

RRT Risk Assessment – Site Mobilisation – COVID-19 prevention, avoidance and protection

Location: Burton Office

Reviewed: 05/05/2020

Activity	Hazards / Risks	Control Measures
Fitness to work	<p>Preventing unwell people arriving at the place of work.</p> <p>People start to feel unwell at work.</p>	<ul style="list-style-type: none"> • Employees should follow government guidance when displaying symptoms • Refer to RRT Coronavirus Policy in relation to notifying line manager of existing or new symptoms. • Awareness of symptoms and what to do in circumstances should be explained at return to work induction. • Symptoms posters to be displayed at site entrances.
Employees moving to / from site	Individuals unknowingly spreading the virus or becoming infected via people or surfaces.	<p>Transport</p> <ul style="list-style-type: none"> • Avoid use of public transport where possible. • Try to travel alone in cars or walk, bike etc. • If shared transport is unavoidable always keep numbers of people down to a minimum and ensure that vehicles are cleaned regularly and well ventilated at all times. • Always practice 2m distancing where possible. <p>Parking</p> <ul style="list-style-type: none"> • Adhere to the parking space restrictions put in place with cones at each site. • Maintain social distance on walkways in car parks & be aware of other users at all times. <p>Signing / clocking in</p> <ul style="list-style-type: none"> • Operatives should keep hold of their own clocking in cards and not touch any others. • Report to designated RRT person to sign register when moving in and out of site. • Option – sign in /out via text / whatsapp to works

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		<p style="color: red;">number centrally controlled</p> <p>Moving between offices</p> <ul style="list-style-type: none"> • Ensure desks & key transfer areas are cleaned down at the end of use for that day. <p>Staff should work remotely where possible or be placed on rotating shifts as discussed with their line manager.</p>
<p>Visitors</p>	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p>	<p>Visitors should call ahead / pre-agree arrival times where possible.</p> <p>Car parks</p> <ul style="list-style-type: none"> • Utilise designated visitor car park spaces and adhere to new spacing for 2m as marked out. <p>Reception</p> <ul style="list-style-type: none"> • Follow site specific reception signage for restrictions. • Signing in should be done by notifying an RRT member of staff who can complete the register. <p>Meetings</p> <ul style="list-style-type: none"> • Meetings should be carried out remotely where possible but where site visits are required social distancing and office spacing guidelines must be followed at all times. <p>Canteen facilities will not be available to visitors until further notice. Water may be made available in specific circumstances.</p>

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<p>Contractors</p>	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p>	<p>Paperwork</p> <ul style="list-style-type: none"> • RAMS and any other contractual paperwork should be sent over electronically prior to any work commencing and must include any provisions for COVID-19. • RRT Permit to works can be completed electronically where possible and agreed via email in place of a signature if necessary. <p>Induction</p> <ul style="list-style-type: none"> • Contractors should report to the main office building to state their business and the relevant contact will be called via phone thereafter to meet them and take them to the area of work. • Contractors will be made aware of this risk assessment and other associated control procedures in place at the time from RRT. <p>Activities</p> <ul style="list-style-type: none"> • Contractors will be expected to adhere to social distancing guidelines with RRT staff at all times and with one another in accordance with their own risk assessments as far as possible. • Contractors should be wearing appropriate PPE so as to prevent the spread of the virus such as gloves, RPE, Visors etc and will be expected to leave work areas in a clean & tidy state at the time of leaving site.
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<p>Business meetings / inductions / gatherings</p>	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p>	<p>Induction</p> <ul style="list-style-type: none"> • All operatives & office staff on site will receive a re-induction on return to work specifically focussing on coronavirus control measures and the procedures surrounding this risk assessment. • Inductions will be carried out in small groups in the open air where possible, and social distancing of 2m rule will be adhered to at all times. <p>Operative briefings (H&S etc)</p> <ul style="list-style-type: none"> • Any future briefings & usual H&S training will be carried out using appropriate social distancing guidance from the government and other health websites as appropriate. • Training if required for operating specific pieces of equipment will be risk assessed at the time with training providers using RAMS as necessary. <p>General office meetings / other</p> <ul style="list-style-type: none"> • Offices will be marked on the doors with designated number of people who are permitted entry at any one time and this must be adhered to with all staff and visitors. • Where there is no glass in the door for visibility, employees should knock and wait for a response before entering. • All business meetings / gatherings should be held electronically where possible and attendees kept to a minimum if in person to minimise risk.
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<p>Deliveries to / from site</p>	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p>	<p>In the first instance any delivery/collection for an RRT site should be carried out in accordance with the COVID-19 haulier site procedures that we have set out. (Ref Doc no.)</p> <p>Thereafter when a driver has been directed by a RRT member of staff as appropriate the following controls must be adhered to;</p> <p>Reception</p> <ul style="list-style-type: none"> • Drivers should only enter reception if it is safe to do so considering social distancing rules of 2m or they are invited to do so by an RRT employee. <p>Paperwork</p> <ul style="list-style-type: none"> • Any documentation should be completed electronically where possible and if not hauliers should use their own pens / gloves to prevent contamination. <p>Securing / checking loads</p> <ul style="list-style-type: none"> • Providing RRT personnel are at a 2m safe distance, driver may exit their vehicles to ensure loads are safely strapped & secured in the usual designated areas. • Gloves, masks and all other standard PPE for each site should be used at all times.
<p>Operating office equipment ie printing / photo copiers</p>	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p>	<p>Machines & work stations</p> <ul style="list-style-type: none"> • 2m distancing tape will be placed around each machine and should not be crossed. • Appropriate cleaning processes are in place for regular cleaning of most used equipment

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<p>Working in offices on site</p>	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p>	<ul style="list-style-type: none"> • Offices will be marked on the doors with designated number of people who are permitted entry at any one time and this must be adhered to with all staff and visitors. • Where there is no glass in the door for visibility, employees should knock and wait for a response before entering. • Items / paperwork that need to be exchanged should be placed down and picked up rather than passed between hands of individuals. • Mask / glove wearing by employees is not mandatory but will be permitted if individuals desire providing no other H&S risks are incurred and doing so does not inhibit normal tasks being conducted. • Desks and equipment should all be cleaned / wiped down at the end of each day as a minimum or when significant risk of infection has occurred. • Where possible staff should work on designated desks and avoid 'hot-desking' so to prevent cross contamination.
<p>Use of welfare facilities</p>	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p>	<p>Breaks to be staggered to reduce number of people at once. Cleaning of welfare facilities carried out in line with controls in this risk assessment.</p> <p>Canteen</p> <ul style="list-style-type: none"> • Maximum of 2 people allowed in the factory canteen at any one time. • All except 2 chairs removed & marked with yellow warning tape to designate seating arrangements 2m apart. • Employees should bring their own lunch & cutlery

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		<p>and take them away with them where possible.</p> <p>Toilets</p> <ul style="list-style-type: none"> • Handwashing should be carried out as per government guidance and good personal hygiene standards. Hot water, soap and disposable hand towels will be made available and are preferred to hand driers. • Where these are not available due to stock shortages hand driers may be used providing hands have be properly washed prior to use. <p>Office kitchen</p> <ul style="list-style-type: none"> • No more than 1 Person in kitchen area at once adhering to social distancing guidance. • Cutlery & plates provided should be thoroughly washed after use and at the end of each day put away in cupboards provided. • Staff should avoid making drinks for one-another however where this does happen drinks should be placed and picked up rather than passed directly. <p>Showers</p> <ul style="list-style-type: none"> • Staff should avoid using on-site showers where possible, but where necessary should ensure areas are cleaned appropriately after use and line manager made aware so that cleaning contractors and keep on top of areas. • Staff should bring / use their own towels to avoid cross contamination.
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<p>First aid provision</p>	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p>	<ul style="list-style-type: none"> • Minimum of 1 qualified first aider should be on site at any one time. • Avoid person to person contact where possible, if not then wash hands before and after giving first aid. • Chest compressions only for non-breathing casualties – no rescue breaths. • Clean and disinfect all equipment after use. • Maximum of 2 people allowed in first aid room at any one time and 1 should be first aider. • Accident books etc should be filled out by the relevant people or dictated from a distance ensuring 2m rule is adhered to at all times.
<p>Cleaning & Hygiene</p>	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p>	<p>Signage & hazard tape put in place to remind staff of social distancing measures in all areas of site.</p> <p>Signs to remind employees to wash hands regularly for 20 seconds with soap & water.</p> <p>Signs to remind about the wearing of PPE.</p> <p>Office areas</p> <ul style="list-style-type: none"> • Daily cleaning arrangements and regular checks have been put in place to maintain good standards of cleanliness in office areas. • Cleaning contractors available if required.

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		<ul style="list-style-type: none"> • Bins in all areas to be emptied regularly and waste contract as normal to remove from site. Fewer people on site should mean waste is minimized.
<p>Close contact work of less than 2m (Where unavoidable) e.g;</p>	<p>Individuals unknowingly spreading the virus or becoming infected via people or surfaces.</p>	<ul style="list-style-type: none"> • Restrict close contact work to as few people as possible in as large a space as possible. • Always wear appropriate PPE such as gloves, masks / visors etc when working closer than 2m. • Where possible work side by side or back to back to avoid transfer of breath. • If necessary, conduct separate specific risk assessments for each task via the work safe forms taking extra consideration for ventilation & breaks. • Try to keep tasks under 15 minutes at all times to limit exposure. • Wash hands thoroughly after every task involving close contact. • Use the hierarchy of controls for each task prior to deciding to break the 2m distancing rule. This should be a last resort at all times. • Single use PPE should be disposed of. • Limit the number of times people can undertake close contact tasks as much as possible.



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Print Name: **Line Manager**

Sign Name:..... **Line Manager**

Date..... **Date**