





Risk assessment for : Galaxy Insulation and Dry Lining Limited






Risk assessment name	Covid Secure Risk Assessment - Construction / Outdoor Work/ Delivery Drivers	Assessment type	 General
Assessor name	wayne allen	Affected site(s)	Galaxy Insulation and Dry Lining Limited (LS15 0BF)
Assessment date	16/06/2020	Review period	Custom
Approved by	wayne allen	Review date	31/12/2020
Approved date	16/06/2020	Reference	GAL874567

Description






This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is Covid-Secure.

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>1. Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>All staff</p> <p>Cleaners</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning</p>	 <p>Appropriate Disinfectant Products Used In Line With COSHH Assessment.</p> <p>Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p>	<p>2 x 5</p>  <p>10</p> <p>High</p>


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	of all areas correctly will reduce the risk of transmission overall.	<div data-bbox="801 331 891 422">  </div> <p>Cleaning Of Sites/ Premises Before Work Commences</p> <p>Assessment of cleaning requirements will be carried out prior to premises and sites opening and appropriate cleaning will take place.</p> <div data-bbox="801 611 891 702">  </div> <p>Correct Guidance On Cleaning Will Be Followed For Cleaning Areas Of Higher Risk</p> <p>This may include- areas where bodily fluids are present, suspected Covid-19 and portaloos.</p> <p>Based on current Government Guidance for Non-clinical Settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double-bagged and labelled - stored securely for 72 hours before disposal.</p> <div data-bbox="801 1058 891 1149">  </div> <p>Increased Cleaning Frequency Of Cleaning Throughout Site</p> <p>Increased cleaning regime in place throughout site. Particular focus on commonly touched areas, equipment, surfaces and common shared areas.</p>	







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 <p>2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<p> Employees Advised To Wash Clothing After Work Unless assessment of other risks deems necessary- employees will change clothing at home not at work in changing rooms and will be advised to launder clothes as soon as possible in the event of any contamination of clothing.</p> <p> Increased Hand Washing Facilities Provided Across Sites. Increased hand washing facilities provided throughout the site including at entrances, exits, different parts of the site and any common areas.</p> <p>Sanitiser will be provided to personnel and in multiple locations across the site in addition to washrooms where appropriate.</p> <p> Signs And Posters In Use To Remind To Practice Good Hygiene Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 minutes on a frequent basis.</p> <p>Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p>	<p>2 x 5</p>  <p>High</p>






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		<div data-bbox="801 331 891 422"></div> <p>Use Of Face Coverings If employees choose to wear face coverings then they will be supported in the workplace.</p> <p>Face coverings are not classed as PPE. Advice will be given to employees on the correct use.</p> <ul style="list-style-type: none"> • Wash your hands thoroughly with soap and water for 20seconds or use hand sanitiser before putting a face-covering on, and after removing it. • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • Change your face covering if it becomes damp or if you've touched it. • Continue to wash your hands regularly. • Change and wash your face covering daily. • If the material is washable, wash in line with manufacturer's instructions. • If it's not washable, dispose of it carefully in your usual waste. 	




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 <p>4. Social Distancing Guidelines Cannot Be Met -Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity. This includes entrances, exits and common areas as well as work activities.</p>	<p>All staff</p> <p>How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p>1.Increased Cleaning Carried Out Increased cleaning of surfaces where people are operating within the 2m social distancing to be carried out. Processes to be paused where possible to allow for increased cleaning.</p> </div> <div style="width: 48%;">  <p>2.Increased Handwashing Carried Out Provisions will be made in order for people to be able to wash their hands more frequently- including before and immediately after carrying out tasks where social distancing has not been maintained.</p> </div> </div> <p>3.Time Spent Within 2m To Be Kept To A Minimum The time where persons are within 2m will be kept to as short a time as practicable possible.</p> <p>Tasks and activities will be planned to reduce the actual amount of time the people will be within 2m and alternative methods used where at all possible.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p>5.Employees To Avoid Face To Face Work Where Possible Where possible employees will work side by side or back to back to avoid working face to face.</p> </div> <div style="width: 48%;">  <p>8. Use of Personal Protective Equipment (PPE) Additional PPE beyond what is normally worn to control workplace risk, for management of COVID infection has limited benefits and precautionary use of additional PPE for this purpose is not encouraged.</p> <p>However ,where the risk assessment identifies high risk of transmission due to difficulties implementing controls then PPE will be considered as a further control measure.</p> </div> </div>	<p>5 x 5</p>  <p>High</p>





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		Appropriate PPE will be selected and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessments.	
 <p>5. Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace.</p>	<p>All staff, Contractors Visitors</p> <p>How? An individual could develop symptoms of high/raised temperature or new/continuous cough whilst at work.</p>	 <p>Cases Recorded and Investigated. Records maintained of those who are isolating or who develop symptoms at work.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p>  <p>Employee Not To Return To Work And Should Self-Isolate For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p>  <p>Employee To Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance.</p> <p>They should then self-isolate in accordance with guidelines.</p>	<p>4 x 5</p>  <p>High</p>






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		<p> Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p> Waste Disposed Of With Care With Local Guidelines. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p>If unable to store the waste then arrangements for clinical waste collection will be made.</p> <p> Will Follow Government Advice On Testing https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>	


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		 <p>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>	
 <p>Coming To Work And Leaving Work</p> <p>- Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public</p> <p>How?</p> <p>Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	 <p>Safer Travel Supported</p> <p>Car sharing with people from different households will be discouraged.</p> <p>Alternatives such as walking and cycling will be supported with increased facilities.</p> <p>Use of Public Transport will be discouraged.</p>	<p>2 x 5</p>  <p>High</p>



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 <p>Handling Items, Materials And Using On-Site Vehicles Or Plant</p> <p>- Employees occupying work vehicles at the same time or shared use of common vehicles/plant or equipment.</p>	<p>All staff</p> <p>How?</p> <p>Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p>All Items To Be Cleaned Regularly</p> <p>Inbetween use by different operators the equipment will be cleaned with an appropriate cleaning product.</p> <p>Focus will be given to commonly touched areas such as handles, dials etc.</p> </div> <div style="width: 48%;">  <p>Good Hand Washing/Hygiene Procedures Observed Before and After Use</p> <p>All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials or before and after using the vehicles.</p> </div> </div> <div style="margin-top: 20px;">  <p>Mitigation Of Risk For Employees Travelling And Working Together</p> <p>Workplace transport such as work minibuses, shuttle buses, vans will have limited persons permitted.</p> <p>Seats will be left empty to allow for social distancing where possible.</p> <p>Pairs or teams to be fixed to reduce the number of people mixing.</p> <p>Passengers to sit as far away from each other and avoid sitting face to face.</p> <p>Windows to be kept open during travel to improve ventilation.</p> </div>	<p>2 x 5</p>  <p>High</p>

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		<div data-bbox="801 331 891 419">  </div> <p>Vehicles / Plant Not Shared Where At All Possible</p> <p>Where the job permits, vehicles/plant will not be occupied by more than one person at any one time.</p> <p>Where possible the same person will use the same vehicle/plant equipment and not swap with other drivers or operators.</p> <p>If vehicles/plant equipment are to be used by different people at different times then they will be cleaned before and after each use.</p> <p>Vehicles taken home by employees will be cleaned before the next person uses it.</p>	

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 <p>Working On Or Attending Other Customer / Client Sites - Working on another clients site or customer premises.</p>	<p>All staff, Contractors, Members of the public</p> <p>How? Lack of control on other sites over the social distancing measures meaning may be exposed to risk of transmission of Covid-19</p>	<div data-bbox="804 341 891 427"></div> <p>Awareness and Training For Employees Employees reminded of how to implement the control measures on other sites and to report any concerns they have.</p> <div data-bbox="804 580 891 667"></div> <p>Confirm All Concerned Are Symptom Free On the day of work there will be checks to confirm that the customer / clients and employees are not displaying any symptoms.</p> <p>If any are then the work WILL NOT GO AHEAD and appropriate isolation procedures should be followed by those concerned.</p> <div data-bbox="804 826 891 906"></div> <p>Dynamic Risk Assessment Conducted Contact will be made with the customer/ client to establish what control measures are in place and what else needs to be in place.</p> <p>If arrive on-site and are not satisfied control measures are effective or people appear symptomatic then the visit the employee will leave the site immediately and report to the manager.</p> <div data-bbox="804 1098 891 1184"></div> <p>Good Hand Washing/Hygiene Procedures Observed Hands will be washed upon arrival and before leaving the premises as well as after using a tissue to capture coughs and sneezes.</p> <p>Sanitiser may be used in addition or in the absence of soap and water.</p> <div data-bbox="804 1311 891 1398"></div> <p>Social Distancing Adhered To Where at all practicable social distancing of 2m adhered to at all times by all people throughout the</p>	<p>2 x 5</p>  <p>10</p> <p>High</p>

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		visit.	

Further control measures

None required

Operating procedures

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

Businesses and workplaces should make every reasonable effort to enable working from home as a first option.

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- No one is obliged to work in an unsafe work environment.

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

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Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to establish the risk rating.



	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
Probability	Severity				

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: wayne allen

Approved by signature: wayne allen