

# COMPANY RISK ASSESSMENT COVID-19 PANDEMIC

This is the underpinning document for Knights Brown's operating procedures for managing the risks associated with Covid-19. The contents of this risk assessment shall consider matters following consultation with employees. Covid-19 is a global pandemic and affects all industries. The relevant guidance shall continue to be updated and reflected in this document.

| Persons affected  | Hazard level   | Likelihood    | Risk with part controls | Risk with full controls |
|---|----------------|---------------|-------------------------|-------------------------|
| Staff & visitors  | High to medium | Medium to Low | High                    | Low                     |
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| <p><b>THIS RISK ASSESSMENT IMPLEMENTS THE FOLLOWING HIERARCHY OF CONTROLS FOR ALL KNIGHTS BROWN LOCATIONS:</b></p> <p><u>Eliminate</u><br/>Workers who are unwell with symptoms of coronavirus (Covid-19) should not travel to or attend the workplace.</p> <p><u>Reduce</u><br/>To reduce the risk of the virus spreading through <u>aerosols</u>:</p> <ul style="list-style-type: none"> <li>Provide adequate ventilation:           <ul style="list-style-type: none"> <li>through doors, windows and vents</li> <li>by mechanical ventilation using fans and ducts</li> <li>through a combination of both</li> </ul> </li> </ul> <p>Fresh air helps to dilute the virus in occupied spaces. If using mechanical ventilation, maximise the fresh air the system draws in; avoid systems that only recirculate air and do not draw in a supply of fresh air.</p> <ul style="list-style-type: none"> <li>Identify any poorly ventilated spaces and take steps to improve fresh air flow in these areas.</li> <li>Encourage use of outside space where practical. Identify any areas of congestion and consider if any reasonable steps could be taken to avoid this.</li> </ul> <p>To reduce the risk of the virus spreading through <u>droplets</u>:</p> <ul style="list-style-type: none"> <li>Put in place measures to reduce contact between people, particularly between people who don't usually meet. Measures could include:           <ul style="list-style-type: none"> <li>reducing the number of people each person has contact with by using 'fixed teams or partnering' or 'cohorting' (so each person works with only a few others)</li> <li>using screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face</li> </ul> </li> <li>Encourage the use of face coverings by people who don't normally meet in enclosed and crowded spaces.</li> </ul> <p>To reduce the risk of the virus spreading through <u>contaminated surfaces</u>:</p> <ul style="list-style-type: none"> <li>Wash hands or use hand sanitiser frequently. This is particularly important before and after touching shared objects or surfaces that other people touch regularly.</li> <li>Maintain regular cleaning of surfaces, particularly surfaces that people touch regularly using household disinfectant.</li> </ul> |                             |                          |                              |                             |

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| <p><u>Isolate</u></p> <ul style="list-style-type: none"> <li>Anyone who develops symptoms is to return home and immediately self-isolate.</li> </ul> <p><u>Control</u></p> <ul style="list-style-type: none"> <li>All contractors and visitors are to sign in with their name and contact details.</li> <li>Adequate supervision is to be provided to monitor and manage compliance with the guidance.</li> </ul> <p><u>PPE</u></p> <ul style="list-style-type: none"> <li>The Government has provided information on face coverings recommended for use in enclosed and crowded spaces in its guidance <a href="#">Working safely during coronavirus (Covid-19) - Construction and other outdoor work</a> and <a href="#">Working safely during coronavirus (Covid-19) - offices</a>.</li> </ul> <p><u>Behaviours</u></p> <ul style="list-style-type: none"> <li>The measures necessary to minimize the risk of spread of infection rely on everyone taking personal responsibility for their actions and behaviours.</li> <li>Full vaccination provides the best protection from Covid-19 for everyone.</li> <li>Regular testing at home with lateral flow tests can help identify non-symptomatic cases.</li> <li>Adopt and encourage an open and collaborative approach where any issues can be openly discussed and addressed.</li> </ul> |                             |                          |                              |                             |
| <p><b>WHO SHOULD GO TO WORK</b></p> <p><b>Protecting people at higher risk:</b> Supporting those who are at higher risk of infection and/or an adverse outcome if infected.</p> <p>There are some groups who are at higher risk of severe illness from coronavirus. See guidance on <a href="#">who is at higher risk</a> and <a href="#">protecting people who are clinically extremely vulnerable</a>.</p> <p>Extra consideration shall be given to people at higher risk and to workers facing mental and physical health difficulties. Those who are clinically extremely vulnerable are no longer advised to shield. Support shall be given to these workers by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians.</p>   |                             |                          |                              |                             |

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| Staff & visitors  | High to medium | Medium to Low | High                    | Low                     |
| <p>Individuals identified on medical grounds as <a href="#">clinically extremely vulnerable</a> are no longer required to stay at home and have in most cases, returned to work. Anyone who is at a higher risk of becoming seriously ill if they were to catch Covid-19 should think carefully about the precautions they may choose to continue to take.</p> <p>As an employer Knights Brown has a duty to protect the health, safety and well-being of all employees and others. As such our arrangements are equally to protect those who are extremely vulnerable. Anyone who is clinically extremely vulnerable with concerns should discuss their issues with HR.</p> <p><b>People who need to self-isolate:</b> Stopping people physically coming to work when government guidance advises them to stay at home.</p> <p>This includes people who:</p> <ul style="list-style-type: none"> <li>• have Covid-19 symptoms</li> <li>• are unvaccinated and live in a household <a href="#">with someone who has symptoms</a></li> <li>• are required to self-isolate as part of <a href="#">NHS Test and Trace</a></li> </ul> <p>Employees should work from home while self-isolating if appropriate. It's illegal to knowingly allow someone who is being required to self-isolate to come to work. People having to self-isolate who are unable to work at home should provide an isolation note to HR. Find out how to <a href="#">get an isolation note</a>.</p> <p>Anyone <a href="#">who has symptoms</a> of Covid-19 shall self-isolate immediately in line with the national guidelines.</p> <p>These symptoms are:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• loss or change to their normal sense of smell or taste (anosmia)</li> </ul> <p><a href="#">Get a free PCR test to check if you have coronavirus (Covid-19)</a></p> <ul style="list-style-type: none"> <li>• Employees who <a href="#">have tested positive</a> for Covid-19 must notify their line manager who shall notify HSQE and HR. The employee shall self-isolate immediately for the next 10* full days. People who test positive but have no symptoms must also self-isolate. Anyone who develops symptoms during their isolation period must restart their 10-day self-isolation period from the day after they develop symptoms. *Individuals may end self-isolation after seven days if they get two consecutive negative lateral flow test results on days six and seven, taken 24 hours apart and they do not have a temperature.</li> </ul> |                |               |                         |                         |

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| <p>See the guidance for <a href="#">people who live in households with possible or confirmed COVID-19 infections</a>.</p> <p>Anyone who is unvaccinated and a <a href="#">close contact of an individual who tests positive for Covid-19</a> must self-isolate for 10 days. Individuals fully vaccinated are not required to self-isolate. They should take a lateral flow test every day for 7 days or, until 10 days since the last contact with the person who tested positive if this is earlier. If they test positive or develop symptoms, they must self-isolate.</p> <p>Anyone who has been <a href="#">informed by NHS Test and Trace</a> that they're a close contact of a person who has had a positive test result for Covid-19 must follow the requirement to self-isolate. See the guidance for <a href="#">those who have been in contact with, but do not live with, a person who has tested positive for Covid-19</a>.</p> <p><b>Close contact</b> means any of the following with someone who has tested positive:</p> <ul style="list-style-type: none"> <li>• face-to-face contact including being coughed on or having a face-to-face conversation within one metre,</li> <li>• within one metre for one minute or longer without face-to-face contact,</li> <li>• within 2 metres for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>• travelling in the same vehicle or plane as a person who has tested positive for Covid-19,</li> </ul> <p>up to two days before they developed symptoms or, if they didn't have any symptoms, from two days before the date their positive test was taken.</p> <p>Avoid <b>close contact</b> between people, especially between those who don't normally meet and are unknown to each other. In the event of an individual testing positive, they are required to provide details of close contacts to NHS Test &amp; Trace. If they have been in contact with people they don't know, it will be difficult to provide an accurate record.</p> <p>If someone <a href="#">develops symptoms of coronavirus while at work</a> they should:</p> <ul style="list-style-type: none"> <li>• inform their line manager/foreman/site manager,</li> <li>• return home immediately,</li> <li>• avoid touching anything,</li> <li>• use a tissue to catch any coughs or sneezes, or sneeze into the crook of their elbow if they don't have any.</li> </ul> <p>They must follow <a href="#">advice on self-isolation</a> and <a href="#">arrange a test</a>. They must not return to work until they have received a negative test result, or if the result is positive, complete their period of self-isolation and cooperate with NHS Test &amp; Trace. They should only return to work when they feel well and don't have a temperature.</p> |                             |                          |                              |                             |

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| <p>Line/site management is to:</p> <ul style="list-style-type: none"> <li>inform HSQE &amp; HR,</li> <li><a href="#">clean</a> the space and any surfaces the worker had come into contact with,</li> <li>identify any <b>close contacts</b> in the last two days, advising them to avoid contact with anyone who is at high risk and take extra care keep a safe distance from others and maintain good hygiene.</li> </ul> <p><a href="#">Co-workers do not need to self-isolate</a> unless the symptomatic colleague receives a positive test result, or the co-worker is contacted by NHS Test &amp; Trace, or they start to display symptoms. Self-testing with lateral flow tests can help to identify non-symptomatic cases.</p>  |                             |                          |                              |                             |
| <p><b>Equality in the workplace:</b> Making sure that nobody is discriminated against.</p> <p>When applying this guidance, be mindful of the particular needs of different groups of workers or individuals. <a href="#">Read the government guidance on discrimination.</a></p> <p>As an employer, we have particular responsibilities towards:</p> <ul style="list-style-type: none"> <li>disabled workers</li> <li>workers who are new mothers or pregnant - see the <a href="#">COVID-19 advice for pregnant employees</a></li> </ul> <p>The particular circumstances of those with different protected characteristics shall be understood and taken into account. Workers whose protected characteristics might either expose them to a different degree of risk or make any steps inappropriate or challenging for them, shall be involved and communicated with appropriately.</p> <p>Any particular measures or adjustments to take account of duties under equalities legislation shall be considered and put in place if necessary. Reasonable adjustments shall be made to avoid putting disabled workers at a disadvantage. Health and safety risks for new or expectant mothers shall be assessed. Any steps taken shall not have an unjustifiable negative impact on some groups compared to others, such as those with caring responsibilities or religious commitments.</p> |                             |                          |                              |                             |
| <p><b>Productivity, effectiveness and well-being</b></p> <p>Where people are well it is also important to consider employees' well-being and effectiveness in fulfilling their duties, notably ensuring they are able to work in teams and share knowledge for the continued success of the business.</p> <p>Aspects to be considered by line managers and individuals in determining where they should work shall include:</p>  |                             |                          |                              |                             |

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| <ul style="list-style-type: none"> <li>• Mental well-being</li> <li>• Safeguarding</li> <li>• Comfortable workstation compliant with DSE assessment</li> <li>• Environment conducive to effective productivity</li> <li>• Mentoring and training</li> <li>• Problem solving and innovation</li> <li>• Collaboration</li> <li>• Performance assessment</li> <li>• Use of resources (printers, copiers, plotters, flipcharts)</li> <li>• Processing of mail and deliveries</li> <li>• Dispatch of resources to site operations</li> <li>• Strategic decision-making</li> <li>• Maintenance</li> <li>• Induction</li> <li>• Interviewing</li> </ul>  |                             |                          |                              |                             |
| <p><b>REDUCING CONTACT:</b> Reducing the risk of spreading Covid-19 by reducing the number of people workers come into contact with.</p> <p>Employees are to be mindful of each other in shared spaces and potential pinch points such as corridors, stairs and toilets, and keep a sensible distance from people they don't normally meet or don't know. Specifically in Wales, 2m social distancing measures are to be maintained in the workplace. The risk of Covid-19 should be mitigated by <a href="#">reducing the number of people workers come into contact with</a>. For example by:</p> <ul style="list-style-type: none"> <li>• Reducing the number of people each person has contact with by using 'fixed teams or partnering' or 'cohorting' (so each person works with only a few others).</li> <li>• Using screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face (screens are only likely to be beneficial if placed between people who will come into close proximity with each other and may not be practicable between desks in a side-to-side office setting).</li> <li>• Assign workstations to an individual rather than having shared workstations. Where they need to be shared, there should be ways to clean them between each user and an adequate supply of ventilation ensured for enclosed workstations.</li> </ul> |                             |                          |                              |                             |
| <p><b>REDUCING RISK FOR VISITORS &amp; CONTRACTORS:</b> Making sure people understand what they need to do to maintain safety.</p>  |                             |                          |                              |                             |

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| <ul style="list-style-type: none"> <li>• Keep visitor numbers to a minimum and manage arrival times to minimize overlap.</li> <li>• Give people clear guidance on how to reduce the risk of spreading Covid-19 when they arrive, with for example, signage and visual aids. Require visitors to use hand sanitizer or handwashing facilities as they enter. Sanitizer shall be provided near the entrance.</li> <li>• Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired.</li> <li>• Establish host responsibilities. Provide any necessary training for people who act as hosts for visitors.</li> <li>• Review entry and exit routes for visitors and contractors to reduce contact between people.</li> <li>• Coordinate and cooperate with other occupiers in shared premises/facilities.</li> <li>• If visitors choose to wear a face covering tell them, where applicable, they should be prepared to remove it if asked to do so for identification.</li> <li>• Ensure the information provided to visitors does not compromise their safety.</li> <li>• Maintain a record of contact details for all visitors and ensure they sign in and out.</li> </ul>  |                             |                          |                              |                             |
| <p><b>VENTILATION</b></p> <p>Fresh air ventilation is now known to significantly help to remove air that contains virus particles and prevent the spread of Covid 19. When someone with Covid 19 breathes, speaks, coughs or sneezes, they release particles (droplets and aerosols) containing the virus that cause Covid 19. While larger droplets fall quickly to the ground, aerosols containing the virus can remain suspended in the air. If someone breathes in virus particles that are suspended in the air, they can become infected with Covid 19. This is known as airbourne transmission.</p> <p>To ensure spaces are adequately ventilated all Knights Brown workplaces shall maintain the following:</p> <ul style="list-style-type: none"> <li>• Enclosed poorly ventilated rooms are to be identified and arrangements made for natural ventilation or mechanical ventilation. Such areas shall include drying rooms and toilets.</li> <li>• Offices and meeting rooms shall be maintained well ventilated by keeping windows open or in colder weather by opening windows to allow a through flow of natural air at regular intervals, for example at least 10 minutes in every hour as a guide.</li> <li>• To assist in monitoring the air, CO2 monitors are available to all sites and offices for monitoring the air quality. The monitors indicate the amount of CO2 which is exhaled and should be maintained below 1000 parts per million to avoid breathing in other persons exhaled breath.</li> <li>• Vehicles are also to be ventilated by open windows if employees must travel together.</li> </ul> |                             |                          |                              |                             |



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| Ventilation does not prevent Covid 19 from spreading through close contact and is only one of the series of actions required to take in controlling the risk of transmission.   |                             |                          |                              |                             |
| <p><b>CLEANING &amp; DISINFECTION:</b> Keeping the workplace clean and preventing transmission from contaminated surfaces:</p> <ul style="list-style-type: none"> <li>• Clean work areas, desks/meeting rooms and equipment between uses, using standard cleaning products such as household disinfectant.</li> <li>• Frequently clean objects and surfaces that are touched regularly including: light switches, door handles/push plates and keyboards; buckets, site equipment and control panels.</li> <li>• Clear workspaces and remove waste and belongings from the work area at the end of a shift/working day.</li> <li>• Sanitise hand tools, controls, machinery and equipment after use.</li> <li>• Provide extra non recycling bins for disposal of cleaning products, single use face coverings, etc.</li> </ul> <p>For cleaning after a known or suspected case of Covid-19, refer to the <a href="#">guidance on cleaning in non-healthcare settings</a> ensuring adequate PPE is worn and appropriate disinfectants are used.</p>  |                             |                          |                              |                             |
| <p><b>HYGIENE: HANDWASHING, SANITATION &amp; TOILETS FACILITIES:</b> Helping everyone keep good hygiene through the working day:</p> <ul style="list-style-type: none"> <li>• Ensure there are adequate hand washing facilities for the number of people.</li> <li>• Using signs and posters to make people aware: <ul style="list-style-type: none"> <li>– how to wash their hands well</li> <li>– they should wash their hands frequently</li> <li>– they should not touch their faces</li> <li>– they should cough or sneeze into a tissue which is binned safely, or into their arm if a tissue is not available</li> </ul> </li> <li>• Provide regular reminders and signage to maintain personal hygiene standards.</li> <li>• Provide hand sanitiser in multiple accessible locations as well as washrooms, considering the needs of people with disabilities.</li> <li>• Set clear use and cleaning guidance for toilets to ensure they are kept clean.</li> <li>• Enhance cleaning for busy areas.</li> <li>• Take special care when cleaning portable toilets.</li> <li>• Provide more waste facilities and more frequent rubbish collection.</li> <li>• Provide hand drying facilities – paper towels, continuous roller towel, or electrical driers.</li> </ul> |                             |                          |                              |                             |

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| <ul style="list-style-type: none"> <li>Keep the facilities well ventilated, for example by ensuring any mechanical ventilation works effectively and opening windows and vents where possible.</li> </ul> <p><b>Changing/drying rooms and showers:</b></p> <p>The enclosed nature of changing/drying rooms may result in increased risk of Covid-19 spreading. They should be managed carefully to reduce that risk. <a href="#">Read the advice on air conditioning and ventilation.</a> To reduce the risk of transmission in changing/drying rooms and showers:</p> <ul style="list-style-type: none"> <li>Set clear use and cleaning guidance to ensure they're kept clean and clear of personal items.</li> <li>Enhance cleaning of all facilities regularly during the day and at the end of the day. Use normal cleaning and disinfectant products. Pay attention to frequently touched surfaces and, consider using disposable cloths or paper roll to clean all hard surfaces.</li> <li>Keep the facilities well ventilated. For example, by ensuring any mechanical ventilation works effectively and opening windows and vents where possible.</li> <li>Make hand sanitiser available on entry and exit.</li> </ul> |                             |                          |                              |                             |
| <p><b>Welfare arrangements, canteens &amp; mess rooms</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities or hand sanitizer must be available at the entry and exit.</li> <li>Where possible, stagger break times to prevent crowding.</li> <li>Sharing food and drink should be discouraged.</li> <li>Increase the frequency of cleaning particularly for frequently touched areas such as tabletops, chairs, light switches, door handles, taps, small appliances and vending machines including the provision of spray disinfectant, paper towels and nitrile disposable gloves to cater for this.</li> <li>After use, plates, cutlery, glasses and the like should be handwashed in hot soapy water or placed in a dishwasher and washed with detergent. Specifically, used items are not to be left on surfaces or in sinks.</li> <li>Canteens should be thoroughly cleaned between groups of users, or each individual is to clean the area they occupy as they leave.</li> <li>Maintain adequate ventilation including keeping doors and windows open wherever possible and use mechanical ventilation and vents.</li> </ul>   |                             |                          |                              |                             |
| <p><b>Handling goods, merchandise and other materials, and onsite vehicles:</b> Reducing the spread of Covid-19 through contact with objects coming into the workplace, and vehicles at the work site.</p>   |                             |                          |                              |                             |

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| <ul style="list-style-type: none"> <li>Put in place cleaning procedures for the parts of shared equipment people touch after each use. Consider all equipment, tools and vehicles. For example, site mobile plant and shared power tools.</li> <li>Encourage people to wash their hands more often. Introduce more handwashing facilities for workers who handle goods and merchandise. Provide hand sanitiser where this is not practical.</li> <li>Regularly clean vehicles people take home.</li> <li>Where possible and safe, having a sole person load or unload vehicles. Where more than one person is needed using the same pairs of people for loads.</li> <li>Enable drivers to access welfare facilities when required, consistent with other guidance.</li> </ul>  |                             |                          |                              |                             |
| <p><b>First Aid</b></p> <p>First aiders are under no obligation to place themselves at risk and it may be the case that the person requiring first aid can administer it themselves under instruction. When treatment is necessary, <a href="#">sensible precautions should be taken</a> ie wearing nitrile gloves, apron, eye protection and face covering. Take care to avoid contamination from body fluids.</p> <p>In an emergency, the primary responsibility is to preserve life and first aid should be administered if required until the emergency services attend. If administering CPR:</p> <ul style="list-style-type: none"> <li>do not place your face close to the casualty's,</li> <li>before starting CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty,</li> <li>do not give rescue breaths.</li> </ul> <p>Use defibrillators as normal, where available, ensuring they are sanitised afterwards. St John's Ambulance has provided this guidance: <a href="#">How to do CPR on an adult: Covid-19 update</a></p> <p>Follow the <a href="#">guidance on cleaning in non-healthcare settings</a> ensuring adequate PPE is worn and appropriate disinfectants are used.</p> <p><b>Emergency response:</b> When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties. Emergency plans including contact details should be kept up to date.</p> |                             |                          |                              |                             |
| <p><b>PPE &amp; FACE COVERINGS</b></p> <p><b>Personal protective equipment (PPE)</b></p>   |                             |                          |                              |                             |

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This is the underpinning document for Knights Brown's operating procedures for managing the risks associated with Covid-19. The contents of this risk assessment shall consider matters following consultation with employees. Covid-19 is a global pandemic and affects all industries. The relevant guidance shall continue to be updated and reflected in this document.

| Persons affected Staff & visitors  | Hazard level High to medium | Likelihood Medium to Low | Risk with part controls High | Risk with full controls Low |
|--|-----------------------------|--------------------------|------------------------------|-----------------------------|
| <p>Where PPE is already in use for an activity to protect against non-Covid-19 risks, this should be maintained. The precautionary use of PPE to protect against Covid-19 is discouraged unless responding to a suspected or confirmed case. Risk assessments should reflect the fact that PPE has an extremely limited role in providing extra protection. If the risk assessment does show PPE is required, provide it free of charge to those who need it ensuring it fits properly.</p> <p><b>Face coverings</b></p> <p>In line with Government guidance employees, contractors' employees and visitors shall continue to wear face coverings in indoor areas where they may come into contact with people they do not normally meet. This is especially important in enclosed and crowded spaces. Where worn correctly, this may reduce the risk of transmission to themselves and others.</p> <p>People who choose to wear a face covering in the workplace of their own volition shall be supported by management.</p> <p>Consider the reasonable adjustments needed for people with disabilities and how these fit with other obligations arising from the law on employment rights, health and safety and equality legislation. Some people are not able to wear face coverings, and the reasons for this may not be visible to others. Please be mindful and respectful of such circumstances. Be aware that face coverings make it harder to communicate with people who rely on lip reading, facial expressions and clear sound.</p> <p>When wearing a face covering, people should be supported to do so safely. This means telling users to:</p> <ul style="list-style-type: none"> <li>• Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on face coverings; they should also do this before and after removing them.</li> <li>• Avoid touching their faces or face coverings otherwise they could contaminate them with germs from their hands.</li> <li>• Change their face coverings if they become damp or they've touched them.</li> <li>• Continue to wash their hands regularly.</li> <li>• Change or wash their face coverings daily.</li> <li>• If the material is washable, to wash it in line with manufacturer's instructions; if it's not washable, to dispose of it carefully in their usual waste.</li> </ul> |                             |                          |                              |                             |
| <p><b>PEOPLE MANAGEMENT</b></p> <p><b>Outbreaks in the workplace:</b></p>  |                             |                          |                              |                             |

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|--|-----------------------------|--------------------------|------------------------------|-----------------------------|
| <p>In the event of an outbreak, the single point of contact to lead on contacting public health teams if necessary, is Olav Lawrence, Head of HSQE or his designated deputy.</p> <ul style="list-style-type: none"> <li>• In the event of a positive case of Covid-19, HSQE and HR shall be informed.</li> <li>• Any <b>close contacts</b> shall be immediately identified and asked to self-isolate, unless exempt through vaccination. Do not wait for NHS Test and Trace. This prompt action will help reduce the risk of a workplace outbreak.</li> <li>• If the local PHE health protection team declares an outbreak, be prepared to: <ul style="list-style-type: none"> <li>– record details of symptomatic staff</li> <li>– assist with identifying contacts</li> </ul> </li> </ul> <p>Employment records are to be maintained up to date for this purpose.</p>  |                             |                          |                              |                             |
| <p><b>Work-related travel:</b> Keeping people safe when they travel between locations.</p> <p><b>Public transport:</b> Face coverings shall be worn when travelling on public transport.</p> <p><a href="#">Safer travel guidance for passengers</a></p> <p><b>Using company or private vehicles:</b> People travelling together in any one vehicle are wherever possible, encouraged to:</p> <ul style="list-style-type: none"> <li>• use fixed travel partners</li> <li>• not sit face-to-face</li> <li>• open windows</li> </ul> <p>Adequate ventilation is to be provided by switching on ventilation systems that draw in fresh air or opening windows, even in cold weather. For more information on ventilation in vehicles read <a href="#">HSE guidance on ventilation and air conditioning</a>.</p> <p>Clean shared vehicles between shifts or on handover.</p> <p>The movement and transfer of personnel between sites shall be avoided. This includes the transfer of operatives from site to site as far as possible while keeping them in work. Similarly, subcontractors shall be discouraged from moving personnel between sites. Non-essential visits by supply chain representatives should be avoided. Site perimeters should be secured with locks where possible.</p> |                             |                          |                              |                             |

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| All visitors between sites or locations shall consider the risk they pose to themselves and other workers and limit their visit to the time required for the specific purpose of their visit.   |                             |                          |                              |                             |
| <p><b>Communications, training and signage:</b> Making sure everyone understands Covid-19 related safety procedures and are aware of how they are being implemented or updated.</p> <p>This risk assessment shall be reviewed regularly and in line with changes in Government guidance, adjusting the advice and instructions in consultation with employees. Updates shall be published on Sika and notified via workforce briefing notes included as a part of the daily safe start briefings.</p> <p>Branded information and behavioural posters are <a href="#">available to order</a> (updated poster set).</p> <p>To make sure everyone understands Covid-19 related safety procedures:</p> <ul style="list-style-type: none"> <li>• Provide clear, consistent and regular communication to improve understanding and consistency of ways of working.</li> <li>• Engage with people through existing communication routes and representatives to explain and agree any changes in working arrangements.</li> <li>• Maintain communication and training materials for people returning to the workplace, especially around induction arrangements.</li> </ul> <p>To make sure everyone is kept up to date with how safety measures are being implemented or updated:</p> <ul style="list-style-type: none"> <li>• Engage with people to monitor and understand any unforeseen impacts of changes to working environments.</li> <li>• Be aware of and focus on the importance of mental health. The government has published <a href="#">guidance on the mental health and well-being aspects of coronavirus (Covid-19)</a>.</li> <li>• Use simple, clear messaging to explain guidelines with images and clear language, with consideration for those whose first language may not be English and those with protected characteristics such as visual impairments.</li> <li>• Use visual communications, for example, whiteboards or signage, to explain safe working practices around the workplace to reduce the need for face-to-face communications.</li> <li>• Communicate approaches and operational procedures to suppliers and customers to help their adoption.</li> </ul> |                             |                          |                              |                             |
| <p><b>TESTS &amp; VACCINATIONS</b></p> <p><b>Accessing testing</b> It's important we maintain measures to reduce the risk of spreading Covid-19.</p>  |                             |                          |                              |                             |

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| <p>Anyone with Covid-19 symptoms can <a href="#">get a free NHS test</a>. Anyone who does not have symptoms of Covid-19 should take regular lateral flow tests twice a week. Read guidance on <a href="#">accessing tests if you do not have symptoms of Covid-19</a>. Regular testing could help identify more positive cases of Covid-19 in the workplace.</p> <p><b>Getting vaccinated</b></p> <p>The coronavirus (Covid-19) vaccines give the best protection against getting seriously ill and being hospitalised with Covid-19.</p> <p>Get a vaccine:</p> <ul style="list-style-type: none"> <li>All employees are strongly advised to get vaccinated and their booster jab to protect themselves, their colleagues, and their friends and families.</li> <li>Anyone who is as yet unvaccinated is still eligible and can book appointments anytime.</li> </ul> <p>To get a vaccine:</p> <ul style="list-style-type: none"> <li><a href="#">Book your Covid-19 vaccination appointments online</a> for an appointment at a vaccination centre or pharmacy</li> <li><a href="#">Find a walk-in Covid-19 vaccination site</a> to get vaccinated or a booster jab without needing an appointment</li> </ul> <p>Anyone unable to book appointments online, can call 119 free of charge.</p> <p>Read more about <a href="#">How to get your Covid-19 vaccine</a>.</p> |                             |                          |                              |                             |
| <p><b>SUPERVISION &amp; COMPETENCE</b></p> <p>Adequate numbers of key personnel including supervision, or specific competencies such as lift supervisors, are required to continue working.</p> <p>Grace periods for SMSTS and SSSTS certificates no longer apply. CSCS cards maintain a six month grace period from date of expiry. CPCS expiry dates shall be treated similarly.</p> <p>Activities shall cease if key personnel are unavailable. In the event of a shortfall, consult senior management to determine whether supplementary personnel to fulfill the roles are available.</p>   |                             |                          |                              |                             |

**RISK ASSESSMENT DATE:** January 2022 **NAME & POSITION:** Olav Lawrence Head of HSQE **SIGNED:** *Olav Lawrence*

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