



As part of managing the health and safety of your business you must control the risks in your workplace. To do this you need to think about what might cause harm to people and decide whether you are taking reasonable steps to prevent that harm. This is known as risk assessment and it is something you are required by law to carry out.

Activity:	COVID-19 – Work in Commercial Properties Control Measures				Project:		
Likelihood Severity	Very Remote	Unlikely	Possible	Probable	<p>If ANY risk is HIGH (H) do not proceed with work. Abandon the job or do it another way</p> <p>If ANY risk is MEDIUM (M) proceed only with caution Introduce additional controls</p> <p>If All risk is LOW (L) proceed with work</p>	<p>Consider all persons who could be placed at risk by the task i.e.: site operatives, site visitors, the general public, other contractors, young persons, the disabled, expectant mothers, lone workers & the inexperienced.</p> <p>Remember, SLAM it first!</p> <p>Ensure that all personnel involved in the task have been informed of the findings of this assessment and that any additional controls have been applied?</p>	
	Negligible	L	L	L			M
	Minor	L	L	M			H
	Serious	L	M	H			H
	Fatal	M	H	H			H
Date of Assessment:					Next Assessment Due:		
Manager's Signature:							



Hazards & Effect	Persons at Risk	Control Measures	Action By	Residual Risk Level
Behaviour in the workplace in accordance with COVID-19 procedures	Operatives / Client	<p>All operatives will be inducted and briefed on the COVID-19 control arrangements in place. Inductions will be carried out digitally, via phone call or verbally, but only when a 2 metre distance between all persons can be maintained.</p> <p>All operatives will be fully briefed on the control measures prior to commencing work. A log of COVID-19 briefings will be kept in company records confirming which operatives have been briefed.</p> <p>Appropriate action will be taken against any operative failing to comply with the COVID-19 control and protection measures.</p> <p>Worker communications (such as toolbox talks and pre-start/daily briefings) should be given online wherever possible. If this is not possible, then they should be given outdoors, to small groups, in a physically distanced manner, whilst wearing face-coverings.</p> <p>If outdoor briefings are not possible, then briefings should be carried out in a well-ventilated space and all those present must maintain physical distancing and wear face-coverings. Hand hygiene should be maintained, and the briefing be as short as possible.</p>	Manager	M
Confirmed / suspected case of COVID-19 in the workplace	Operatives / Client	<p>All clients will be issued with a letter, electronically, or mailed hard copy, in advance of works being carried out and should confirm receipt.</p> <p>No works should be carried out in any workplace where an individual is isolating or extremely vulnerable and being shielded, e.g. nursing homes etc. – operative will call ahead of arrival to confirm.</p> <p>If works are to be carried out in a workplace where an individual is vulnerable, extreme care should be taken to maintain 2 metre social distancing.</p> <p>No operative who is displaying COVID-19 symptoms or is classed as extremely vulnerable should attend the workplace.</p> <p>If COVID-19 symptoms are displayed during the working day all works are to be stopped immediately and manager be advised to follow emergency response procedure.</p>	Operatives / Manager	M

		<p>Individuals displaying COVID-19 symptoms should leave the workplace to self-isolate straight away and, if possible, wear a face covering and avoid public transport. Operatives should be directed to www.nhsinform.scot or, if they can't get online, call 0800 028 2816 to arrange to get tested.</p> <p>If the individual requires an ambulance, call 999 and advise the call handler of COVID-19 related symptoms. The individual should wear a face covering and wait for the ambulance somewhere 2 metres away from other people, ideally isolated behind a closed door and avoid touching anything including their eyes, mouth and nose.</p> <p>People who have tested positive for the virus will need to self-isolate for a minimum of 10 days and anyone contacted by the NHS who they have been in close contact with must isolate for 10 days.</p> <p>Any immediate area occupied by the individual should be cleaned thoroughly with detergent and disinfectant. Additional information is available at https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/</p> <p>Individuals who may have been in contact with the symptomatic person will be made aware.</p> <p>Operatives are to follow the client's emergency procedures in place. Additional cleaning operations may be carried out by the client, operatives are to ensure that they do not interfere with, or compromise, the cleaning procedures in any way.</p> <p>Operatives are not to enter any areas which have been cordoned off by the Client for any reason as these areas may be potentially contaminated.</p>		
Confirmed / suspected case of COVID-19 in operatives' family	Operatives / Client	<p>Operatives are not to come to work and are to self-isolate for 10 days. If they develop symptoms within the 10 days, they need to stay at home for 10 days from the day symptoms began. If family members with symptoms tests negative, everyone in the household can end isolation and operative can return to work.</p> <p>Operative to inform management of the situation to allow them to carry out their emergency response procedures.</p>	Operatives / Manager	M
Control of exposure to site waste	Operatives / Client	All waste is to be disposed of immediately. Filled bags are to be securely tied and removed from the workplace.	Operatives	L

		<p>All waste should be removed from the workplace at the end of each shift.</p> <p>Potentially contaminated waste will be double bagged and kept in a suitable location out with the property for 72 hrs before disposal as general waste.</p>		
Deliveries	Operatives / Client	<p>All operatives should clean their hands with soap and water or sanitiser before and after handling any load.</p> <p>Deliveries where possible are to be held in a designated holding area for 72 hours prior to workplace delivery.</p> <p>Delivery drivers to remain in the vehicle where possible, if required to come out for unloading then they are to clean their hands with soap and water or sanitiser before and after handling the load and wear appropriate PPE.</p> <p>Delivery/receipt notes should be made contactless to avoid physical contact.</p> <p>Where possible and safe, single workers should load and unload vehicles. However, should a two-person lift be required, the same pair of operatives should work together and wear appropriate PPE.</p>	Operatives / Manager	M
First aid / emergency close contact	First Aid Operatives	<p>Disposable gloves (plastic or latex) to be stocked and stored next to the first aid kit.</p> <p>First aiders to follow government guidance on close contact with symptomatic people with potential COVID-19: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <p>Where possible, it is recommended that you do not perform rescue breaths, chest compressions only.</p> <p>Minor injuries can be cared for by the injured person themselves, having access to the first aid kit and using disposable gloves while obtaining the items they require.</p> <p>Major injuries requiring first aiders, should minimise numbers involved, assist taking precautions with contact and implementing social distancing measures wherever possible while ensuring emergency services are on their way.</p>	Operatives	M

		After any first aid incident, wash hands and clean area where treatment was provided.		
Poor general hygiene	Operatives / Client	<p>Sanitiser to be provided to operatives for frequent use, where soap and water is not available.</p> <p>Operatives are to wash their hands regularly, especially after coughing, sneezing, using tissues, contacting respiratory secretions and contaminated objects. Hands should be washed for at least 20 seconds as per government guidance.</p> <p>Operatives must wash their hands before eating, drinking, using the toilet or smoking/vaping.</p> <p>Operatives are to keep their hands away from their eyes, mouth and nose.</p> <p>Used tissues/disposable hand towels are to be disposed of in double lined waste bins which are lidded, foot operated and emptied regularly.</p>	Operatives	M
Poor welfare standards	Operatives / Client	<p>Toilets are to be cleaned by individuals between each use.</p> <p>Designated eating areas to be cleaned at the end of each sitting.</p> <p>The Client may enforce additional welfare cleaning procedures. Employees must comply with the requirements of the procedures.</p> <p>Operatives are not to enter areas while cleaning is in process.</p> <p>The practice of workers eating together in a car or van at lunchtime should be banned. Mobile welfare units must maintain physical distancing, hand hygiene and ventilation in accordance with guidelines.</p>	Operatives	M
Respiratory hygiene	Operatives / Client	<p>Disposable, single-use tissues are to be used to cover the nose and mouth when sneezing, coughing, or wiping and blowing the nose. Used tissues must be disposed of promptly in the nearest waste bag.</p> <p>Where the hierarchy of control has been followed and face coverings have been identified as a last line of defence to protect against the spread of Coronavirus in situations where 2 metre social distancing cannot be maintained, these do not require face fit testing.</p>	Operatives	M

		<p>These face coverings provide a barrier protection against respiratory droplets, therefore, you wearing the covering protects others and others wearing protects you.</p> <p>Face protection should:</p> <ul style="list-style-type: none"> • Cover both nose and mouth • Not be allowed to dangle around the neck after or between each use • Not be touched once put on • Be changed if they become moist or damaged • Be worn once and then discarded (washed if re-usable) • Be for individual use not shared between operatives. <p>Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on and before removing it.</p> <p>As a minimum, face coverings must be worn in all common communal internal areas such as canteens, offices and unless operatives are in their own designated socially distanced work area or sat at a designated socially distanced work station.</p> <p>Where carrying out works within an occupied commercial property, operatives must wear a face covering at all times.</p> <p>Operatives are to ensure that they are carrying a suitable face covering at all times.</p> <p>Where re-usable face coverings are worn, operatives must ensure that these are washed on a regular basis in accordance with the manufacturer's guidance.</p> <p>All other form of respirators worn to protect against harmful inhalable particles (FFP3, half masks etc) still require face fit testing.</p> <p>Increase ventilation in any indoors space in which people have to work – whether in offices, welfare facilities or areas under construction should be encouraged. Ventilation can be provided simply by opening windows or doors or by mechanical means.</p>		
Workplace access / egress	Operatives / Clients	<p>Operatives are to use hand sanitiser provided before entering any workplace and when leaving.</p> <p>Operatives are to maintain a 2 metre distance from others.</p>	Operatives	M

		Where in place operatives are to comply with one way systems.		
Travel to and from site	Operatives / Clients	<p>Operatives are travel to the work alone using their own transport wherever possible. Operatives should avoid use of public transport to travel to work.</p> <p>Where operatives have no option but to share vehicles the following should be enforced:</p> <ul style="list-style-type: none"> - Operatives should always travel with the same individuals. - The minimum number of people are to be in the vehicle at any one time. - Operatives are to wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before and after travelling in the vehicle. - Operatives are to sit as far apart as possible in the vehicle. - Operatives are to face away from each other as much as is reasonably practicable. - Operatives are always to wear a face covering in the vehicle and talk as little as possible. - Windows are to be kept open if weather condition permit to allow good ventilation of the vehicle cabin. - Any shared vehicle is to be cleaned out following each use. Any surface such as handles which will have been touched are to be given attention. Suitable cleaning materials should always be kept in the vehicle. <p>Operatives will park in a suitable parking area and maintain a 2 metre distance from the adjacent parked vehicles.</p> <p>When exiting their vehicle, operatives are not to congregate or form groups.</p>	Operatives	M
Working in close proximity to others	Operatives / Clients	<p>Operatives are to maintain 2 metres from each other as far as is reasonably practicable.</p> <p>Where a 2 metre distance cannot be maintained, alternative methods or suitable additional control measures are to be implemented:</p> <ul style="list-style-type: none"> - Mechanical means will be utilised where possible, where this is not possible PPE will be provided in cases where a 2 man lift must be carried out. - Work requiring skin to skin contact will not be carried out. - Single use PPE will be disposed of immediately so that it cannot be reused. 	Operatives / Manager	M

		<p>A fixed pairing system should be used if people must work in close proximity, for example, where a workplace will be visited over a number of days or during two-person assembly or maintenance.</p> <p>Wherever possible tools and equipment should be assigned to an individual. Any tools and equipment in use by multiple operatives will be cleaned between each use.</p> <p>Regularly touched objects and surfaces within the workplace will be cleaned at the end of each working day.</p> <p>Face to face meetings/briefings will be avoided wherever possible and operatives will not shake hands with anyone within the workplace.</p> <p>Where a 2 metre distance cannot be achieved due to surrounding works, the number of operatives in the area will be reduced until the 2 metre distance can be achieved and maintained.</p> <p>Operatives will ask clients to stay in another room, away from the work area while the works proceed, and with permission ventilate the work area where appropriate, e.g. by opening a window.</p> <p>Operatives will ask clients to leave internal doors open to minimise contact with door handles.</p>		
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