| **Coronavirus Risk Assessment for Construction (Scotland)** |
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| **This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Business Continuity Plan.****You must modify this risk assessment to ensure it reflects your business activities and the specific risks and controls you have in place.****This risk assessment does not allow your site to open up. Guidance and instruction must be obtained from the Scottish Government.** |
| **Location/Dept:**  | **Date Assessed:**  | **Assessed by:** |
| **Task/Activity:** Construction work during coronavirus  |  | **Reference Number:** |
|  | **Risk rating before implementing control measures** |  | **Risk rating after implementing control measures**  |  |
| **Activity/ Task** | **Hazard/Risk** | **Persons at Risk** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Controls Measures in Place** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Additional Controls Measures Required** |
| Working on site  | Contact with persons suffering from coronavirus leading to illness | Site workersContractorsVisitorsMembers of the public | 5 | 5 | 25 | Workers are instructed to work from home if their work allows them. If a worker or known visitor tests positive for coronavirus, all workers who have been in close contact with that person or who work in the relevant areas may be instructed to self-isolate and seek a test in line with [Scottish Government testing guidance](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/).If a person becomes ill in a shared space, these should be cleaned by following current [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the [Scottish Government construction sector guidance](https://www.gov.scot/publications/coronavirus-covid-19-construction-sector-guidance/).Guidance on restart, planning, site prep and work on sites will be accessed via [Construction Scotland](https://www.cs-ic.org/constructionscotland/resources/).Employer guidance on testing will be sought by accessing relevant [Scottish Government testing guidance](https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-advice-for-employers/). |
| Working on site | Not maintaining physical distancing measures leading to infection spread | Site workersContractorsVisitorsMembers of the public | 5 | 5 | 25 | Site managers should consider the number of people that are required on site at any time and ensure that workers are aware of the advice on COVD-19.Ensure staff have the space to allow for appropriate distancing between colleagues when working/moving around. This can include marking on the ground to encourage people to stand two metres back from staff and ensuring staff have appropriately staggered breaks.Ensure good ventilation by keeping windows open where possible and not closing doors to small rooms. |  | 5 |  | Where two-metre distancing cannot be maintained, fixed teams and shifts will be considered to help reduce spread if an infection occurs. |
| Working on site | Poor hygiene leading to infection and spread of coronavirus | Site workersContractorsVisitors | 5 | 5 | 25 | Promote frequent hand hygiene by making sure that staff, contractors, service users and visitors have access to handwashing facilities and alcohol-based hand rub.Additional hand sanitising facilities provided in welfare areas and where handwashing facilities are unavailable.Soap, clean hot and cold (or warm) running water and disposable hand towels are readily available and kept topped up at all times. Suitable and sufficient rubbish bins for hand towels are provided with regular removal and disposal.Face coverings are mandatory in some indoor communal areas (unless [exempt](https://www.gov.scot/publications/coronavirus-covid-19-public-use-of-face-coverings/#Face%20covering%20exemptions)). This may include welfare areas, site offices, receptions, etc.  |  | 5 |  | Sites will require extra supplies of soap, alcohol-based hand rub and paper towels and these should be securely stored. |
| Working on site | Poor cleaning leading to increased infection risk | Site workersContractorsVisitors | 5 | 5 | 25 | Routine cleaning and disinfection of frequently-touched objects and surfaces (e.g. telephones, keyboards, door handles, desks and tables).Ensure regular environmental cleaning is done.Handwashing facilities are regularly cleaned, and soap and alcohol-based hand rub levels regularly checked and replaced where required.Enhanced cleaning procedures must be in place across the site, particularly in communal areas and at touch points, including, where applicable:* Taps and washing facilities;
* Toilet flush and seats;
* Door handles and push plates;
* Handrails on staircases and corridors;
* Lift and hoist controls;
* Machinery and equipment controls and vehicle cabs;
* Food preparation and eating surfaces;
* Telephone equipment; and
* Keyboards, photocopiers and other office equipment.

Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.Task-appropriate glove wearing is mandatory.Sharing of tools to be prohibited unless specialist PPE used, or tools are disinfected before use by anyone else. |  | 5 |  | Stocks of cleaning products are to be regularly checked to ensure enough is available on site at all times. |
| Travel to and from site | Risk of infection leading to illness and infection spread | Site workers | 5 | 5 | 25 | Wherever possible, workers should travel to site alone using their own transport.If workers have no option but to share, journeys should be with the same individuals and with the minimum number of people at any one time.Passenger numbers in corporate vehicles (such as minibuses) should be limited to permit two-metre physical distancing.Ventilation in vehicles should be increased (e.g. by keeping windows open) and passengers should avoid sitting face-to-face.Vehicles are to be cleaned regularly (between shifts or on handover) using gloves and standard cleaning products, with an emphasis on handles and other touch surfaces. |  | 5 |  | Increase parking areas in preparation for additional cars, including bike racks.For workers using public transport (where it is the only option), we need to consider:* Changing and staggering site hours to reduce congestion on public transport;
* Avoiding requiring workers to use public transport during peak times;
* Where compounds are established, providing hand cleaning facilities at entrances and exits (this should be soap and water wherever possible or alcohol-based hand rub when water is not available); and
* How someone taken ill would get home.

For all of the above, consultation with affected workers will commence. |
| Access and egress to site | Infection spread | Site workersContractorsVisitorsMembers of the public | 5 | 5 | 25 | All non-essential visits are prohibited.Increased site entrance/exit points introduced to reduce crowding at access points.All workers must wash their hands thoroughly before entering and leaving the siteTwo metres between people waiting to enter site (signage installed to assist workers).Drivers are to remain in their vehicles if it is safe to do so and must wash or clean their hands before and after unloading goods and materials. |  | 5 |  | Guidance for deliveries to be produced.Staggered start times to be considered to reduce crowding on site.Remove or disable entry systems that require skin contact, e.g. fingerprint scanners. |
| Movement around the site | Infection spread leading to illness | Site workersContractorsVisitors | 5 | 5 | 25 | Workers to remain in their area of works and avoid moving across the site unnecessarily. More frequent site inductions are to be carried out to reduce numbers in attendance. Where possible, these will be carried out remotely or outdoors.Induction rooms are to be carefully managed to ensure physical (social) distancing.Adoption of ‘Honda factory’ two-metre grid for all briefings, etc.One-way systems – one-way flow of people around the workplace in stairs and corridors, including scaffolds. |  | 5 |  | Update the Emergency Action Plan (see Ellis Whittam’s Emergency Action Plan template).Daily toolbox talks on COVID-19 are carried out to reiterate site operating procedures and inform of any change to site procedures (see Ellis Whittam’s Toolbox Talk document). |
| Use of welfare facilities | Poor housekeeping leading to infection spread  | Site workersContractorsVisitors | 5 | 5 | 25 | “One in, one out” system in use for toilet facilities.All workers and site occupants to wash hands using soap and water before and after using the facilities.Dedicated eating areas are identified on site to reduce contamination.Break times are staggered to reduce congestion. Workers are to sit two metres apart from each other whilst eating and avoid all contact.Catering provide pre-prepared food packs for each worker.Contactless payments only, where possible.Crockery is to be disposable and not reusable. Where possible, workers should bring their own crockery to site.Tables are cleaned between each use.All rubbish should be put straight in the bin and not left for someone else to clear up.All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. |  | 5 |  | The number of toilets may need to increase to permit the system.Additional canteen facilities may be required.Number/ticket facility for canteen and breaks may be introduced to control crowds. |
| Participation in site meetings | Physical distancing not maintained leading to infection spread | OperativesContractorsVisitors | 5 | 5 | 25 | Only absolutely necessary meeting participants should attend site meetings.Use remote tools (Teams, Zoom, etc.) to avoid unnecessary visitors to site and reduce travel around the site.Attendees should follow physical (social) distancing and be two metres apart from each other.Rooms should be well ventilated / windows opened to allow fresh air circulation.Hold meetings in open areas where reasonable.Site visitors will be strictly limited and site guidance on social distancing and hygiene is given before arrival. |  | 5 |  | Communicate with site visitors and provide site toolbox talk. |
| Maintaining employee health and wellbeing | Poor health leading to illnessExposure at work to coronavirus leading to illness | Employees | 5 | 5 | 25 | Communication and training materials will be provided for employees prior to returning to site, especially around new procedures for arrival at work.Employees living in vulnerable or shielded households and extremely clinically vulnerable people to follow the relevant [shielding guidance](https://www.gov.scot/publications/covid-shielding/).Clinically vulnerable people are helped to work from home, either in their current role or in an alternative role. Clinically vulnerable (but not extremely clinically vulnerable) individuals who cannot work from home are offered the option of the safest available on-site roles, enabling them to stay two metres away from others. Employees encouraged to access mental health and wellbeing support through employer and/or from [NHS Inform](https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/your-mental-wellbeing/coronavirus-covid-19-your-mental-wellbeing), [Breathing Space](https://www.breathingspace.scot/), the [Scottish Association for Mental Health](https://www.samh.org.uk/) and [Samaritans Scotland](https://www.samaritans.org/scotland/samaritans-in-scotland/).Employees encouraged to travel to work through other methods away from public transport (where possible) e.g. cycling, using their own car, family member drop-off, etc. |  | 5 |  | Explore options for employees living in vulnerable or shielded households to work from home. |

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| **Risk/Priority Indicator Key** |

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| **Likelihood** |  | **RISK / PRIORITY INDICATOR MATRIX** |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | 1 | 2 | 3 | 4 | 5 |
| **Severity (Consequence)** |  | SEVERITY (CONSEQUENCE) |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | **Summary** | **Suggested Timeframe** |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 12-25 | High | As soon as possible |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 6-11 | Medium | Within the next three to six months |
| 5. Very High (fatality / business closure) |  | 1-5 | Low | Whenever viable to do so |

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| **Review Record**  |

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| **Date of Review**  | **Confirmed by** | **Comments** |
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I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

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| **Employee Name (Print)** | **Employee Signature** | **Date** |
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