

CC02: COVID-19 – Health, safety and environmental risk assessment template

Overview

Coronavirus (COVID-19) is a highly contagious disease that can have severe effects on people, especially those who are vulnerable. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. If a person is infected while working it can be passed on through families and other contacts. You can spread the virus even if you don't have symptoms.

During the COVID-19 pandemic it is essential that the workforce is protected to minimise the risk of the infection spreading.

The following information is included as a guide, offering example control measures for those required to undertake risk assessments of the workplace and specific activities on site. The risk assessment template has been provided in order to facilitate this process.

It has been approved by the Construction Leadership Council (CLC) and should be used in conjunction with the CLC guidance document on *Site operating procedures*: <https://www.constructionleadershipcouncil.co.uk>

The CLC has also released guidance on the use of face coverings in a construction environment. *Where workers on site are not required to wear Respiratory Protective Equipment (RPE) and their workplace (which may include welfare and changing facilities, site offices or site meeting rooms) meets all of the criteria below, their employer should make face coverings available and they should be worn:*

- *in an enclosed space;*
- *where social distancing isn't always possible; and*
- *where they come into contact with others they do not normally meet.*

Canteens and rest areas

A canteen is a place that serves food. Face coverings must be worn, except when seated at a table to eat or drink. Government guidance on *Keeping workers and customers safe during Covid-19 in restaurants* should be followed.

A rest area is a place where no food is served but which has facilities to prepare and eat food and a means of boiling water. Please follow the link to the CLC website (above) for more information.

Social distancing

Workers should maintain a distance of two metres, or one metre with risk mitigation where two metres is not viable.

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Communication

Good communication is essential for health and safety management on construction sites. It is vitally important that contractors, managers and supervisors engage and consult with workers, as it is an effective way of identifying hazards and controlling risks. The results of risk assessments should be shared with the workforce and 'Staying COVID-19 secure in 2020' posters should be displayed in the workplace. Link to poster: <https://assets.publishing.service.gov.uk/media/5eb959f5e90e0708370f97f9/staying-covid-19-secure-accessible.pdf>.

The workforce should be reminded during inductions and daily briefings of the specific distancing and Covid-19 control measures necessary to protect them, their colleagues, families and the UK population.

The points on the following pages are examples of measures that should be considered when undertaking a risk assessment. The points are for guidance only, not intended as a replacement for site specific risk assessment procedures. The points should be considered as non-exhaustive.

Notes

There are four forms in this range.

- CC01: COVID-19 Site operating procedures compliance checklist.
- CC02: COVID-19 Health, safety and environmental risk assessment template.
- CC03: COVID-19 A toolbox talk for construction workers.
- CC04: COVID-19 Weekly site operating procedures checklist.

It should be ensured that the latest version of the CLC guidance is being used on site. This checklist is based on Version 7 of the CLC *Site operating procedures*.

This is a rapidly developing situation – please ensure that you follow the latest Government guidance as it is published.

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Hazard: COVID-19 Airborne transmission of virus

Example control measures

- Stop all non-essential visitors.
- Instruct workers not to attend work if they have symptoms of Coronavirus (COVID-19) and to follow guidelines.
- Reduce the number of personnel on site to maintain social distancing measures.
- Stagger start and finish times to reduce congestion and contact at all times.
- Increase the number of site access and egress points to enable social distancing.
- Implement a one-way system at access and egress points.
- Use stairs in preference to lifts or hoists and consider one-way systems.
- Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times.
- Use signage, floor markings and screens in order to comply with social distancing measures of two metres, or one metre with risk mitigation measures where two metres is not viable.
- Minimise the number of people in attendance at meetings and site inductions. (Consider virtual meetings and holding meetings outdoors wherever possible.)
- Increase ventilation.
- Where loading and off-loading arrangements on site will allow it, all delivery drivers should remain in their vehicles.
- Rearrange tasks to enable them to be completed by one person, or by people working two metres apart.
- Keep groups of workers together in teams (for example, do not change workers within teams) and keep teams as small as possible.
- Avoid face-to-face contact (workers should work side by side, or facing away from each other, rather than face to face).
- Minimise the frequency and time workers are within two metres of each other.
- Consider alternative or additional mechanical aids to reduce worker interface.
- If it is not possible to undertake a work activity whilst maintaining a two metre distance, or one metre with risk mitigation where two metres is not viable, you should consider whether the activity should continue.
- Ensure arrangements are in place for monitoring compliance.

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Hazard: COVID-19 Surface transmission of virus (cross-contamination of surfaces)

Example control measures

- Enhance cleaning regimes for entry systems that require skin contact (such as scanners, gate handles, turnstiles and screens).
- Provide facilities to allow all workers to wash their hands for 20 seconds using soap and water or hand sanitiser (minimum 60% alcohol based) when entering and leaving the site.
- Enhance cleaning regimes for commonly used areas and surfaces, such as access and egress points, reception, offices, welfare and toilet facilities, access control areas and delivery areas.
- Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times.
- Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials.
- Avoid skin-to-skin contact.
- Ensure arrangements are in place for monitoring compliance.
- Hand washing.
 - Provide additional hand washing facilities (for example, pop-ups) to the usual welfare facilities.
 - Consider the dispersal of facilities on a large, spread out site or where there are significant numbers of personnel on site, including plant operators.
 - Allow regular breaks to wash hands.
 - Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times.
 - Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable.
 - Regularly clean the hand washing facilities.
- Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points, including procedures for cleaning at the end of each break and shift.
 - Door handles and push plates.
 - Taps and washing facilities.
 - Toilet flush and seats.
 - Hand rails on staircases, corridors, scaffolds and work platforms.
 - Lift and hoist controls.
 - Machinery and equipment controls.
 - Tools and equipment being used by more than one person.
 - Workstations – workbenches.
 - Welfare units – microwaves, refrigerators and kettles.
 - Food preparation and eating surfaces.
 - Chairs, seating areas, door handles, vending machines and payment devices.
 - Locker rooms – doors, handles, seating and surfaces.
 - Telephone equipment.
 - Keyboards, photocopiers and other office equipment.
 - Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

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Company name										Risk factor																													
Project title										<table border="1"> <tr> <td rowspan="5">Risk quantity</td> <td>No injury, damage or environmental impact</td> <td>Minor injury, damage or environmental impact</td> <td>Specified injury, damage or environmental impact</td> <td>Fatality, building loss or catastrophic environmental impact</td> </tr> <tr> <td>Almost no likelihood</td> <td>I</td> <td>A</td> <td>A</td> <td>U</td> </tr> <tr> <td>A small likelihood</td> <td>A</td> <td>A</td> <td>U</td> <td>U</td> </tr> <tr> <td>A high likelihood</td> <td>A</td> <td>U</td> <td>U</td> <td>U</td> </tr> <tr> <td>Almost certain</td> <td>A</td> <td>U</td> <td>U</td> <td>U</td> </tr> </table>					Risk quantity	No injury, damage or environmental impact	Minor injury, damage or environmental impact	Specified injury, damage or environmental impact	Fatality, building loss or catastrophic environmental impact	Almost no likelihood	I	A	A	U	A small likelihood	A	A	U	U	A high likelihood	A	U	U	U	Almost certain	A	U	U	U
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Location																																							
Contract no.					Risk assessment no.																																		
Person conducting assessment					Date																																		
Person supervising work					Date																																		
Persons exposed (tick box)										Almost no likelihood																													
Employees			Other workers			Public/visitors			Young persons			A small likelihood																											
New/expectant mothers					Vulnerable persons			Others		A high likelihood																													
Estimated total number of persons at risk										Almost certain																													
Hazards (What might cause harm?)										S*		H*		E*																									
1. Adverse weather conditions																17. Loading/unloading																							
2. Cold																18. Materials																							
3. Electricity																19. Moving parts of machinery																							
4. Excavation																20. Proximity to water																							
5. Fire/flammable atmosphere																21. Scaffold																							
6. Floor/ground conditions																22. Sharp objects																							
7. Flying particles/dust																23. Stairs/steps																							
8. Hand or power tool																24. Static equipment/machinery																							
9. Hazardous substance																25. Structure																							
10. Heat/hot work																26. Temporary works																							
11. Lack of experience																27. Vehicle/mobile equipment																							
12. Lack of training																28. Working hours/fatigue																							
13. Lack of/too much oxygen																29. Workstation design																							
14. Access																30. Work at height																							
15. Lifting equipment appliances																31. Third parties																							
16. Lighting																32. Other																							
33. COVID-19 Airborne transmission of virus																																							
34. COVID-19 Surface transmission of virus (cross-contamination of surfaces)																																							
* All of the SHE descriptors can be an outcome of each hazard. S = Safety H = Health E = Environment																																							
Comments																<table border="1"> <tr> <td>Risk level</td> <td>Action</td> </tr> <tr> <td>Insignificant (I)</td> <td>No action required and no documentary records need to be kept.</td> </tr> <tr> <td>Acceptable (A)</td> <td>No further preventative action. Consideration shall be given to more cost-effective solutions or improvements that impose no additional cost burden. Monitoring required to ensure that controls in place are properly maintained.</td> </tr> <tr> <td>Unacceptable (U)</td> <td>Work shall not be started or continued until the risk level has been reduced to an acceptable level. While the control measures selected shall be cost-effective, legally there is an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk, even with unlimited resources, then the work shall not be started or shall remain prohibited.</td> </tr> </table> <p>Notes</p> <ol style="list-style-type: none"> The listed hazards are the type of issues that may cause harm. Tick box for hazards. Preventative/control measures are the actions that will stop it going wrong. Control measures are to ensure that residual risks are reduced to a minimum. Where controls fail to reduce the risk to an acceptable level then refer assessment to your line manager. If the operations are likely to affect the public or the safe operation of a public infrastructure or transport system, the control measures must reduce the likelihood of significant harm to the level that existed before work commenced. Where young persons or expectant mothers are involved in the activity, ensure that any additional controls are put in place in accordance with legal requirements and local procedures. In addition to the above, consideration must be given to other individuals' susceptibility due to pre-existing health conditions (such as respiratory, spinal or hearing conditions). Additional human factors (such as ergonomics and workplace design) should also be considered. Where a hazard is identified that is not listed in the hazards list, enter the hazard description followed by 'Other' in brackets, for example (Other). 					Risk level	Action	Insignificant (I)	No action required and no documentary records need to be kept.	Acceptable (A)	No further preventative action. Consideration shall be given to more cost-effective solutions or improvements that impose no additional cost burden. Monitoring required to ensure that controls in place are properly maintained.	Unacceptable (U)	Work shall not be started or continued until the risk level has been reduced to an acceptable level. While the control measures selected shall be cost-effective, legally there is an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk, even with unlimited resources, then the work shall not be started or shall remain prohibited.											
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Hazard number <i>(from previous page)</i>	Nature of risk <i>(What might go wrong?)</i>	Risk before controls <i>(U/A/I)</i>	Control measures <i>(How do you stop it going wrong?)</i>	Control measures implemented by <i>(name)</i>	Risk after controls <i>(U/A/I)</i>

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Hazard number (from first page)	Nature of risk (What might go wrong?)				Risk before controls (U/A/I)	Control measures (How do you stop it going wrong?)				Control measures implemented by (name)	Risk after controls (U/A/I)			
Method statement required?		Yes		No		Method statement number								
Additional risk assessment (tick box)						PPE (tick box)								
Noise	COSHH		Handling		New/expectant mothers		Helmet		Respiratory		Boots		Hi-vis	
Asbestos		Vulnerable persons		Radiation		Young persons		Hearing		Eye		Gloves		Others
			Name			Position			Signature		Date			
Person completing the assessment														
Person reviewing the assessment														
Date to be reviewed														

The outcomes of this risk assessment must be communicated to operatives before work commences.