

## General Risk Assessment – Tasks requiring more than one individual COVID-19

Documented to comply with The Management of Health and Safety at Work Regulations 1999, Regulation 3 (Record of Significant Findings and Groups of Employees or Others Especially at Risk) and the Control of Substances Hazardous to Health Regulations 2002

### Part 1 – General Details

<b>Assessor</b>	Steve Hedger	<b>Job Title</b>	Senior Health and Safety Consultant
<b>Project or location</b>	Citizen Machinery		
<b>Department/business</b>	All – primarily engineering functions		
<b>Scope of risk assessment</b>	This document records significant findings of the assessment on measures to prevent the spread of COVID-19 in situations where tasks require individuals to operate within the recommended 2m exclusion zone of other personnel. It should be read in conjunction with up-to-date government advice from Public Health England (PHE) which can be accessed here: <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> .		
<b>Employees and others potentially at risk</b>	Employees and tenant employees on site, and their households.		
<b>COVID-19 properties (as of 29 April 2020)</b>	COVID-19 is a disease caused by a virus transmitted in droplets when people are breathing, most particularly when they cough, or sneeze. It causes a lung infection which is currently estimated not to be severe in 80% of cases, but 20% of people catching it may go on to need hospital treatment. There is no current cure or vaccine. It is thought it can remain “live” on hard surfaces such as handles, switches, bannisters etc for 72 hours. If people touch a contaminated surface and then touch their nose or lips, or if they breathe in droplets from an infected person, they can be infected. They may be symptom-free but infectious during the incubation stage which is typically 5 days but can be up to a week. The virus can be killed using normal household detergents on hard surfaces.		
<b>Main symptoms</b>	A high temperature and a dry cough are considered the most indicative symptoms. People with these symptoms should be self-isolating following the guidance from PHE: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a> .		
<b>Control of transmission</b>	Current guidance requires social distancing – keeping 2m from other people, and regular handwashing with soap and water. Hand-gel should be used where soap and water is not available. The Government is also advising the use of face coverings in enclosed spaces such as on public transport and in shops.  Further guidance on working safely during Covid-19 can be found here: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a> .		
<b>Vulnerable groups</b>	PHE has specific guidance for vulnerable groups. Those defined as extremely vulnerable should be shielding and not return to work until the 12 weeks has expired at the earliest: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>  Those at risk of severe illness should remain working from home at present: <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a> .		
<b>Staying Covid-19 Secure in 2020 Notice</b>	The Covid-19 Secure in 2020 Notice to be displayed in the workplace to show the Government guidance has been followed. <a href="https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf">https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf</a>		

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### Part 2 – Assessment of Hazards for Particular Tasks

Hazards, Dangers, Issues	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p><b>Breaching recommended proximity limits</b></p>	<p>Employees and tenant employees on site, and their households.</p>	<p>The Management of Health and Safety at Work Regulations 1999</p> <p>The Control of Substances Hazardous to Health Regulations 2002</p>	<p>So far as possible, staff are required to remain in excess of two metres apart during work operations</p>	<p>Low</p>	<p>Where tasks are identified which require two people in order to be conducted according to the standard procedures (i.e. where there is an identified need for team lifting during manual handling tasks, where the standard procedure identifies two synchronous task etc.) the following series of checks must be confirmed:</p> <p>1 – is it necessary for two people to conduct the task in order for it to be conducted safely? If two people are typically required for efficiency, rather than safety, reasons then the work should be conducted by one person.</p> <p>2 – is the work necessary at this time? If the work can be deferred to a time when the CoVid-19 restrictions can reasonably be expected to be lifted the work should be deferred.</p> <p>3 – does the entire task require more than one person, or can the sections requiring multiple people be clearly identified? If sections require multiple people, only those sections should be considered.</p> <p>4 – if the work needs to be conducted within a limited timeframe, and requires more than one person in close proximity to complete, then the following measures should be applied:</p> <ul style="list-style-type: none"> <li>a) All involved staff should be issued with fabric face masks; these should be applied prior to breaching the 2m exclusion area, and should be kept in place for the duration of the multiple-person task or task-element.</li> <li>b) As soon as the identified multiple-person elements of the work have been completed, the additional personnel should retreat beyond the 2m exclusion area.</li> </ul>	<p>Low</p>

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Hazards, Dangers, Issues	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<b>Breaching recommended proximity limits (cont'd)</b>	As above	As above	As above	Low	<p>Where it is foreseeable that a longer task will require sporadic assistance, multiple-person sections should be scheduled in close proximity where possible.</p> <p>Guidance on the use, care and washing of face coverings can be found on the gov.uk website:  <a href="https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering">https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering</a>.</p>	Low

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### Part 4 – Action Plan

Action	Priority	Owner	Target	Current Status/Progress	Complete

Actions are indicated High, Medium and Low for the purpose of prioritising. As an indication of the timescales within which action should be taken, it is recommended that:

- 'Urgent' priorities must be actioned immediately
- 'High' priorities should be actioned within one month
- 'Medium' within two months
- 'Low' priorities within three months

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### Assessor:


Signed: 

Date: May 2020

Review date: Ongoing during COVID-19

Print name: Steve Hedger, B.Sc. CMIOSH  
Senior Health and Safety Consultant  
Quadriga Health & Safety Ltd

### Adopted by Local Manager Responsible:

Signed: 

Date: May 2020

Print name: Trevor Haase  
Facilities Manager

**The results of the risk assessment are to be shared with the workforce.**