

STC Limited

Operational/Task Considerations – Coronavirus (COVID-19)										
Reference and Hazard	Risk				Who is at risk	Good practice/guidance	Control measures required for safe working	Controlled Risk Rating		
	How harm may occur	Initial Risk Rating						L	S	L x S
		L	S	L x S						
<p>Exposure from others due to:</p> <ol style="list-style-type: none"> Living with someone with a confirmed case of COVID-19 Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19 Being advised by a public health agency that contact with a diagnosed case has occurred 	<ol style="list-style-type: none"> Staff do not report a member of their household has been confirmed positive for virus Staff are not displaying symptoms but have virus Staff do not report sickness Staff are unwell but attend work Staff absence Increases 	3	3	9	Operator Work Team General Public Client	<ol style="list-style-type: none"> PH: Stay at home: guidance for households with possible Coronavirus (COVID-19) infection PH: Guidance for employers and businesses on Coronavirus (COVID-19) PH: COVID-19: guidance for employees PH: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults 	<ul style="list-style-type: none"> Where possible transport to worksites shall be done so staff can remain separated Do not come into work where someone you live with has been diagnosed Follow NHS/111 advice as required. Do not attend GP surgery or public places if confirmed to help reduce spread of the disease Ensure that any vulnerable persons employed are individually assessed Follow good hygiene measures at all times Try to avoid visitors to your home Try to minimise social gathering (control measure known as social distancing) People who feel unwell should stay at home and should not attend work Communicate to staff the importance of following national guidelines in staff briefings, email and share copies of risk assessment with staff Remind staff of the sickness policy during any lock down period or staff self-isolation Staff to inform the employer immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses Do not to accept refreshments from customers Do not enter a customer's property e.g. house, garage or outbuildings 	2	3	6
Foreign travel	<ol style="list-style-type: none"> Staff do not report travel plans to / from a category 1 / category 2 area or a member of their household who has 	2	3	6	Operator Work Team General Public Client	<ol style="list-style-type: none"> PH: Stay at home: guidance for households with possible Coronavirus (COVID-19) infection PH: Guidance for employers and businesses on Coronavirus (COVID-19) PH: COVID-19: guidance 	<ul style="list-style-type: none"> Avoid all foreign travel until this pandemic has passed. Report any travel plans to employer. Follow relevant advice from relevant authority at time of travel. (Particularly because the advice will change, and we cannot monitor and update specifics here) 	1	3	3

	travelled to a category 1 / category 2 area					for employees 4. PH: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults				
Inclement weather - Cold temperature allows disease to survive	1. Virus able to survive	3	3	9	Operator Work Team General Public Client	1. PH: Stay at home: guidance for households with possible Coronavirus (COVID-19) infection 2. PH: Guidance for employers and businesses on Coronavirus (COVID-19) 3. PH: COVID-19: guidance for employees 4. PH: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults	<ul style="list-style-type: none"> ▪ All persons to dress appropriately for the weather ▪ Welfare facilities provided (typically company vehicle) to shelter from the elements ▪ Always maintain good hygiene measures 	2	3	6
Poor hygiene	1. Spread of virus	3	3	9	Operator Work Team General Public Client	1. PH: Stay at home: guidance for households with possible Coronavirus (COVID-19) infection 2. PH: Guidance for employers and businesses on Coronavirus (COVID-19) 3. PH: COVID-19: guidance for employees 4. PH: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults	<ul style="list-style-type: none"> ▪ Wash your hands thoroughly and regularly. (particularly when arriving on site, periodically throughout the day and when leaving site). Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available ▪ Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin ▪ Provision of industrial antibacterial wipes for working outdoors and alcohol-based hand sanitising gel ▪ Staff advised to carry disposable tissues and if they need to do so, to cough/sneeze into a tissue and then to throw away in a suitable bin or bag in the vehicle for correct disposal ▪ Advised not to shake hands, elbow bump etc. ▪ Last driver to clean main areas of hand contact – steering wheel, gear stick, handbrake and door handles ▪ Lunch and refreshments should be brought in to 	2	3	6

							<p>work from home, avoiding the use of facilities such as coffee shops, supermarkets</p> <ul style="list-style-type: none"> ▪ Use of pay at pump facilities where possible, using gloves for the fuelling up process and handling of pumps ▪ Staff are to be discouraged from wearing neck buffs or similar. These are often not washed frequently and can easily collect and transmit germs when working in close proximity to colleagues ▪ Where possible hand tools shall be allocated to individual staff members to reduce the risk associated with cross contamination e.g. one saw per operator 			
Staff show symptoms whilst at work	1. Spread of virus	3	3	9	Operator Work Team General Public Client	<ol style="list-style-type: none"> 1. PH: Stay at home: guidance for households with possible Coronavirus (COVID-19) infection 2. PH: Guidance for employers and businesses on Coronavirus (COVID-19) 3. PH: COVID-19: guidance for employees 4. PH: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults 	<ul style="list-style-type: none"> ▪ All staff are to understand the symptoms of COVID-19 ▪ Staff member moved to identified clean & ventilated rooms/area until collected and 2 metre distance maintained from all other staff ▪ Deep clean of any rooms once evacuated ▪ All waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of Public Health England (PH) ▪ Staff to self- isolate – journey home by car 	2	3	6
Vulnerable third parties are exposed to illness	1. Spread of virus	3	3	9	Operator Work Team General Public Client	<ol style="list-style-type: none"> 1. PH: Stay at home: guidance for households with possible Coronavirus (COVID-19) infection 2. PH: Guidance for employers and businesses on Coronavirus (COVID-19) 3. PH: COVID-19: guidance for employees 4. PH: Guidance on social distancing for everyone in the UK and protecting 	<ul style="list-style-type: none"> ▪ Ideally payment at this time should be made via bank transfer, the bank details will be on the invoice and in our Terms and Conditions. If on-line payment is not an option, we shall arrange a ‘without contact’ system for cheque/cash payments ▪ Operational staff members should not meet nor discuss works with clients face to face ▪ Works planning ideally focuses around the use of media platforms/telephone therefore minimising any possible contact ▪ Maintain 2 metre distance from customers when 	2	3	6

						older people and vulnerable adults	there is need to discuss work			
Travelling to sites in works vehicles	1. Spread of virus	3	3	9	Operator Work Team	<ol style="list-style-type: none"> 1. PH: Stay at home: guidance for households with possible Coronavirus (COVID-19) infection 2. PH: Guidance for employers and businesses on Coronavirus (COVID-19) 3. PH: COVID-19: guidance for employees 4. PH: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults 	<ul style="list-style-type: none"> ▪ Do not lift-share unless absolutely necessary. ▪ Where lift sharing has to occur the number of personnel in works vehicles must be restricted to the following: Transit style vehicles – Maximum of 2 people. Cars and car derived vehicle such as a minivan – 1 person / driver only. ▪ Where shared transport is necessary, maintain airflow in the vehicle by keeping windows open. ▪ NWR requirements for physical barrier / screen in vans. 	2	3	6
Activities that require more than one person	1. Spread of virus	3	3	9	Operator Work Team	<ol style="list-style-type: none"> 1. PH: Stay at home: guidance for households with possible Coronavirus (COVID-19) infection 2. PH: Guidance for employers and businesses on Coronavirus (COVID-19) 3. PH: COVID-19: guidance for employees 4. PH: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults 	<ul style="list-style-type: none"> ▪ All personnel must observe a social distancing requirement by maintaining a distance of 2 metres away from any other person. Where social distancing requirements cannot be met due to the requirements of the work, the issue must be raised with the person in charge so that additional control measures can be considered such as revising the methodology, suspending the works, use of additional plant or PPE including protective face masks (FFP3) and latex free protective gloves should be worn under normal cut level 5 gloves. P.P.E should only be used as a last resort after all other considerations have been explored and identified as impracticable ▪ Do not share food, cups or utensils or make rounds of drinks for your colleagues. 	2	3	6
Persons visiting site client and company	1. Spread of virus	3	3	9	Operator Work Team General Public Client	<ol style="list-style-type: none"> 1. PH: Stay at home: guidance for households with possible Coronavirus (COVID-19) infection 2. PH: Guidance for employers and businesses on Coronavirus (COVID-19) 	<ul style="list-style-type: none"> ▪ All personnel must observe a social distancing requirement by maintaining a distance of 2 metres away from any other person at all times. Where social distancing requirements cannot be met, personnel must leave the site. 	2	3	6

						<ol style="list-style-type: none"> 3. PH: COVID-19: guidance for employees 4. PH: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults 				
Access through public areas including control posts for security controlled environments	<ol style="list-style-type: none"> 1. Spread of virus 	3	3	9	Operator Work Team General Public Client	<ol style="list-style-type: none"> 1. PH: Stay at home: guidance for households with possible Coronavirus (COVID-19) infection 2. PH: Guidance for employers and businesses on Coronavirus (COVID-19) 3. PH: COVID-19: guidance for employees 4. PH: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults 	<ul style="list-style-type: none"> ▪ The COVID-19 virus can to be active once transmitted on to surfaces and equipment for a considerable amount of time. All personnel should exercise caution when the need to enter public environments is required, latex free protective gloves should be worn when accessing such environments when the need to touch and handle items such as doors, surfaces and security search equipment (personal belongings trays) is required and hands should be washed at the earliest possible opportunity. 	2	3	6
Administering first aid to injured personnel.	<ol style="list-style-type: none"> 1. Spread of virus to first aid trained personnel from direct contact with any injured party 	3	3	9	Operator Work Team	<ol style="list-style-type: none"> 1. PH: Stay at home: guidance for households with possible Coronavirus (COVID-19) infection 2. PH: Guidance for employers and businesses on Coronavirus (COVID-19) 3. PH: COVID-19: guidance for employees 4. PH: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults 	<ul style="list-style-type: none"> ▪ All trained first aid personnel must exercise extreme caution when treating any injury to any party as the social distancing measure of 2 metres may have to be breached to facilitate treatment by close and direct contact, first aid personnel must assess the injured party from a distance of 2 metres and where treatment has been identified as required first aid personnel must wear latex free protective gloves and protective face masks to FFP3 whilst treating any type of injury or casualty and must wash hands immediately after treatment has been completed. 	2	3	6
Pre-start briefings and engagement	<ol style="list-style-type: none"> 1. Spread of virus 	3	3	9	Operator Work Team Client	<ol style="list-style-type: none"> 1. PH: Stay at home: guidance for households with possible Coronavirus (COVID-19) infection 	<ul style="list-style-type: none"> ▪ All briefings must take place in a place where the social distancing requirement of 2 metres can be maintained by all personnel receiving the briefing (e.g. in an external area) where this cannot be 	2	3	6

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						<ol style="list-style-type: none"> 2. PH: Guidance for employers and businesses on Coronavirus (COVID-19) 3. PH: COVID-19: guidance for employees 4. PH: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults 	practicably achieved then briefings are to be staggered to maintain the social distance requirement of 2 metres.			
Congregation of personnel at designated smoking areas	1. Spread of virus	3	3	9	Operator Work Team General Public Client	<ol style="list-style-type: none"> 1. PH: Stay at home: guidance for households with possible Coronavirus (COVID-19) infection 2. PH: Guidance for employers and businesses on Coronavirus (COVID-19) 3. PH: COVID-19: guidance for employees 4. PH: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults 	<ul style="list-style-type: none"> ▪ All personnel congregating at designated smoking areas must maintain the social distancing requirement of 2 metres at all times, where this cannot be practicably achieved due to numbers and sizes of facilities then additional designated smoking areas must be set up and smoking breaks staggered to enable all personnel to maintain the social distance requirement. 	2	3	6
Office working arrangements	1. Spread of virus	3	3	9	Office personnel Work Team Client	<ol style="list-style-type: none"> 1. PH: Stay at home: guidance for households with possible Coronavirus (COVID-19) infection 2. PH: Guidance for employers and businesses on Coronavirus (COVID-19) 3. PH: COVID-19: guidance for employees 4. PH: Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults 	<ul style="list-style-type: none"> ▪ Work from home where possible ▪ All personnel must observe a social distancing requirement by maintaining a distance of 2 metres away from any other person. Where social distancing requirements cannot be met due to the requirements of the work, the issue must be raised with the person in charge so that additional control measures can be considered such as work stations arranged for back-to-back seating or side-to-side to maintain 2 metres social distancing. ▪ If it is not possible to keep workstations 2m apart then consider whether that activity needs to continue for the business to operate and if so take all mitigating actions possible to reduce the 	2	3	6

						<p>risk of transmission.</p> <ul style="list-style-type: none"> ▪ Reminder signage posted. ▪ Do not share food, cups or utensils or make rounds of drinks for your colleagues. ▪ Wash your hands with soap and water often – do this for at least 20 seconds ▪ Use hand sanitiser gel if soap and water are not available ▪ Wash your hands as soon as you get home ▪ Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze ▪ Put used tissues in the bin immediately and wash your hands afterwards ▪ Do not touch your eyes, nose or mouth if your hands are not clean ▪ Frequent cleaning and disinfecting objects and surfaces that are touched regularly such as door handles and keyboards, and making sure there are adequate disposal arrangements. ▪ Visitors by appointment only ▪ Stagger arrival and departure times ▪ Plan for the minimum number of staff in office ▪ Avoid sharing workstations. Workstations should be assigned to an individual and not shared ▪ Avoiding use of hot desks and spaces and where not possible arrange cleaning and sanitising workstations between different occupants including shared equipment. ▪ In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. ▪ If cleaning after a known or suspected case of COVID-19 then refer to the specific guidance. ▪ Providing regular reminders and signage to maintain personal hygiene standards. ▪ Providing hand sanitiser in multiple locations in addition to washrooms. 			
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Main Guidelines:

1. The most common symptoms of Coronavirus (COVID-19) are recent onset of a new continuous cough and/or high temperature. If you have these symptoms, however mild, stay at home and do not leave your house for 7 days from when your symptoms started. You do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days, contact [NHS 111 online](#). If you have no internet access, you should call NHS 111. For a medical emergency dial 999.
2. Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser if that's all you have access to.
3. To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue away immediately. Then wash your hands or use a hand sanitising gel.
4. Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.
5. All site welfare facilities must be subject to a formal cleaning regime which pays particular attention to hard surfaces and hot spots such as door handles, light switches, etc.
6. All sites must ensure that they have a readily available supply of cleaning products and equipment to maintain the welfare of all persons on site in terms of being able to wash and dry their hands.
7. All employees must maintain the recommended hygiene standards as stated by Government guidelines.
8. All unnecessary contact with members of the public (or any other person not associated with the works) should be avoided.
9. Coronavirus precautions should be included with every pre-start briefing that is given on site and all employees should maintain a full working understanding of the requirements that are needed to maintain their safety.
10. Personnel should not touch eyes, nose or mouth if hands are not clean.

Risk Matrix

	Improbable (1)	Remote (2)	Possible (3)	Probable (4)	Likely (5)
Multiple Fatal (5)	5	10	15	20	25
Fatal (4)	4	8	12	16	20
Major Injury or Disease (3)	3	6	9	12	15
Minor Injury or Disease (2)	2	4	6	8	10
Very Minor Injury or Disease (1)	1	2	3	4	5

Consequence Scale:

Likelihood Scale:

Multiple Fatal -	More than one fatality	Likely -	Occurs repeatedly / event expected
Fatal -	One fatality	Probable -	Not surprising, will occur several times
Major -	Notifiable under RIDDOR; major or over 7 days injury	Possible -	Could occur at some time
Minor -	Any lost time injury with up to 7 days absence	Remote -	Unlikely to occur, although conceivable
Very Minor -	Any other injuries without any significant lost time	Improbable	So unlikely that probability is close to zero

Risk Control Required:

Risk Level	Tolerability Level	Actions Required
15 - 25 High	Intolerable Risk	Work not started or immediately stopped
5 - 14 Medium	Tolerable Risk	Harmful consequences may require further controls. Monitor to ensure controls are maintained
1 - 4 Low	Acceptable Risk	No action required. No further controls needed. Monitor to ensure controls are maintained

Signed on behalf of STC Limited

Pippin Newman
Chief Executive September 2020

