

# Dynamic Risk Assessment: COVID-19



**Activity: Safely managing Covid-19 risks in the work place**




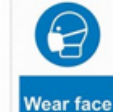
**No: 1000**

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**Revision: 1**

**Dated: 11<sup>th</sup> May 2020**

<b>PURPOSE</b>	To understand the risks associated with Covid-19 and mitigate them with control measures where possible.	<b>PPE</b>  <small>High visibility clothing must be worn in this area</small>  <small>Protective footwear must be worn</small>  <small>Wear gloves</small>  <small>Wear face mask</small>
<b>DURATION</b>	Until further notice	

Ref No X	Activity/Task/Situation	Potential harm	Persons at risk	Severity	Existing control measures	Likelihood	Rating	Conclusions/comments
				1 to 5		1 to 5	1 to 25	
1	Attendance on site working with others	Risk of transmission	All	4	<ul style="list-style-type: none"> <li>If anyone presents symptoms as per the government guidelines, they MUST not attend site and MUST self-isolate and seek medical guidance (refer to TBT and work instructions).</li> <li>Where a member of staff falls ill whilst at work, that member of staff to be sent home</li> </ul>	3	12	<p>The Severity and likelihood will vary from person to person but where someone is at greater risk separate measures may also be considered.</p> <p>MCL have a register of higher risk staff that during a pandemic.</p>



					<p>immediately. The working area where that member of staff had been working to be thoroughly cleaned with antibacterial spray and bleach with the staff cleaning to use PPE to protect themselves. Where staff are unable to clean the area, external cleaning services to be used.</p> <ul style="list-style-type: none"><li>• Wherever possible staff should use one machine only. All machinery to be wiped down clean with antibacterial spray after use and between operator handover where one man one machine is not possible.</li><li>• On site staff must maintain 2m social distancing.</li><li>• Staff to be encourage to wash hands more</li></ul>			
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					<p>frequently and for at least 20 seconds</p> <ul style="list-style-type: none"><li>• Staff training on Covid procedures to be provided.</li><li>• Frequent cleaning throughout the day of surfaces and door handles and limit touching surfaces where possible.</li><li>• Where appropriate and possible employee shift patterns and hours will be varied to reduce exposure.</li><li>• Reduced opening hours will be introduced where necessary.</li><li>• Where the role permits, staff should work from home wherever possible.</li><li>• Staff to be advised to catch coughs and sneezes in tissue and dispose of tissues in waste bins. Waste</li></ul>			
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					<p>bins to be emptied regularly using gloves and hands washed immediately thereafter.</p> <ul style="list-style-type: none"> <li>• All cases of suspected Covid to be reported to HR</li> <li>• Break times to be staggered and staff to maintain distancing during breaks.</li> </ul>			
2	Weighbridge operations	Risk of transmission	All	4	<ul style="list-style-type: none"> <li>• Operators to remain inside weighbridge and away from others.</li> <li>• Driver/visitor access to the weighbridge office to be prohibited.</li> <li>• Visitors to use portaloo/visitor toilets on sites which are separate from staff toilets.</li> <li>• All paperwork will be signed by MCL on behalf of the drivers to prevent</li> <li>• Card payments to be taken wherever</li> </ul>	2	8	Staff to wear additional PPE to their normal practice such as gloves or face coverings where required under the risk activity analysis (left)

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					<p>possible to reduce handling of cash. Where cash is handled staff to wear gloves or wash hands immediately after handling money.</p> <ul style="list-style-type: none"> <li>• Regular cleaning of surfaces throughout the day and limit touching surfaces where possible.</li> <li>• Drivers to be given written instructions of on site Covid measures.</li> <li>• All delivery drivers to maintain 2m social distancing</li> <li>• Where social distancing of 2m cannot be maintained, face coverings to be worn</li> </ul>			
3	Use of Mobile plant	Risk of transmission	All	4	<ul style="list-style-type: none"> <li>• Sole use for mobile plant where possible and for those deemed to be higher risk from the disease</li> </ul>	1	4	

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					<ul style="list-style-type: none"> <li>• Wipe down plant and machinery with anti-bacterial spray after use</li> <li>• Where anyone develops Covid symptoms (or a family member does which necessitates member of staff to self-isolate) deep clean of machinery to be undertaken and machine to be isolated until cleaned.</li> <li>• Staff to be advised to wash hands before and after using machinery for at least 20 seconds each time</li> </ul>			
4	External deliveries	Risk of transmission	All	4	<ul style="list-style-type: none"> <li>• Drivers to be provided with site Covid rules</li> <li>• Segregated welfare facilities to be provided where possible</li> <li>• Unnecessary/ low priority deliveries to be</li> </ul>	3	12	

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					<p>postponed or cancelled</p> <ul style="list-style-type: none"> <li>• Change to working procedure to ensure that no contact between internal staff and external drivers/operators which are set out in the guidance</li> <li>• Drivers to remain in cabs wherever possible</li> <li>• MCL staff will sign paperwork on behalf of the driver to minimize contact</li> </ul>			
5.	Working indoors	Risk of transmission	Employees	4	<ul style="list-style-type: none"> <li>• All those who can will work from their homes (where a separate risk assessment will be completed)</li> <li>• Maintain a 2m social distancing.</li> <li>• Regular cleaning of surfaces and handles throughout the day and limit touching surfaces where possible.</li> </ul>	2	8	

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					<ul style="list-style-type: none"> <li>• Where necessary employees will move onto a different shift pattern to reduce exposure to one and other where appropriate.</li> <li>• Paperwork transfers will be reduced as much as possible and e-copies used for contractors and customers.</li> <li>• Where working in a confined space, where social distancing (2m separation) cannot be maintained face coverings to be worn and staff to work side by side rather facing each other. Where you have to work face to face this should be limited to short periods of time not exceeding 15 minutes.</li> </ul>			
6.	Welfare	Risk of transmission	Employees	4	<ul style="list-style-type: none"> <li>• Employees are encouraged to have lunch separately,</li> </ul>	2	8	



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					<p>clean down any surfaces regularly and use the anti-bacterial handwash at regular intervals as per government advice at the time.</p> <ul style="list-style-type: none"> <li>• Hand wash facilities including anti-bacterial handwash will be made available to those on site. Antibacterial gel will be provided where possible to those who do not have access to handwashing facilities although at the time of this risk assessment supplies of gel are limited in the UK</li> <li>• Staff should not share vehicles or lifts due to close proximity other than with members of their own household</li> </ul>			
7.	Handling Waste	Risk of transmission from items	Employees and Council	4	<ul style="list-style-type: none"> <li>• Handling of waste should predominantly</li> </ul>	3	12	Gloves are available on all sites.

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		in waste (particularly contamination or blackbag waste)	staff at site picking waste		be by machine only wherever possible <ul style="list-style-type: none"> <li>• Where any waste needs to be handled protective gloves should be worn</li> <li>• Staff to wash hands on completing the task</li> </ul>			
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