate space for vehicles to manoeuvre safely, and are clearly signed to have physical stops or buffers to warn drivers that they have reached the limit of the safe reversing area	
		Fit CCTV, convex mirrors, Fresnel lens etc to overcome restrictions to visibility from the driver's seat, particularly at the sides and rear of vehicles	
		Fit radar proximity devices to vehicles to indicate to drivers when there are objects near the vehicle	
		Ensure everyone on site understands site rules on vehicle safety	
		Drivers and signallers need to be in constant communication during reversing operations	
		Signallers should not be put at risk from vehicle movements, eg by standing directly behind reversing vehicles	
		Ensure all vehicles on site are fitted with appropriate warning devices	
		Ensure reversing warning lights and alarms are in good working order and instruct workers to keep clear of moving vehicles	
		All workers to wear high visibility vests at all times	

### Persons at risk: All site operatives & public

Striking services and obstructions causing serious injury site operatives	4	Any unsuitable vehicles entering site will be turned away	1
	x		x
	4	Relocate services or re-route traffic away from any obstructions or services	4
	=		=
	16		4
		Physical protection to be provided to prevent striking any obstructions, eg goalposts and warning signs at overhead restrictions and services	
		Provide physical protection and warning signs in all situations which have significant danger potential if struck by vehicles like LPG or Fuel storage areas	

A clearance of over 0.5 m needs to be maintained between any part of the machine, particularly the ballast weight, and the nearest obstruction

**Persons at risk:** All site operatives

Serious or fatal injuries to site operatives or public from a restricted traffic route visibility

4

x

5

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20

Design corners with clear sight lines or provide one-way traffic routes

Where vision of traffic routes is restricted, vehicle and plant movement will only take place under the direction of trained and assessed as competent banksman

Where appropriate, fit mirrors to areas of restricted vision to aid visibility on traffic routes. If not practicable utilise second person to escort you out of obstructed egress/access

Warning signs to be provided in any place where difficulty of vision expected from a vehicle

Follow safe systems of work, eg traffic control and speed restriction

1

x

5

=

5

**Persons at risk:** All site operatives & public

**Task:** Operating or manoeuvring vehicles on steep gradient or near edges

Hazard	Risk	Control measures	RR
Overturning of vehicle or fall into holes after breaching its edges	3	Ensure driver of vehicle is trained in safe operation and understands risks inherent with operating vehicles near edges or on gradients	1
	x		x
	5	Remove, or re-route traffic away from steep gradients and edges where possible	5
	=		=
	15	If possible, principal contractor to reduce gradients by levelling traffic routes	5
		Restrict vehicle use in hazardous areas to those vehicles designed to cope with the conditions	
		Install protection to edges, eg stop blocks and warning signs etc	

**Persons at risk:** All site operatives

**Task:** Parking or securing vehicles

Hazard	Risk	Control measures	RR
Serious or fatal injuries sustained from unintended vehicle movement	3	Only competent persons to drive vehicles	1
	x	Provide site induction training about the site conditions and requirements when parking and operating vehicles	x
	5	Only vehicles with appropriate braking systems should be selected for the work and environment onsite	5
	=		=
	15	Ensure effective inspection and maintenance procedures are put in place for all vehicles and their servicing	5
		Instruct drivers to test brakes before operating vehicles	
		All vehicles to be parked on flat ground whenever possible, eys are to be removed from unattended vehicles at all times	

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Chock wheels of vehicles and trailers as necessary when parked on sloping ground

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Persons at risk: All site operatives & public

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## Operating pressure washing plant

### Task: Operating pressure washing plant

Hazard	Risk	Control measures	RR
Electrocution to user from water coming into contact with a power source	4	110V equipment is to be used where practicable	1
	x	Equipment is to be maintained in efficient working order	x
	5	If possible, a cleaner is to be used that is fixed it in one place, with permanent wiring to the supply	5
	=		=
	20	If a work is mobile in nature, flexible cables and plugs/sockets are to be checked daily for visible signs of damage and are not to be used if damaged or faulty	5
		Waterproof electrical connections are to be used in the work area	
		A residual current device (RCD) or earth monitoring device is to be used, with pressure cleaners that have flexible cables, and operatives are to check that it is working daily	

#### Persons at risk: User

Skin irritation, dermatitis, asthma and zoonoses from substances such as cleaning agents, oil, mud residues and disease organisms from mist	4	Operatives are always to wear the correct PPE, including eye protection and waterproof clothing	1
	x		x
	2	Accessible heavy deposits are to be removed by scraping and then the waste shovelled up	2
	=		=
	8	Operatives are not to stand in front of the cleaning jet whilst it is in use	2
		The user and surrounding operatives or public are to be protected from mist using traffic management, signs etc.	
		Low-level health surveillance is to be conducted for dermatitis involving skin checks by a suitably trained responsible person	
		Warm water, mild skin cleansers, nailbrushes, and soft paper, fabric towels or hot air for drying are to be provided and abrasive cleansers are to be avoided	

#### Persons at risk: All site operatives & public

Water penetrating a human body	4	All operatives are to be trained to use the water jetting system safely	1
	x	All jetting operations are to be undertaken by two operatives for safety reasons and also to allow for frequent activity stops	x
	5	The correct PPE is to be issued	5
	=		=
	20	First aid equipment is to be available together with specialist first aid advice for water injection	5
		Communications are to be made available by radio and phone to obtain assistance	

#### Persons at risk: All site operatives

Major injury caused by bursting  
of hose or faulty equipment

4

x

5

=

20

All equipment is to be maintained according to the manufacturer's  
schedules and checked before each use

1

x

5

=

5

Persons at risk: All site operatives

## Operating nebulising machine

### Task: Connecting to a 230v power supply

Hazard	Risk	Control measures	RR
Risk of electrocution	3	Ensure the machine is visually checked for faults to wiring and the plug before every use	1
	x		x
	4	Do not use the machine if there are any exposed wires or damaged cables	4
	=		=
	12	Ensure the electrical outlet is free of damage before plugging the machine in	4
		Ensure the electrical outlet is switched off whilst plugging the machine in	
		Ensure hands are dry before plugging machine in	
		Do not attempt to plug in the machine if the plug or electrical outlet are wet	
		If the machine is causing the RCD to break then it must not be used until it is checked for faults by a competent person	

Persons at risk: All site operatives

### Task: Filling the hopper

Hazard	Risk	Control measures	RR
Persons coming into contact with a hazardous substance	3	The hopper should be checked that it is secure to the machine and undamaged	1
	x		x
	2	Coverall with hood should be worn to protect body	2
	=	Safety wellingtons should be worn to protect feet	=
	6	Goggles should be worn to protect eyes	2
		Appropriate gloves should be worn to protect hands	
		Appropriate face mask should be worn to prevent inhalation or ingestion	
		Safety Data sheet to be consulted and all employees briefed on the specific hazards of the substance being used in the machine	

Persons at risk: All site operatives

### Task: Cable Management

Hazard	Risk	Control measures	RR
Trailing cables creating trip hazard	3	Exclusion zone to be set up wherever possible	1
	x	Cones to be used to highlight cable runs where required	x
	2	Work to be carried out in a neat and tidy manner to ensure cables don't become entangled	2
	=		=
	6	Signage to be displayed if exclusion zones are not possible to warn people of tripping hazard	2



Work to be carried out in “off peak” times wherever possible

Persons at risk: All site operatives

#### Task: Spraying HH103 COVID Guard

Hazard	Risk	Control measures	RR
Inhalation or ingestion of HH103 COVID Guard	4	Ensure area being sprayed is well ventilated	1
	x	Spraying to take place in “off peak” times	x
	2	Exclusion zones to be set up during spraying and for 15 mins after	2
	=	Sprayed areas to be locked for 15 mins after spraying wherever practicable	=
	8	Warning signs to be displayed for 15 mins after spraying	2
		Safety glasses and FFP3 face mask to be worn whilst spraying HH103	

Persons at risk: All site operatives

### Working in occupied areas

#### Task: Working in areas of high volume of movement

Hazard	Risk	Control measures	RR
Collisions or falls from high traffic areas	3	Work areas to be visibly cordoned off and alternative routes marked	1
	x	Traffic management plan to be implemented, detailing the designated vehicle and pedestrian routes.	x
	3	Plant and vehicle movements will only be allowed under the direction of a traffic marshal	3
	=	Pedestrian routes to be protected by fixed barriers such as stop blocks	=
	9		3

Persons at risk: All site operatives

## Site briefing and induction form

# Bacteria & Hygiene Scotland Ltd

All persons who have signed below confirm that they have been briefed on the safe working methods and arrangements detailed in this method of work statement.

[illegible]

# Supervision and personnel

Name	Role	Phone
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