

## Capital Support Services

152-160 City Road,  
London, EC1V 2NX

Telephone: 07826616265



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# Covid-19 Staff Risk Assessment

**Reference:** Covid-19 Staff Risk Assessment

**Revision Number:** 1

**Author:** Ann Tolani

**Job Role:** N/A

**Date Created:** 20 Oct 20

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## 1.0 Method Statement

- |  |                                  |
|--|----------------------------------|
| 1.1 - Scope of works                     | 1.2 - Covid 19 / Coronavirus     |
| 1.3 - Personnel involved in this project | 1.4 - Training & Competence      |
| 1.5 - Legislation                        | 1.6 - Access arrangements        |
| 1.7 - Waste Management                   | 1.8 - First aid provision        |
| 1.9 - Welfare provision                  | 1.10 - Specific PPE requirements |
| 1.11 - Amendments and Authorisation      |                                  |

## 2.0 Sequence of Works

- 2.1 Cleaning & Polishing
  - 2.1.1 - Covid-19 -specific cleaning hazards and control measures in relation to Covid 19

## 3.0 Risk Assessment

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|------------------------------|--------------|
| 3.1 - Coronavirus / Covid 19 | 3.2 - Travel |
| 3.3 - Other People/Workers   |              |

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# 1.0 Method Statement

## Project: Covid-19 Staff Risk Assessment

Reference: Covid-19 Staff Risk Assessment

### Site Address:

All sites  
London

Client: Staff

Start date: 20 Oct 20

End/Review date: 31 Dec 20

## 1.1 Scope of works

This is a general Risk Assessment for all company employees, highlighting and managing the current known risks around Covid-19.

Staff will refer to the safety guidance and directives issued by building managing teams and clients that will relate to each individual site.

Staff will refer to individual RAMS relating to each task or project.

## 1.2 Covid 19 / Coronavirus

Due to the ongoing Covid-19 pandemic, we have included Covid -19 as a hazard that needs assessing, as we consider this to be a significant risk to our workforce.

Specific details of how CSS and Clients are managing Covid-19 relating to tasks and jobs are detailed within each individual RAMS

As a company (Including all suppliers and sub-contractors), we shall comply with all site rules implemented by the Client/building management to control Covid-19 on their site/premises.

## 1.3 Personnel involved in this project

All staff employed by CSS

## 1.4 Training & Competence

All CSS staff will have completed:

- Ihasco Covid-19 Awareness
- Ihasco H&S Essentials
- Tool Box Talk - Covid-19
- Tool Box Talk - PPE
- Virus Control Cleaning Plan
- New procedures for handling waste (Supplementary Clinical Waste Streams), if this is implemented by Client on site.

## 1.5 Legislation

### Associated legislation:

- Health and Safety at Work Act 1974.
- Environmental Protection Act 1990.
- Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- Construction (Design and Management Regulations) 2015.
- Provision and Use of Work Equipment Regulations 1998.
- First Aid at Work Regulations 1981.
- Personal Protective Equipment at Work Regulations 1992.
- Health and Safety (Signs and Signals) Regulations 1996.
- The Workplace (Health, Safety and Welfare) Regulations 1992.

## **1.6 Access arrangements**

Staff will follow access directions specific to each site (as directed by Client and building management teams) , such as social distancing, directional arrows, use of stairs, lifts, break out areas, washrooms etc.

## **1.7 Waste Management**

Employees to follow any particular guidance on site issued by client or building management.

Generally, potential Covid-19 contaminated waste to be dealt with :

*Double-bagging waste and storing for 72 hours before disposing in general waste.*

## **1.8 First aid provision**

First Aid provision will continue as prior to the Covid-19 outbreak. Staff will access Client and site first aid resources, and will follow guidance from these trained first aiders in relation to protecting themselves and others from infection.

## 1.9 Welfare provision

These considerations are in line with Government and Public Health recommendations. Also to provide general support for staff working at client premises.

- There will be access to hand washing facilities, and staff will follow guidance below.
- Team members to wash hands on arrival at work, and when arriving home. ( plus other times as per recommendations).
- Appropriate PPE to be available for the task and in line with guidance from Government.
- Social distancing at 2m to be implemented.
- Team members to follow the directions and instructions that have been put in place by Client or building management for each site.
- <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> (<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>)
- Consideration of Clinically Extremely Vulnerable and Clinically Vulnerable staff ( individual personal RA to be carried out for affected staff).
- Consideration of well being and mental health by maintaining contact with all staff, and especially those on Furlough and with above conditions.
- Encourage staff to keep up communications with others using CSS media streams, Viber etc
- Ensure staff know what to do if they feel unwell with a temperature, persistent cough (see link below)
- <https://www.nhs.uk/conditions/coronavirus-covid-19/> (<https://www.nhs.uk/conditions/coronavirus-covid-19/>)
- Staff to contact Team leader if they are unwell before they leave home and go to site.
- If Team member feels unwell on site, they should contact Team Leader immediately and isolate themselves away from others, and await instruction.
- If Team member tests positive for Covid-19, they will follow Government rules on isolation. Line manager to escalate to Operations manager who will liaise with Client to ensure isolation protocols and specific cleaning of the area happens as recommended by HSE, Gov.co.uk , SOP and good practice.
- Team members are to wear a mask at all time when moving around the site.
- We will give support to those using public transport, ensuring staff have up to date information from Government regarding distancing and use of face coverings while travelling
- TfL (Public Transport) has ruled that people wear a face covering and do not travel if you have symptoms of the virus.



hand wash 2

## 1.10 Specific PPE requirements

PPE will be as specified in the RAMS specific to task/project, and as directed by Team Leader.  
Masks are to be worn at all times when moving around site.

## 1.11 Amendments and Authorisation

In the event of changes from the Government or NHS, this risk assessment will be updated.

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## 2.0 Sequence of Works

### 2.1 Cleaning & Polishing

#### 2.1.1 Covid-19 -specific cleaning hazards and control measures in relation to Covid 19

- Keep others away from area, using cones, signage
- Use of disposable cloths and mops, if appropriate
- Use standard household detergent and disinfectant that are active against viruses and bacteria to clean floors, walls and larger areas. Use AX solution on all surfaces and touch points.
- Use PPE as directed, including aprons, gloves, masks.
- Double-bagging waste and storing for 72 hours before disposing in general waste.
- Laundry to be washed separately, at 60 degrees
- Wear masks when walking around the site, as directed by line manager , client and Building Management



### 3.0 Risk Assessment

#### Risk Matrix

The hazards and associated risks with this activity have been identified and given a scored rating using semi-quantitative risk assessment methodology.

The risk assessment ratings are a subjective estimate based on the knowledge of the assessor and identify the level of risk without controls and also the level of residual risk once the control measures have been implemented.

To calculate risk rating, and residual risk rating you should multiply the Likelihood (1-5) by the Potential severity of injury (1-5) as depicted below.

Likelihood of injury	4	<b>Low risk</b>	Proceed with caution with the task in accordance with the risk assessment and method statement.
	x		
Severity of injury	5	<b>Medium risk</b>	Task to be reviewed by the Company director and competent HSE Advisor prior to commencing with the task.
	=		
Risk/Residual risk	<b>20</b>	<b>High risk</b>	Task cannot commence without additional controls to reduce the overall level of risk.

Severity of injury	Likelihood of injury				
	1 Remote	2 Unlikely	3 Possible	4 Probable	5 Certain
Negligible injury such as bruises and abrasions	1	2	3	4	5
Minor Injury requiring first aid treatment	2	4	6	8	10
1-7 day absence from work injury	3	6	9	12	15
Regulatory reportable injury, disease or event	4	8	12	16	20
Disability, fatality or injury to the public	5	10	15	20	25



### 3.1 Coronavirus / Covid 19

**Hazard Description: 3.1.1 Ongoing work during Coronavirus pandemic**

**Person at risk:**

<b>Risk</b>	<b>Risk Rating</b>	<b>Control measures</b>	<b>Residual Risk</b>
Risk of:	5	All workers are aware to report any potential illness/symptoms of Covid 19/Coronavirus,	2
• Cross-contamination of other persons	x	including illness/symptoms of family members that they live with.	x
• Ill-health	5		5
• Fatality	=	All Workers will comply with all site rules in relation to the control of Covid 19/Coronavirus.	=
	<b>25</b>	Coronavirus toolbox talk delivered to the workforce.	<b>10</b>
		Daily briefing at the site that reminds workers of the specific control measures that are necessary to protect them, their families and the UK population.	
		Daily monitoring and compliance with government guidance in relation to Covid 19.	
		Pre-Work reminder to workers to report any coronavirus related symptoms.	
		Social distancing guideline of 2 meters will be adhered to at all times. In the event that this cannot be complied with, the job will be stopped and the Works Supervisor informed.	
		Welfare facilities with supplies of soap and hot running water provided for all workers.	

## 3.2 Travel

**Hazard Description: 3.2.1 Travelling to work using public transport**

**Person at risk:**

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	5	All personnel provided with respiratory and personal protective equipment if required to use public transport.	2
• Cross-contamination of other persons	x		x
• Ill-health	5	All Workers have been instructed not to travel to work if showing symptoms of Covid 19.	5
• Fatality	=		=
	<b>25</b>	Workers encouraged to use personal vehicle or bicycle rather than public transport if possible.  Work is planned so that Workers do not need to use personal transport during peak times (05:45 - 7:30 and 16:00 - 17:30).	<b>10</b>

### 3.3 Other People/Workers

**Hazard Description: 3.3.1 Other persons moving around site**

**Person at risk:** Operative performing the work, Other Site Operatives, Public

Risk	Risk Rating	Control measures	Residual Risk
Risk of:	4	All site rules in relation to Covid-19 shall be adhered to at all times when on-site.	2
• Cross-contamination of other persons	x		x
• Ill-health	5	Barriers and appropriate warning signage erected around the perimeter of the work area to prevent unauthorised access.	5
• Fatality	=		=
	<b>20</b>	Covid 19 toolbox talk delivered to all company workers.	<b>10</b>
		Disposable respiratory and Personal protective equipment is worn, maintained, stored and disposed of as per the manufacturer’s instructions.	
		Increased cleaning and disinfecting frequency of regular touchpoints (doors, buttons, handles, vehicle cabs, tools, equipment etc.)	
		Re-usable respiratory and Personal protective equipment shall be worn, maintained, stored and cleaned as per the manufacturer’s instructions.	
		Social distancing guidelines of 2 meters apart adhered to at all times.	
		Workers are prohibited from work on-site until they have completed the induction specific to Covid-19 management on site.	
		Works Supervisor to monitor Worker behaviour and ensure that all Workers are abiding by all site rules in relation to Covid 19.	

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**Project: Covid-19 Staff Risk Assessment**

By signing below, you are confirming that you are fully aware of the risk assessment findings, the method that the work will be undertaken and the required standard of behaviour at all times while representing the company on site during this project.

Name	Job Role	Signature	Date

**Review of the document delivered by:**

**Job Role:**