

RISK ASSESSMENT

CONTRACT: General

REF: APiC UK Premesis

WORK PACKAGE: General

ACTIVITY: **Covid-19 virus.**

No.	HAZARDS	RISK Rating				No.	CONTROL MEASURES	Residual RISK			
		L	S	R	Cat			L	S	R	Cat
1	Risk of spreading virus or contracting coronavirus (COVID-19) from contact with infected person	4	4	16	H	1	<ul style="list-style-type: none"> Only key workers who are showing no symptoms and are currently unable to work from home are to attend APiC Only key workers who have been identified as not being at risk by the government & have not been advised to self-isolate to attend APiC Contractors/visitors access to APiC site to be restricted to essential work only. Haulier drivers be instructed to remain in their cabs as much as possible to avoid contact with APiC Employees Government guidance on social distancing rule (2-meter distancing) must be adhered to (Where possible) in all areas, ie, Production, office & canteen Signage to be displayed to inform all to observe 2-meter social distancing Areas where people normally congregate to be marked to indicate 2 meter distances All to be vigilant & aware of their surroundings to ensure 2 meter social distancing rule is maintained Break times to be staggered to maintain 2 meter social distancing Meetings to be suspended where possible to prevent gatherings, use other forms of communications, ie, radios, phones, email etc. Information to be prominently displayed to inform all NHS guidance on symptoms Individuals to inform their supervisor immediately if they start to suffer with any symptoms or if informed whilst at work an immediate family member is displaying symptoms and need to self-isolate 	2	4	8	M
2	Risk of contracting Coronavirus (COVID-19) from infected surfaces	4	4	16	H	2	<ul style="list-style-type: none"> Individuals to use cloths/rags to frequently clean and disinfect objects & surfaces that are touched regularly using standard cleaning products Rags to be used to clean surfaces to be disposed of immediately after use in a waste bin which is fitted with a bin liner Waste bins to be regularly emptied, bags to be tied and then disposed on in bins/skips All communal surfaces to be regularly cleaned using standard cleaning products to include but not limited to door handles, light switches, washing facilities etc. Individuals workspaces to be regularly cleaned using standard cleaning products. If sharing workspaces, individuals must clean before and after use Hand washing facilities and hand sanitizer to be available to all including visitors NHS guidance on correct hand washing technique to be prominently displayed Signage reminding all to wash hands regularly to be prominently displayed Government/NHS guidance to prevent the spread of COVID-19 to be displayed to inform all. All to maintain good personal hygiene always Hands must be washed before touching face/eating 	2	4	8	M
3	Individual falls ill or displays Coronavirus (COVID-19) symptoms	4	4	16	H	3	<ul style="list-style-type: none"> Individual to inform their supervisor immediately if they start to suffer with any symptoms or if informed whilst at work and immediate family members displaying symptoms or needs to self- 	2	4	8	M

							<ul style="list-style-type: none"> isolate Individual to leave site and return home immediately Individual to avoid touching anything & ensure 2-meter social distancing rule is adhered to. Cough or sneeze into a tissue and put it in a bin. If no tissue is available, use your sleeve or crook of your elbow. Immediately were your hands afterwards. Follow government advice on self-isolation 				
4	Toilet Facilities – Overcrowding and cleaning	4	4	16	H	4	<ul style="list-style-type: none"> Restrictions on the number of people in toilets at one time, ensuring social distancing Wash hands before and after using toilets Ensure soap dispensers are regularly checked and re-stocked Enhanced cleaning regimes to be put in place, including door handles, toilet flushes, light switches etc. Provision of suitable waste bins fitted with a liner for hand towels. These are to be regularly emptied and disposed of in bins/skips. 	2	4	8	M
5	Kitchen facilities	4	4	16	H	5	<ul style="list-style-type: none"> Government advice on social distancing to be adhered to Stagger break times to reduce congestion To not leave site and visit local shops to purchase food. Bring pre-prepared meals and refillable drinks bottles from home All communal surfaces to be regularly cleaned Cups, plates and cutlery to be washed and put away. Do not leave in sink or on draining board. Must always maintain good personal hygiene Wash hands before and after eating or touching your face Hand washing stations and hand sanitizer are available and are to be used when entering or leaving the kitchen All rubbish is to be put in bins provided, do not leave rubbish on work surfaces 	2	4	8	M
6	Smoking Facilities	4	4	16	H	6	<ul style="list-style-type: none"> Government advice on social distancing to be adhered to Areas marked to indicate social distancing Stagger break times if required Cigarettes to be extinguished and disposed of in bins provided Cups to be disposed of in waste bins Always maintain good personal hygiene Hands must be washed before and after smoking 	2	4	8	M
7	Changing Rooms	4	4	16	H	7	<ul style="list-style-type: none"> Government advice on social distancing to be adhered to Stagger start times to reduce congestion Do not leave site and visit local shops for food/drinks, bring pre-prepared meals and drinks from home All communal surfaces to be regularly cleaned All to maintain good personal hygiene always Hands must be washed before and after leaving the changing rooms 	2	4	8	M
8	Office working areas	4	4	16	H	8	<ul style="list-style-type: none"> Restricted access to all office areas – only essential personnel Individuals to use cloths/rags to frequently clean and disinfect their work areas. Cloths/rags to be disposed of immediately after Waste bins are to be regularly emptied and disposed of into bins/skips All communal areas are to be regularly cleaned, including door handles, light switches etc Hand washing facilities or hand sanitizer are to be available to all on site including visitors. 	2	4	8	M

							<ul style="list-style-type: none"> NHS guidance on correct handwashing technique to be displayed at all hand washing facilities Signage to remind all to wash hand regularly are to be displayed All to maintain good personal hygiene Hands must be washed before and after eating 				
9	Access to premises & car park	4	4	16	H	9	<ul style="list-style-type: none"> Only key workers who are showing no symptoms and are currently unable to work from home are to attend the APiC Site Only key workers who have been identified as not being at risk are to attend the APiC site Visitors to APiC must be restricted to essential visits only Haulier drivers to be instructed to remain in their cab/outside to avoid contact with APiC staff Government guidance to be displayed regarding social distancing Signage to remind all to wash hand regularly are to be displayed 	2	4	8	M
10	Working Areas	4	4	16	H	10	<ul style="list-style-type: none"> Work at a distance, 2 meters if possible Plan all work to minimise close working Increase ventilation in enclosed spaces 	2	4	8	M
11	Maintenance activities	4	4	16	H	11	<ul style="list-style-type: none"> Plan work to minimise contact between workers and avoid skin to skin or face to face contact Where face to face contact is essential, this should be kept to 15 minutes or less wherever possible 	2	4	8	M
12	Site meetings	4	4	16	H	12	<ul style="list-style-type: none"> Only necessary meeting participants should attend Attendees should be two meters apart from each other Rooms should be well ventilated / windows opened to allow fresh air circulation Consider holding meetings in open areas where possible Area is to be cleaned before and after use 	2	4	8	M
13	Not maintaining a Safe Distance	4	4	16	H	13	<ul style="list-style-type: none"> Individuals to avoid touching anything and ensure 2-meter social distancing rule is adhered to Government guidance on social distancing rule must be adhered to Cough or sneeze into a tissue and put it into a bin. If no tissue is available, cough or sneeze into your sleeve or crook of elbow. Wash hands immediately after Where safe distances are not being maintained due to work activity, seek guidance from your supervisor. 	2	4	8	M

Persons at RISK		PPE Requirement			Plant and Equipment to be used					
X	Apic Staff	Crane Drivers	Helmet	Ear	Drills/screwgun	FLT	Grinder			
X	Other Trades	Scaffolders	Footwear	Hi-Viz	Other tools	Ladders	Trolley			
	Banksmen	Plant Drivers	Gloves	Masks	Vac glass sucker	Crane	Safety nets			
	Delivery Drivers	Public	Harnesses		MEWPS	Auto sucker	Cradle			
	Forklift Drivers		Eyes		Podium steps	Lifting Equip.				

Issued/monitored by:	Received by: Apic staff	Date:
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