

QMF129a

COVID-19 Risk Assessment

This document is intended to provide information in respect of AC Landscapes and Treeworks UK Ltd Head Office policy, procedure, standards or guidance and will be periodically updated to reflect any changes due to business requirements or infrastructure. This document **MUST** be reviewed and approved by the designated AC Landscapes and Treeworks UK Ltd approver(s) to ensure technical accuracy and business validity

Rev	Date	Purpose of Issue	Author	Checked By	Approved By	Approver Role
1	12.05.2020	Production of Document	L.Saunders	L.Saunders	S.Ablett	Senior Contracts Manager
2	19.05.2020	Inclusion of environmental risks and change of symptoms	L.Saunders	L.Saunders	S.Ablett	Senior Contracts Manager
3	06.07.2020	Review of social distancing guidelines.	L.Saunders	L.Saunders	S.Ablett	Senior Contracts Manager
3	24.08.2020	Inclusion of test and trace system	L.Saunders	L.Saunders	S.Ablett	Senior Contracts Manager
4	08.12.2020	Inclusion on ventilation	L.Saunders	L.Saunders	S.Ablett	Senior Contracts Manager

The risk assessment will be subject to weekly reviews or as guidelines and/or advice changes. Shall be using in conjunction with QMF129 – COVID-19 - Business Operating Procedures and GRA – Risk Assessment Manual for task specific activities.

INTRODUCTION

AC Landscapes & Treeworks UK Ltd have recognised the risk Coronavirus (COVID-19) has had and will have on the health, safety and welfare of the operational element of the business. The scope of this document is to provide further information on controlling the generic hazards connected to COVID-19. This risk assessment will form part of the generic risk assessment, and client risk assessment(s) as required.

The risk assessments detail the controls and safe working procedures that need to be in place to ensure the health and safety of employees and others who might be affected by AC Landscapes & Treeworks UK Ltd work activities.

All employees, at every level in the company, are encouraged to participate in the risk assessment process, and will always be consulted. Practical knowledge and experience are vital for a valid and meaningful assessment.

The Risk Assessment Process

The purpose of risk assessment is to:

- Identify hazards (something with the potential to cause harm or damage).
- Identify those people likely to be affected by the hazard; and
- Evaluate the level of risk (the likelihood of harm and seriousness of its consequences).

The process continues with the selection of controls that will:

- Eliminate the risk; or
- Reduce the risk to an acceptable or tolerable level.

Implementing all the controls and monitoring their effectiveness is essential. Monitoring and reviewing the assessment may introduce further controls.

The aim of the risk assessment process is to establish a safe system of work with adequate controls in place to prevent injury or damage from occurring.

AC Landscapes & Treeworks UK Ltd procedure for risk assessment forms one of the company's Operational Procedures, which together with the Management Manual make up AC Landscapes & Treeworks UK Ltd safety, environmental and quality management system.

PROCEDURES

1. All managers and supervisors must familiarise themselves with the Generic Risk Assessments relating to the work activities for which they are responsible.
2. When starting any activity, the relevant Generic Risk Assessments must be consulted at the planning stage. These assessments in addition to safety risks include details of potential environmental risks and the required controls.
3. Managers and/or Supervisors will ensure that a Site-Specific risk assessment is completed.
4. The site is assessed for potential risks to safety and health COVID-19 may have on employees, sub-contractors and public
5. All operations on the work site must be risk assessed for potential safety hazards and environmental impacts. The site-specific assessment will reference the appropriate generic risk assessments form. These must be checked to ensure that the controls are adequate for the work and site. Other hazards may be present that are not listed in the Generic Risk Assessments.

It is vital that the findings of risk assessments are used to develop a safe system of work.

The safe system of work must eliminate hazards and reduce risks to an acceptable or tolerable level. Some operations will require a formal Method Statement to be produced.

6. The risk assessment must detail the individuals responsible for implementing and maintaining the controls and, where required, who will have responsibility for coordinating safe operations with others who may be on the site.
7. The hazards identified, the safety controls to be put in place, and the safe working methods must be communicated at a site briefing. All site personnel, visitors and any other third parties that could be affected must be given this information. A section on the site assessment form requires all site personnel to sign it acknowledging the briefing.
8. All work sites should have provision for the evacuation of people from 'serious and imminent' danger. If a site presents a problem the procedure to deal with this must be included in the risk assessment. Location information for use in an emergency must be included within information on site.
9. Work operations must be monitored and reviewed to ensure the safety controls are effective and remain in place. Corrective action must be taken where deficiencies in the safe work systems of work are identified.
10. Managers planning to undertake unfamiliar activities or work operation outside the limits of their knowledge and experience must either:
 - Obtain advice and guidance from experienced colleagues familiar with the proposed activity;
 - Or consult with a member of AC Landscapes & Treeworks UK Ltd Health and Safety team.

The Health and Safety team must approve risk assessments for new work activities that have not been previously undertaken or used.

The risk assessment will take into account the risk COVID-19 poses to more vulnerable persons to include those who are clinically vulnerable from COVID-19

11. The relevant generic risk assessments must be reviewed individually for young persons (under 18 years old) and there are special requirements for individuals under school leaving age. A member of the AC Landscapes & Treeworks safety team must be contacted if these situations are expected e.g. young employees / work experience.
12. It is important to understand the risk assessment will be drawn up and in place but if any employee feels at risk or not comfortable with the control measures works shall stop and further advice taken. At no point shall AC Landscapes & Treeworks UK Ltd expect ANY employee to compromise the health of themselves or others on site.

Circulation

A copy of the COVID-19 risk assessment will be made available to all employees whom have read and understand the requirements set out. A copy shall also be readily available on the website for public viewing.

References

The documents listed below are available and assist with the requirements set out in the risk assessment:

GRA	Generic Risk Assessment Manual
QMF32	Site-Specific Risk Assessment Template
QMF58	Risk Assessment Procedure
QMF129	Operational Procedures – COVID-19

Where a reference to hygiene is mentioned the following actions are required:

- Wash hands with soap and water for at least 20 seconds
- If soap not available – the use of hand sanitizer with at least 60% alcohol to be used – refer to COSHH assessment 5.6 for further information
- Hands to be dried before touching any object, this includes soap and hand sanitizer
- Avoid touching face where possible
- Cough or sneeze into elbow and not hands. If using tissue, dispose of immediately in a safe manner.

FACE COVERING – Refer to QMF129 for further information

THE RISK ASSESSMENT METHODOLOGY

The generic risk assessments contained within the manual have been completed to show initially the 'worst case scenario' with no controls in place.

A completed assessment show:

- The hazards or Hazardous event.
- Who is at risk?
- What the level of risk is without controls.
- The controls required for safe working.

A hazard matrix has been used to quantify the level of risk.

The matrix shows the risk level in relation to the probability and consequences from a hazard.

The scale of personal injuries ranges from multiple fatal to minor injuries.

Risks to the Environment are detailed in the generic risk assessments. A summary of environmental protection issues and an environmental impact assessment matrix are included within the manual for information.

With the controls and precautions stated in the generic assessments in place, and using the working methods detailed, the risks are reduced to an acceptable level.

It is not necessary for all operators to have detailed knowledge of the matrix. They should however be able to:

- Understand and identify the hazard and risks involved.
- Understand the relevant consequences.
- Differentiate between High, Moderate, Minor or Low Risk.
- Take appropriate action when the risks are identified.

All employees must be issued and be familiar with the documents detailing the safe work methods for the work they undertake e.g. Generic Risk Assessments, Arboriculture and Forestry Advisory Group (AFAG) Guides, Forest Industry Safety Accord (FISA) Guides. These contain essential safety information and guidelines for safe working.

Even with the risk assessments completed and controls in place it is vital that all employees remain alert and vigilant to potential risks and report any concerns to their supervisors.

Comments on the effectiveness and suitability of these assessments are encouraged, with the aim of making any improvements felt necessary.

RISK ASSESSMENT – SAFETY

HAZARD RISK MATRIX

	Likely	Probable	Possible	Remote	Improbable
Multiple Fatal	4	4	4	3	2
Fatal	4	4	3	3	2
Major Injury or Disease	4	3	3	2	1
Minor Injury or Disease	3	3	2	2	1
Very Minor Injury or Disease	3	3	2	1	1

Consequence Scale

Multiple Fatal – More than one Fatality.

Fatal – One Fatality.

Major – Notifiable under RIDDOR

Minor – Any lost time with up to 3 days absence.

Very Minor – Any other injuries without any significant time lost.

Likelihood Scale

Likely – Occurs repeatedly / event expected.

Probable – Not surprising, will occur several times.

Possible – Could occur at some time.

Remote – Unlikely to occur, although conceivable.

Improbable – So unlikely that probability is close to zero.

RISK CONTROL REQUIRED

Risk Class	Tolerability Level	Actions Required
4 – High	Intolerable Risk	Work not started or immediately stopped
3 – Moderate	Intolerable Risk	Work not started or immediately stopped
2 - Minor	Tolerable Risk	Extremely harmful consequences require further controls. Monitor to ensure controls are maintained.
1 - Low	Acceptable Risk	No action required. No further controls needed. Monitor to ensure controls are maintained.

RISK ASSESSMENT AND SAFE WORK PROCEDURES**Work Activity:****AC-CD19-001 – Individual Risk Assessments****Objective:** To ensure employees are fully aware of their duty to report their symptoms to ensure a safe working environment.

Ref	Hazardous Condition and/or Operation	Event and Likely Injury and/or Loss	Persons at Risk	Risk Before Controls	Control Measures	Residual Risk
1	Asymptomatic and or symptomatic employee	Carrier of COVID-19	Employees	4	Any symptoms to include persistent cough and/or high temperature, or loss/change of smell and /or taste will require employee to remain off work for 7 days. If a member of their household has any of the above symptoms, employee not to come into work and remain off for 14 days -Self Isolation. Notifying manager as soon as possible.	1
2	Clinically EXTREMELY vulnerable employees ¹	Contracting COVID-19 – Higher risk of death	Employees	4	All employees are required to shield for the period of time specified. During this time mental health support in the way of regular communication with the employee will take place. Where possible tasks such as online training will be given where possible	1
3	Clinically Vulnerable Employees ²	Contracting COVID-19 – High risk of death	Employee	4	Work from home where possible. 2m social distance to be adopted on site. Role of employee reviewed if this cannot be achieved.	1
4	Expected Mothers	Contracting COVID-19 – High risk of death	Employee	4	As soon as pregnancy is established the employee shall notify the Health and safety team to review. Once notified, employee classed as clinically vulnerable and pregnancy specific risk assessment reviewed	1

¹ - Clinically extremely vulnerable persons should have received notification of this via a letter and information passed to the employer. For further information on the groups – Clinically Extremely Vulnerable Groups

² Clinically vulnerable employees include those over the age of 70 and those with some with underlying health conditions. For further information - Clinically vulnerable groups

RISK ASSESSMENT AND SAFE WORK PROCEDURES**Work Activity:****AC-CD19-001 – Individual Risk Assessments (Continued)**

Objective: To ensure employees are fully aware of their duty to report their symptoms to ensure a safe working environment.

Ref	Hazardous Condition and/or Operation	Event and Likely Injury and/or Loss	Persons at Risk	Risk Before Controls	Control Measures	Residual Risk
5	Use of Hand Sanitiser	Burns from static shock. Loss of dexterity due to residual liquid	Employees	4	Employees to be familiar with COSHH assessment 5.6. Product to be used as per product instructions. Hands to be dry before handling any other item.	1
6	Use of Nitrile gloves	Incorrect application. Ripping during use – contamination. Incorrect doffing of PPE	Employees	4	Refer to QMF129 for illustrated process. Gloves to be used as instructed, removed correctly and disposed of in a safe manner. Other gloves to be used on site during working environment – refer to task specific risk assessment	1
7	Covering of face	Incorrect application. Ripping during use – contamination. Incorrect doffing of PPE	Employees	4	Refer to ACL013 for correct method. Face covering to be used as required in QMF129.	1
8	Environmental risk which may affect respiratory system to include: <ul style="list-style-type: none"> Brown tail Moth 		Employees, Environmental	3	Operatives to be aware of nests and identify, report and avoid. Refer to COSHH Assessment 2.12 for identification and information on risk assessment.	1
9	Mental Health <ul style="list-style-type: none"> Lone workers Working from home Employees self-isolating/shielding 	Employees in self-isolation	Employees	3	Mental health first aiders to be readily available within the business. Details of these to be passed to all staff. Regular communication to staff whom are self-isolating or long working	1
9	Working in Close Proximity <ul style="list-style-type: none"> Working closer than 2 metres 	Higher risk of contracting	Employees	4	Where possible ALL tasks shall be reviewed and if social distancing is breached the task shall not take place and method reviewed. In the event of having to work within 2 metres the following will apply.	1

RISK ASSESSMENT AND SAFE WORK PROCEDURES

Work Activity:

AC-CD19-001 – Individual Risk Assessments (Continued)

Objective: To ensure employees are fully aware of their duty to report their symptoms to ensure a safe working environment.

Ref	Hazardous Condition and/or Operation	Event and Likely Injury and/or Loss	Persons at Risk	Risk Before Controls	Control Measures	Residual Risk
1					<p>Reduce the task to keep times involved as short as possible</p> <p>Hand washing shall take place before and after the task</p> <p>When working either work back-to-back or side-to-side (where possible do not work face-to-face)</p>	
9	<p>Working in Close Proximity (Working within 2 metres)</p> <ul style="list-style-type: none"> Working closer than 2 metres 	Higher risk of contracting COVID-19	Employees	4	<p>Where possible ALL tasks shall be reviewed and if social distancing is breached the task shall not take place and method reviewed. In the event of having to work within 2 metres the following will apply.</p> <p>Reduce the task to keep times involved as short as possible – method agreed prior to starting task</p> <p>Hand washing shall take place before and after the task</p> <p>When working either work back-to-back or side-to-side (where possible do not work face-to-face)</p> <p>Teams shall remain the same, where possible, to reduce any transmission</p>	1
9	<p>Working in Close Proximity (Working within 2 metres)</p> <ul style="list-style-type: none"> Noise/Lack of Communication Machinery, 3rd party notices such as traffic 	Higher risk of contracting	Employees	3	<p>Before any task ensure the method of works has been agreed and understood by all parties. If there is a requirement to change method partway through the task, works shall stop and method of works agreed. If this cannot be agreed, works shall stop and task evaluated. If 3rd party noises are</p>	1

RISK ASSESSMENT AND SAFE WORK PROCEDURES**Work Activity:****AC-CD19-001 – Individual Risk Assessments (Continued)**

Objective: To ensure employees are fully aware of their duty to report their symptoms to ensure a safe working environment.

Ref	Hazardous Condition and/or Operation	Event and Likely Injury and/or Loss	Persons at Risk	Risk Before Controls	Control Measures	Residual Risk
9	Working in Close Proximity (Working within 2 metres) <ul style="list-style-type: none"> Noise/Lack of Communication Machinery, 3rd party notices such as traffic 	Higher risk of contracting	Employees	3	that which restricts communication works shall be evaluated and other methods agreed	1
9	Working in Close Proximity (Working within 2 metres) <ul style="list-style-type: none"> Persons returning to work from shielding Persons living with a vulnerable person 	Higher risk of contracting	Employees	4	Individual shall avoid any task which involves working within 2 metres. If this has to take place, they shall agree the method of works. If this cannot be agreed or the individual is not comfortable the works shall not take place.	1
9	Working in Close Proximity (Working within 2 metres) <ul style="list-style-type: none"> Emergency situation – first aid/aerial rescue for example 	Higher risk of contracting	Employees	3	Where possible teams to remain the same. Face covering shall be used, where possible. In the event of first aid, both operatives, at the start of the day, shall agree first aid to be administered. If this cannot be agreed, works shall cease and other methods reviewed. Review to QMF129 for further information.	1

RISK ASSESSMENT AND SAFE WORK PROCEDURES**Work Activity:****AC-CD19-002 – Admin and Office Working**

Objective: Create a safe working environment within the office space which is also practicable to the working needs of the business

Ref	Hazardous Condition and/or Operation	Event and Likely Injury and/or Loss	Persons at Risk	Risk Before Controls	Control Measures	Residual Risk
1	Working in Offices	Cross Contamination	Employee, other office users	4	Admin staff to work from home. Offices to remain closed. Where a need to enter the office, the following shall be adopted: Office to be decontaminated prior to use Hygiene adopted at all times before and after entering office	1
2	Use of Stairwells and Lifts	Cross Contamination	Employee, other office users	3	Avoid lifts where possible and use stairs. In the event of lifts being needed ensure one person per lift. Hygiene maintained before and after use.	1
3	Use of Canteen Areas	Cross Contamination	Employee, other office users, Public	3	Employees to avoid using canteen areas. Own lunch and fluids supplied from home When using toilet ensure hands are washed before and after use then again when entering office. Where possible lunch to be taken in vehicle or outside. If using canteen stagger lunch breaks to avoid large gatherings	1
4	Meetings, for example: <ul style="list-style-type: none"> • Gaining Consent • Review of Works • General • Client Specific 	Breaches of social distancing, Mass gatherings	Employee, other office users, Public	3	No meetings to be attended unless critical. No meetings to be held in office unless agreed by health and safety team. All staff to have access to Microsoft Teams where possible. Conference calls used if Teams not available.	1
5	Share equipment in office	Cross Contamination	Employees	3	Avoid sharing. Staff to remain in same desk. Station to be cleaned before and after use. Any printing to be avoided. In the event of	1

RISK ASSESSMENT AND SAFE WORK PROCEDURES**Work Activity:****AC-CD19-002 – Admin and Office Working (Continued)**

Ref	Hazardous Condition and/or Operation	Event and Likely Injury and/or Loss	Persons at Risk	Risk Before Controls	Control Measures	Residual Risk
5	Share equipment in office (Continued)	Cross Contamination	Employees	3	maps to be printed, only one person each day to use printer	1
6	Deliveries	Cross Contamination	Employee, other office users, Public	3	All deliveries and mail to be left in admin reception and communication made to the office to collect when safe to do so	1
7	Over Pollution of offices	Breaches of social distancing	Employees	3	Maximum of 2 persons in any office at any one time. Communication to be made prior to confirm occupants of office	1
8	Emergency/Evacuations	Increase chance of spreading or contracting virus	Employee	3	In the event of an emergency the staff shall follow correct procedures and follow the specific risk assessment to include the fire risk assessment.	1
9	First Aid Requirements	Close proximity requirement / emergency response	Employee	3	If any first aid requirements carry out personal risk assessment - Consider severity of the first aid incident and assess this against the potential risk. Have available a means of covering your mouth and nose.	1
10	Test and Trace	Monitoring of office use in the event of a breakout	Employee, other office users, Public	3	QNF129 refers to an internal test and trace system to monitor office use to ensure a log of all users in the event of a break out	1
11	Ventilation	Poor air circulation – increased risk of airborne transmission	Employee, other office users, Public	3	Where possible keep windows and doors open (do not prop open any fire doors). Allow a constant flow of fresh air through the offices. Desk fans to be used in be used ventilated areas only	1

RISK ASSESSMENT AND SAFE WORK PROCEDURES**Work Activity:****AC-CD19-003 – Travel to and From Work****Objective:** To maintain social distancing wherever possible, on arrival and departure from working offices and working sites

Ref	Hazardous Condition and/or Operation	Event and Likely Injury and/or Loss	Persons at Risk	Risk Before Controls	Control Measures	Residual Risk
1	Hygiene and cleanliness of vehicle	Cross contamination	Employee, other users	4	Frequent cleaning of work areas and equipment between uses, using cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, including door handles, fuel pumps and vehicle keys, and making sure there are adequate disposal arrangements for cleaning products. Hands to be cleaned before and after entering/exiting.	1
1	Use of Public Transport	Cross contamination/Breach of social distances	Employee, other users	4	Avoid where possible and seek advice from manager prior to using public transport. THIS SHALL BE THE LAST RESORT. When using public transport face coverings mandatory. Refer to QMF129 for clarification for public transport	1
2	Overcrowding of vehicles	Cross contamination/Breach of social distances	Employees	4	Where possible one person to a vehicle. If this cannot be achieved a maximum of 2 per vehicle. The persons shall remain the same at all times. If annual leave or illness the vehicle shall remain with the other person. No persons to enter a client/member of public vehicle. Travel with good ventilation – window(s) open for example for good airflow Sitting side-by-side and not face-to-face	1
3	Petrol Stations – Refueling/ Using rest room/ Purchasing of food/water	Cross contamination/Breach of social distances	Employee, other users	4	Nitrile gloves to be used (refer to QMF129 for correct use). Face covering when at risk of breaching 2m. Use fuel card and clean off with wipe after use. Use own pen. Only one person to use petrol	1

RISK ASSESSMENT AND SAFE WORK PROCEDURES**Work Activity:****AC-CD19-003 – Travel to and From Work (Continued)**

Objective: To maintain social distancing wherever possible, on arrival and departure from working offices and working sites

Ref	Hazardous Condition and/or Operation	Event and Likely Injury and/or Loss	Persons at Risk	Risk Before Controls	Control Measures	Residual Risk
4	Petrol Stations – Refueling/ Using rest room/ Purchasing of food/water (Continued)	Cross contamination/Breach of social distances	Employee, other users	4	station at one time. Employees to provide own lunch and sufficient water for the day to avoid any unnecessary purchases. Contaminated materials disposed of as outlined below	1
5	Disposing of contaminated materials	Cross contamination	Employees	3	All vehicles provided with clear heavy-duty bag to dispose of contaminated gloves. Materials to be sorted in bag for at least 48 hours before disposing of in safe manner. The bag shall only be filled to half its capacity, once this has been achieved the bag shall be cable tied and dated to allow identification of timeframe	1
6	Ventilation in Vehicles	Poor air circulation – increased risk of airborne transmission	Employees	3	Switch ventilation to draw fresh air in and not recirculating air Where possible, keep windows open (partially if its cold)	1

RISK ASSESSMENT AND SAFE WORK PROCEDURES**Work Activity:****AC-CD19-004 – Surveying**

Objective: To allow surveying or public facing works to continue in a safe environment to reduce cross contamination and spread of COVID-19

Ref	Hazardous Condition and/or Operation	Event and Likely Injury and/or Loss	Persons at Risk	Risk Before Controls	Control Measures	Residual Risk
1	Working in built up areas, gardens or recreational areas etc.	Contact with members of the public increasing potential for contracting or spreading virus	Employees, Public	4	Where there is a requirement to carry out safety critical work in these areas prior contact is made with landowners, statutory bodies etc seeking their approval to carry out the works. Plan work to minimise any potential contact and conflict with members of the public. Display relevant critical worker notice	1
2	Members of public, third parties not adhering to social distancing rules	Contact with members of the public increasing potential for contracting or spreading virus	Employees, Public	4	If members of the public do not adhere to social distance rules politely ask them to move back to a suitable position. Once work is complete move away from areas with higher potential of contact and complete any paperwork etc. Display relevant critical work notice	1
3	Accessing property, opening gates, crossing stiles etc,	Increased chance of cross contamination, catching or spreading virus	Employee	3	Ensure correct PPE is worn, as a minimum nitrile gloves if opening gates, cross stiles or similar access barriers. Wash hands regularly or use hand sanitiser	1
4	Animosity / Hostility from third parties	Possible injury / damaged reputation of company	Employees, Public	4	Carry key worker letters and id badge. Avoid any confrontation, retreat to a safe position, if necessary, return to vehicle and leave site. If confronted by an abusive or aggressive member of the public do not engage, leave site and report to your Manager. Lone worker policy to be adhered to at all times	1
5	Complaints from public disagreeing with importance of tree cutting during restricted period	Reputational damage	Employees, Public	3	Telephone landowners in advance to seek permission and agree access. Explanation of reason for works being permitted during restricted period.	1

Work Activity:

AC-CD19-004 – Surveying (Continued)

Ref	Hazardous Condition and/or Operation	Event and Likely Injury and/or Loss	Persons at Risk	Risk Before Controls	Control Measures	Residual Risk
5	Complaints from public disagreeing with importance of tree cutting during restricted period (continued)	Reputational damage	Employees, Public	3	<p>Target remote locations with low risk of contact with public Carry key worker letter and id badge</p> <p>Display relevant key worker sign in vehicle window Ensure social distancing and hygiene is always practiced and staff communicate accordingly with 3rd parties when approached</p>	1

Work Activity:**AC-CD19-005 – Working on Site****Objective:** To establish a safe working procedure on site in conjunction with other risk assessments

Ref	Hazardous Condition and/or Operation	Event and Likely Injury and/or Loss	Persons at Risk	Risk Before Controls	Control Measures	Residual Risk
1	Site Briefing to include (but not limited to): <ul style="list-style-type: none"> • Daily Risk Assessment • Audits • Inductions • Method Statement 	Become infected or increase chance of spreading virus	Employees	3	Avoid sharing tools and equipment, if you must share tools ensure that they are wiped down using anti-bacterial wipes, ensure correct PPE is worn or nitrile gloves as a minimum. Wash hands regularly or use hand sanitiser. Follow and adhere to any Client's Requirements	1
2	Tasks involving breaches of social distancing	Become infected or increase chance of spreading virus	Employees	4	Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Mitigating actions include: Further increasing the frequency of hand washing and surface cleaning. Keeping the activity time involved as short as possible. Using screens or barriers to separate people from each other. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a	1

Work Activity:

AC-CD19-005 – Working on Site (Continued)

Ref	Hazardous Condition and/or Operation	Event and Likely Injury and/or Loss	Persons at Risk	Risk Before Controls	Control Measures	Residual Risk
2	Tasks involving breaches of social distancing (Continued)	Become infected or increase chance of spreading virus	Employees	4	few others). Where there is a requirement to breach social distancing, the teams shall stop work and seek advice from the health and safety director before proceeding	1
3	Sharing tools, plant and equipment	Become infected or increase chance of spreading virus	Employee	3	Avoid sharing tools and equipment, if you must share tools ensure that they are wiped down using anti-bacterial wipes, ensure correct PPE is worn or nitrile gloves as a minimum. Wash hands regularly or use hand sanitiser	1
4	Shared plant – chippers, mulchers, MEWP	Increase chance of spreading or contracting virus	Employee	3	Restrict number of operatives using shared plant to the very minimum, where possible one person per equipment at any one time. Regularly wipe down frequent touch points e.g. like control panels, stop buttons/bars etc. using anti-bacterial wipes, ensure correct PPE is worn or as a minimum nitrile glove. Wash hands regularly or use hand sanitiser	1
5	First Aid Requirements	Breaches of Social Distancing / emergency response	Employee	3	If any first aid requirements carry out personal risk assessment - Consider severity of the first aid incident and assess this against the potential risk. Have available a means of covering your mouth and nose.	1
6	LOLER / PUWER Monthly Inspections	Increase chance of spreading or contracting virus	Employee, LOLER Inspector	3	Compliance of LOLER and PUWER shall not be ignored. Weekly checks to be completed as required. For thorough LOLER inspections the inspector shall comply with social distancing and where nitrile gloves when completing an inspection.	1

Work Activity:**AC-CD19-006 – Use of Garage****Objective:** To ensure a fully functional and working garage.

Ref	Hazardous Condition and/or Operation	Event and Likely Injury and/or Loss	Persons at Risk	Risk Before Controls	Control Measures	Residual Risk
1	Reception <ul style="list-style-type: none"> • Overcrowding • Handling of cash • Storage of Parts • Storage of Job Cards 	Increase chance of spreading or contracting virus	Employee, Public	4	Only one-person (including admin staff permitted) demarcation on floor to indicate 2m social distance area. Use of cash avoided where possible. Contactless payment taken as means of payment. Hand sanitiser available upon enter to allow customer to use. Staff to use own pen and wear gloves when handling any paper. If needing to enter office for parts – consent gained by admin person prior to entering.	1
2	MOT documentation	Increase chance of spreading or contracting virus	Employee, Public	3	No paper copies of MOT certificates to be issued. Customers directed to website to obtain MOT certificate	1
3	MOT Waiting Area	Increase chance of spreading or contracting virus	Employee, Public	4	To avoid any contamination and risk of spread the MOT viewing shall be closed to the public and shall do so until further notice. A sign shall be placed on the door and the area locked to avoid unauthorised entry	1
4	Canteen/Kitchen Area	Increase chance of spreading or contracting virus	Employee	3	Staff to supply own lunch and fluids where possible. Area cleaned before and after use	1
5	Rest Room	Increase chance of spreading or contracting virus	Employee	3	Avoid where possible – if needed, breaks to be staggered. Area to be cleaned before and after	1
6	Workshop	Increase chance of spreading or contracting virus	Employee	3	Staff to have own working area. Areas to be sectioned off and no entry permitted to personal working area. Area shall be cleaned before and after use.	1
7	Emergency/Evacuations	Increase chance of spreading or contracting virus	Employee	3	In the event of an emergency the staff shall follow correct procedures and follow the specific risk assessment to include the fire risk assessment.	1

RISK ASSESSMENT AND SAFE WORK PROCEDURES**Work Activity:****AC-CD19-006 – Use of Garage (Continued)**

Ref	Hazardous Condition and/or Operation	Event and Likely Injury and/or Loss	Persons at Risk	Risk Before Controls	Control Measures	Residual Risk
8	First Aid Requirements	Close proximity requirement / emergency response	Employee	3	If any first aid requirements carry out personal risk assessment - Consider severity of the first aid incident and assess this against the potential risk. Have available a means of covering your mouth and nose.	1
9	Deliveries	Increase chance of spreading or contracting virus	Employee	3	Designated area set for any deliveries. No signatures required. Delivered to be left in a secure location in office.	1
10	Sharing tools, plant and equipment	Become infected or increase chance of spreading virus	Employee	3	Avoid sharing tools and equipment, if you must share tools ensure that they are wiped down using anti-bacterial wipes, ensure correct PPE is worn or nitrile gloves as a minimum. Wash hands regularly or use hand sanitiser	1
11	Collection of vehicles	Breaches of social distancing	Employee, Public	4	Nitrile gloves shall be used at all times. Notice given to customer/client and agreed delivery time/date. Social distancing shall remain at all times. Seat covers also used during process. Keys shall be cleaned prior to collecting and handing back. Respect for any persons shielding at all times.	1
12	Courtesy Car	Increased chance of cross contamination, catching or spreading virus	Employee, Public	3	Vehicle shall be avoided where possible. If needed the vehicle shall be deep cleaned prior to use and then after. Disposable Seat covers, nitrile gloves shall be offered.	1
13	Admin/Paperwork	Increased chance of cross contamination, catching or spreading virus	Employee, Public	3	Where possible, all invoicing, receipts to be emailed to customer	1

RISK ASSESSMENT AND SAFE WORK PROCEDURES

Work Activity:

AC-CD19-006 – Use of Garage (Continued)

Ref	Hazardous Condition and/or Operation	Event and Likely Injury and/or Loss	Persons at Risk	Risk Before Controls	Control Measures	Residual Risk
14	Tasks involving breaches of social distancing	Become infected or increase chance of spreading virus	Employees	4	<p>Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Mitigating actions include:</p> <p>Further increasing the frequency of hand washing and surface cleaning.</p> <p>Keeping the activity time involved as short as possible.</p> <p>Using screens or barriers to separate people from each other.</p> <p>Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</p> <p>Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). Where there is a requirement to breach social distancing, the teams shall stop work and seek advice from the health and safety director before proceeding</p>	1

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