

Activity/Task	Assessment Number:
Working Under COVID-19 Conditions	G32



	Activity	Without Controls			Risk Level	With Controls			Risk Level
		Lik	Sev	TRS		Lik	Sev	TRS	
1	Failing to follow government personal hygiene recommendations and Local Lockdown Recommendations	4	5	20	High	1	5	5	Low
2	General sanitising of Offices, Workplaces and Vehicles	4	5	20	High	1	5	5	Low
3	Sharing workspaces with other persons	4	5	20	High	1	5	5	Low
4	Travel to and from locations to carry out Work	4	5	20	High	1	5	5	Low
5	Working together in situations requiring people to be inside the government guidelines of 2m minimum separation	4	5	20	High	1	5	5	Low
6	Working in areas interfacing with members of the public	5	5	25	Extreme	1	5	5	Low
7	MC / CC is required to travel in the cab due to the distance to work site and the send and receive process cannot be use.	4	5	20	High	1	5	5	Low
8	Working in a MEWP Basket requiring personnel to be inside the government guidelines of 2m minimum separation	4	5	20	High	1	5	5	Low
9	Traveling in a Man-Carrier requiring personnel to be inside the government guidelines of 2m minimum separation	4	5	20	High	1	5	5	Low
10	Use of Duplex Comm Radios	4	5	20	High	1	5	5	Low

The residual risk has been calculated as per the Risk Assessment Calculation Guide SMS/P/03/F/03.

Severity	Likelihood				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25

Assessed Risk Level		Description of Risk Level	Actions
Low	1 - 5	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
Medium	6 - 10	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed, define management responsibility, monitor and review
High	11 -19	Not acceptable as it is likely to cause an injury requiring medical treatment would result or damage.	Controls will need to be in place before the activity is undertaken. i.e. A method statement, SSOW or procedure must be written to help mitigate the risks. Very close monitoring required.
Extreme	20 -25	Never acceptable, likely that an incident would occur, that a permanent, debilitating injury or death would result or threaten, the environment or our business	Consider alternatives to doing the activity. Develop a detailed mitigation plan, specify senior management and board member responsibility.

Key: Lik = Likelihood Sev = Severity TRS = Total Risk Score

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	Date	Name	Signature	Position
Risk Assessed by:	14/01/21	W Phenix		Head of SHEQ
Accepted by:	14/01/21	R Romaszko		Assurance Director
Risk Assessment Issue No	07		Next Review Date	14/03/21

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	Activity	Hazard & Impact	Who is at Risk?	Without Controls			Control Measures & Action Details	With Controls		
				Lik	Sev	TRS		Lik	Sev	TRS
1	Failing to follow government personal hygiene recommendations and Local Lockdown Recommendations	The COVID-19 virus is highly contagious and at the time of writing this RA, not fully understood how it is transmitted person to person. Therefore, all persons are at risk of being affected from not following the guidelines.	All personnel (workers and people you meet)	4	5	20	Frequently wash your hands, preferably with soap and water for at least 20 seconds. Alternatively use hand gels and sanitisers but be mindful that alcohol types may remove essential oils from the skin too and moisturising cream may be needed occasionally). Carry out frequent sanitising of your workstation (keyboards etc), handrails and door handles (list is non exhaustive). Wear disposable gloves if handling objects others may handle or may have handled recently. Staff to be briefed on local lockdowns and staff should follow local and regional guidelines. All Staff, Visitors and Contractors are to complete the signing in/out documents at Depots and Site for Track and Trace accountability. It is mandated in all TXM premises that face coverings will be worn by Staff and Visitors when moving around. Remember – HANDS-FACE-SPACE	1	5	5
2	General sanitising of Offices, Workplaces and Vehicles	The COVID-19 virus is highly contagious and at the time of writing this RA, not fully understood how it is transmitted person to person. Therefore, all persons are at risk of being affected from not following the guidelines	All personnel (workers and people you meet)	4	5	20	Offices and workshops must be cleaned daily. Using soapy water, detergents or diluted bleach on a cloth will allow surfaces to be wiped down daily by the cleaning teams. Workers are advised to carry out a simple wipe down of things they touch after each use too such as handles, kettles, door handles, handrails etc). Company vehicles including plant must be sanitised daily, or before a new worker changeover. Steering wheels, joy sticks, switch gear, seats, door handles and handrails etc must be wiped down with soapy water, detergent, diluted bleach or anti-bacterial	1	5	5

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							wipes before and after use. Fitter must do this to plant as part of the weekly inspection regimes. Shared work equipment must be used preferably by the user wearing gloves and cleaned as detailed above when no longer in use. (Sharing of workstations/desks (hot desking) to be discouraged.			
3	Sharing workspaces with other persons	Transmittal of the COVID-19 Virus through close contact between people	All workers	4	5	20	Where possible, avoid sharing workspaces and work from home as a default. If this is not possible, as a minimum, maintain a minimum of 2m apart between persons at work. This includes office based, workshop based, site-based staff, and persons travelling in one vehicle If the job you do requires gloves to be worn, when wearing gloves, avoid touching your face with your gloves on Breaktimes and kitchens – avoid sharing crockery and cutlery. Keep your own and do not place yours back in kitchen cupboards or drawers, keep them in your desk drawer or vehicle Avoid sharing vehicles (cars, vans, lorries, twin cab RRVs, people Carriers, MEWP Baskets etc) unless control measures detailed below (working together inside 2m separation) are followed. Follow the points above for sanitising regimes. Room occupancy maximum capacity signage is not to be exceeded in any circumstances. It is mandated in all TXM premises that face coverings will be worn when moving around away from you place of work	1	5	5
4	Travel to and from locations to carry out Work	Transmittal of the COVID-19 Virus through close contact between people	All workers	4	5	20	Employees should travel to TXM location alone in their vehicle. Staff to avoid using public transport if possible, walk or bike to work, if using public transport use Public Health Guidance.	1	5	5

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							Vehicles to have Sanitisation wipes to be used to wipe down vehicles and then safely disposed of after each travel move. You must always consider whether you SHOULD come to work at all. You should NOT come to work if you are showing any COVID-19 symptoms (high temperature 37.8°C or more, or a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours). In any case you must always consider whether you NEED to come to the depot at all.			
5	Working together in situations requiring people to be inside the government guidelines of 2m minimum separation	Transmittal of the COVID-19 Virus through close contact between people through the known routes of entry, eyes, nose and mouth and possible broken skin	All workers and persons you may be in contact with	4	5	20	NOTE: Social distancing of 2m minimum is for the 'normal life environment' where people are not at work wearing PPE. The NHS staff are working in hospitals in close proximity to each other surrounded by infected patients. Their PPE requirements are face mask, safety glasses and gloves as a minimum. Known routes of entry are through the eyes, nose and mouth and possibly through open wounds Working where 2m separation is possibly requires normal PPE to be worn applicable to the task and/or site. To work inside 2m of each other, a suitable face mask is required. Or Air feed mask system used. Before a worker comes within 2m of another person, they must put on their personally issued face mask. Workers must only touch their face mask with clean hands, never with work gloves. PLEASE NOTE: The face mask is to protect others from moisture/droplets you breath or cough out, so do not remove it. Gloves and safety glasses must be worn on all rail or construction sites and all staff on a customer's site must be in full orange PPE including gloves, glasses,	1	5	5

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							boots and if expected to be within 2m of others, a face mask as quickly as possible after arriving at site. <i>Where available Face Shields (visors should be worn.</i> DO NOT DELAY IN GETTING INTO WORKWEAR AND PPE AFTER ARRIVING AT SITE. MAKE THIS THE FIRST TASK YOU DO			
6	Working in areas interfacing with members of the public	Transmittal of the COVID-19 Virus through close contact between people	All persons you may be in contact with	5	5	25	On site, where possible, set up exclusion zones, use barrier / tapes (red/yellow) to demarcate worksite and use appropriate signages Ensure you maintain the government guidelines for social distancing (minimum of 2m separation between each other). It is mandated in all TXM premises that face coverings will be worn by Visitors.	1	5	5
7	MC/CC is required to travel in the cab due to the distance to work site and the send and receive process cannot be use.	Transmittal of the COVID-19 Virus through close contact between people through the known routes of entry, eyes, nose and mouth and possible broken skin	Operator and MC/CC	4	5	20	Staff should wash their hands for 20 seconds before and after they have been in the OTP and catch coughs and sneezes in tissues. Staff to wear appropriate PPE such as face mask, safety glasses and disposable gloves to help prevent contamination. Where fitted a separation screen between operator and rear seat, or Air feed mask system used by the MC/CC. Ask MC/CC if they are feeling well and also ask if they have had a new, continuous cough or a high temperature, if so, they are not to travel in the cab, they should be sent home.	1	5	5
8	Working in a MEWP Basket requiring personnel to be inside the government guidelines of 2m minimum separation	Transmittal of the COVID-19 Virus through close contact between people through the known routes of entry, eyes, nose and mouth and possible broken skin	Operator, MC/CC and additional Staff in the basket	4	5	20	Staff should wash their hands for 20 seconds before and after they have been in the OTP and catch coughs and sneezes in tissues. Staff to wear appropriate PPE such as face mask, safety glasses and disposable gloves to help prevent contamination	1	5	5

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							Before a worker comes within 2m of another person, they must put on their personally issued face mask. Where available JSP Evo Vista Shield Helmet or Face Shields (visors should be worn). Workers must only touch their face mask with clean hands, never with work gloves. PLEASE NOTE: The face mask is to protect others from moisture/droplets you breath or cough out, so do not remove it.			
9	Traveling in a Man-Carrier requiring personnel to be inside the government guidelines of 2m minimum separation	Transmittal of the COVID-19 Virus through close contact between people through the known routes of entry, eyes, nose and mouth and possible broken skin	Operator, MC and personnel in the Man Carrier	4	5	20	Staff should wash their hands for 20 seconds before and after they have been in the OTP and catch coughs and sneezes in tissues. Personnel must wear appropriate PPE such as face mask, safety glasses and disposable gloves to help prevent contamination Before a worker comes within 2m of another person, they must put on their personally issued face mask. Where available JSP Evo Vista Shield Helmet or Face Shields (visors should be worn). Workers must only touch their face mask with clean hands, never with work gloves. PLEASE NOTE: The face mask is to protect others from moisture/droplets you breath or cough out, so do not remove it. Where possible the MC and personnel in the Man Carrier must exit/enter the seating area from the front exit/entry point.	1	5	5
10	Use of Duplex Comm Radios	Transmittal of the COVID-19 Virus through sharing equipment	All workers and persons who use the shared equipment	4	5	20	Duplex radio kits are to be sanitised before each shift in the sanitisation units supplied by Hi Motive (where possible), and before /after each use using the wipes provide. Use a new sanitised set to be issued for each shift to allow for thorough cleaning. Principle Contractor Site Manager / Supervisor may decide to downgrade or use an alternative means of communication.	1	5	5