

Risk Assessments – All Works

To be used in conjunction with the Dynamic Risk Assessment

HHRA COVID-19

Job: All jobs	Address: Various Sites (domestic dwellings, commercial buildings etc.)	Estimated Job Duration: Highlighted in specific job file
Owner/Occupier Contact: N/A		Assessed by: EP RISK consultancy.
Assessment Date: May 2020		Approved by: Gareth Jones, Managing Director
Persons at risk: Operatives, contractors, Policy holder/occupiers, Third parties		COVID19 symptoms <ul style="list-style-type: none"> - A cough - A high temperature - Shortness of breath

Hazards and risks	Risk Rating (before controls)			Control Measures	Risk Rating (after controls)			Future controls
	L	S	RR		L	S	RR	
Spread of Covid-19 Coronavirus Personal Hygiene	5	4	20	Hand washing facilities with soap and water in place. Stringent hand washing taking place. Drying of hands with disposable paper towels. Tissues made available throughout the workplace. Hand sanitiser available at all applicable points (including entry and exit points) especially where no hand washing station is possible. Provide emollient hand cream for skin protection.	5	2	10	Staff to be reminded on a regular basis to wash their hands for 20 seconds. Provide additional hand washing stations. Staff reminded to catch coughs and sneezes in tissues – Follow “Catch it, Bin it, Kill it”. Staff to avoid touching face, eyes, nose or mouth with unclean hands. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme.
Spread of Covid-19 Coronavirus Cleaning	5	4	20	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as work surfaces, all equipment, door handles, light switches, reception area, customers room using appropriate cleaning products and methods.	5	2	10	Prop open doors to remove unnecessary contact points. Avoid sharing work equipment, drills, tools, phone, keyboard etc. Introduce additional cleaning, hourly cycle for shared contact

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								points and shared welfare facilities.
Spread of Covid-19 Coronavirus PPE	5	4	20	<p>Where a Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p> <p>Staff instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Where Risk Assessment identifies wearing of face mask is a requirement of the job, an adequate supply of these will be provided.</p> <p>Signage for instructions to be displayed in the appropriate areas</p>	5	2	10	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Where staff are unable to maintain the 2 metre distance tight-fitting respirators/face masks must be worn.</p> <p>Reusable PPE should be thoroughly cleaned after use and not shared between staff.</p> <p>Single use PPE should be disposed of so that it cannot be reused and to control potential contamination.</p> <p>Waste removed by a responsible, approved contractor.</p>
Spread of Covid-19 Coronavirus Social Distancing	5	4	20	<p>Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended.</p> <p>Amend work schedules including start & finish times/shift patterns.</p> <p>Continue working from home etc. to reduce number of staff on site at any one time.</p> <p>Relocate staff around the building to distance desks and work stations.</p> <p>Install markers on the floor of walkways, stairs and areas where staff gather to demonstrate the 2 metre distance.</p> <p>Stagger break time to reduce the number of people using canteens and kitchens.</p> <p>Allow for staggered work times to avoid staff using public transport at peak periods.</p> <p>Signage for instructions to be displayed in the appropriate areas.</p>	5	2	10	<p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings with trades, staff.& visitors.</p> <p>Conduct interviews via video conferencing.</p> <p>Appoint a social distancing champion in each area of the business to remind staff of the requirement.</p> <p>Place reminder notices around the building to remind staff of the social distancing requirements.</p> <p>Encourage staff to bring in packed lunches and eat at desk area</p>



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								where suitable to do so to avoid canteen areas. Consider use of screens or barriers to separate people from each other, if possible.
Spread of Covid-19 Coronavirus Access & Egress	5	4	20	Stagger working times to prevent staff congregating at clock in/out or reception areas. Limit the number of people able to use a lift or disable lifts except for those with mobility requirements. Remove the need for contact signing in or out (finger print recognition).	5	2	10	Provide additional supervision to monitor distancing and teams not to be rotated or staggered. Use additional/separate entrances/exits where possible
Spread of Covid-19 Coronavirus Working within 2 metres of a colleague or other person	5	4	20	Review if the task can be performed differently without having to breach the 2m social distancing rule. Where staff cannot maintain the 2 metre distance they must work side by side and not facing each other. Where staff are required to travel in the same vehicle windows must remain fully open. Managers will operate a buddy system to limit the number of staff required to be on contact with each other.	5	2	10	Increased ventilation will be provided within enclosed spaces. Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work. Reduce exposure to this distance to less than 15 minutes. Keep the activity time involved as short as possible. Management must consider introducing an enhanced authorisation process (permit to work) for activities where less than 2m distance may be required. Consider use of screens or barriers to separate people from each other, if possible.

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Job: All jobs	Address: Various Sites (domestic dwellings, commercial buildings etc.)	Estimated Job Duration: Highlighted in specific job file
Owner/Occupier Contact: N/A		Assessed by: EP RISK consultancy
Assessment Date: April 2018		Approved by: Gareth Jones, Managing Director
Persons at risk: Operatives, Contractors, Policy holder/occupiers, Third parties		COVID19 symptoms <ul style="list-style-type: none"> - A cough - A high temperature - Shortness of breath

Hazards and risks	Risk Rating (before controls)			Control Measures	Risk Rating (after controls)			Future controls
	L	S	RR		L	S	RR	
Spread of Covid-19 Coronavirus Visitors	5	4	20	Any additional COVID 19 measures specified by this risk assessment equally apply to visitors arriving on site. Consider whether visitors are essential or if the meeting can be conducted by video conference. Training managers and staff on the additional restrictions in place for visitors. Provision of hand sanitiser in meeting rooms. Limit number of visitors on site at any one time.	4	2	8	Consider the need for additional restrictions on visitor movement on site. Introduce additional communication at the sign in/entry point to the site. Consider the need for a visitor questionnaire, which can be emailed to each visitor 48 hours ahead of their visit.
Spread of Covid-19 Coronavirus Drivers	5	4	2-	Staff should not share vehicles or cabs, where suitable distancing cannot be achieved. Procedures in place for drivers to ensure adequate welfare facilities available during their work. Each vehicle is provided with a cleaning and car kit for the driver to maintain the hygiene of the vehicle	3	2	5	Provide staff with information on over-flow or additional parking in the area close to work. Include a cleaning schedule and check of cleaning equipment for each driver in the daily vehicle check. Consider trying to reduce reliance on 2-person delivery to reduce the need for people to travel in a shared, confined space. Where

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								people do have to work in pairs, consistent pairing should be used to avoid increasing contact between different people.
Spread of Covid-19 Coronavirus Contractors	5	4	20	Any additional COVID 19 measures specified by this risk assessment equally apply to contractors working on site. Contractors must be advised of the arrangements on induction. Consider whether the work is essential or if it can be delayed.	5	2	10	Any additional COVID 19 measures specified by this risk assessment equally apply to contractors working on site. Contractors must be advised of the arrangements on induction. Consider whether the work is essential or if it can be delayed.
Spread of Covid-19 Coronavirus Deliveries	3	3	9	The collection of goods/delivery of supplies will be scheduled to minimise congestion. Loading/unloading should take place without interacting with the driver and contact for exchanging paperwork/ arranging payment should be reduced as far as possible.	4	2	8	Consider trying to reduce reliance on 2-person delivery for external suppliers to reduce the need for people to travel in a shared, confined space.
Mental Health	5	4	20	Management will promote mental health & wellbeing awareness to staff. Management will offer whatever support they can to help individuals who are struggling to cope. Management will maintain regular communication to keep staff informed of changes in the workplace and requirements. Management will make staff aware of the measure in place to protect them whilst at work. Management will pay particular attention to the - open door policy for those who need additional support, Managers must be aware of staff who are grieving. Grief affects everyone differently.	4	2	8	Consider setting up a working party to channel staff concerns up to managements/directors. Consider putting discreet notices up in the site to sign post staff to support organisations where they feel unable to talk to a manager or colleague. Review your Health & Wellbeing policy to include specific concerns around Coronavirus.
Wellbeing	5	4	20	Encourage staff to maintain their physical activity and spend some time outdoors each day. Managers will avoid the need for staff to monitor email and communications outside of their normal hours. Managers must talk to staff who are parents and carers about	4	2	8	Consider the need to introduce different working hours and patterns for employees working at home who are also caring for young children at home and



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				the potential to mutually agree a temporary change to their contracted hours whilst schools and normal care arrangements are suspended.				juggling home schooling. Talk to parents and carers about the potential to mutually agree a temporary change to their contracted hours. Review your Health & Wellbeing policy to include specific concerns around Coronavirus.
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KEY:

Likelihood 1. Remote 2. Unlikely 3. Possible 4. Likely 5. Certain	Consequence (Severity) 1. Slight injury 2. Minor injury (no lost Time) 3. Moderate injury (Over 7 days) 4. Major injury 5. Fatality	Likelihood	Consequence/Severity					Risk Rating 1 – 5 ■ acceptable risk, no further action or additional controls required. Monitor existing controls. 6 - 11 ■ risks need review and efforts made to reduce them. 12 - 25 ■ = risks not adequately controlled and urgent action needed.	
				1	2	3	4		5
			1	1	2	3	4		5
			2	2	4	6	8		10
			3	3	6	9	12		15
			4	2	8	12	16		20
5	5	10	15	20	25				

RISK REDUCTION ACTION PLAN

Company Name: Highbury Homes		Work Area:		RA No: HHRA COVID	
Further Control Measure Required	Target Date	Additional Comments	Person Responsible	Signature	Date Complete



Highbury
The Complete Building Solution

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