



Barclay Roofing Ltd

COVID-19 RISK ASSESSMENT

Assessor	Ken Jones		
Job title	SHE Advisor		
Assessment date	16 th June 2020		
Review date(s)	Weekly or following a change in Government Guidance		
Location	Construction Sites managed by Principal Contractors		
Business hazards associated with the coronavirus risk	Risks to workers/customers	Proposed control measures	Actions required
Infection Prevention and Staff Safety			
Direct threat to our workers, other contractors, PC's workers, general public, families and housemates of the above. Health and wellbeing from transmission of the coronavirus while at work.	<p>Possible transmission of the virus to workers from other workers</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales. • the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc. 	<p>Ensure that the Barclay Roofing Ltd complies with its duty to provide a safe and healthy workplace / working conditions for workers who remain working in the workplace during the coronavirus pandemic and as per Government guidelines/rules after once lockdown is relaxed.</p> <p>Circulate coronavirus policy and safety procedures to all workers and managers; these set out how staff should behave and the precautions they must adopt during the pandemic and relaxing of lockdown to keep them safe.</p>	

	<ul style="list-style-type: none"> • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth. 	<p>Managers should pass on and reinforce key Government public health messages to all staff:</p> <ul style="list-style-type: none"> • cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it). • put used tissues in the bin straight away. • wash hands regularly with soap and water for at least 20 seconds; use hand sanitiser gel if soap and water are not available. • avoid close contact with people who are unwell. • clean and disinfect frequently touched objects and surfaces. • do not touch face, eyes, nose or mouth if hands are not clean. <p>Require workers to practice effective social distancing [minimum 2m] while in and around the construction site and when travelling to and from work by:</p> <ul style="list-style-type: none"> • avoiding non-essential contact with others. • keeping a safe distance of at least 2 metres (about 3 steps) from others at all times. • avoiding physical contact (e.g. hugs, handshakes, etc). <p>Fully implement Public Health England <i>Guidance for Employers and Businesses on Coronavirus</i>, including the following key safety precautions:</p>	<p>Construction site occupiers, managers to comply with social distancing and provide appropriate and suitable controls to do so.</p> <p><i>If this is not being practiced on site workers <u>MUST</u> contact their own line manager or a senior member of Barclay Roofing operations staff immediately from a place that is safe and secure. The issues will be raised with the manager of the site and rectified if possible.</i></p> <p>If this cannot be achieved,</p>
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Cases of Possible Infection

Workers becoming unwell while on-site or a symptomatic person using a site.

High risk of transmission.

If a worker becomes unwell on a construction site with coronavirus symptoms they must make the site manager aware and return home and self-isolate in accordance with current Government advice.

Travelling to and from site.

Wherever possible workers will travel to and from site alone. If this is not practical they will follow the current guidance.

- 1) Shared vehicles with no more than 2 persons per vehicle – avoid swapping vehicles.
- 2) Vehicles with more than one person, occupants to a) clean hands before and after entering and leaving the vehicle with hand sanitizer b) wear face masks to restrict the spread of airborne infection c) do not enter the vehicle if they or a family member/ show any signs of COVID-19 symptoms.
- 3) Company Vans to be thoroughly cleaned regularly by the principle vehicle user. Inspections to be carried out by line managers.

Sharing of tools – workers **MUST** only use their own tools. Colour-coding of personal tools to be encouraged.

Mobile phones, hand-held devices etc – wipe such surfaces after use with alcohol

Construction site occupier, manager to inform Barclay Roofing Ltd. Site to make all other personnel present aware.

Construction site, manager to consider provision of vehicle parking allowing minimum 2m distance between parked vehicles.

		<p>based wipes and use hand sanitizer after use.</p> <p>All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets.</p> <p>Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine.</p> <p>Cleaning staff must wear appropriate PPE.</p> <p>Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste.</p>	<p>Construction site occupier, manager.</p>
Higher Risk Areas of the Workplace			
<p>Potential enhanced risk of transmission in areas such as site welfare facilities including toilets, mess room/canteen, drying rooms, site offices.</p>	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk.</p> <p>Essential for workers to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination.</p> <p>A number of workers going to the toilet or using mess room/canteen or drying room together may compromise their ability to comply</p>	<p>Stress the need for staff to follow good hygiene practice at all times while at work (ie regular handwashing, using tissues and .disposing of them appropriately, etc)</p> <p>Managers to ensure that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels.</p> <p>Print handwashing instructions/posters and display throughout workplace, especially in toilets.</p>	<p>Site occupier, manager:</p> <p>Toilets – one-in-one out.</p> <p>Canteen/mess room – keep 2m distancing, stagger break times.</p> <p>Access routes tp/from site to welfare – mark out 2m distance.</p> <p><u>ALL TO BE MANAGED BY MAIN CONTRACTOR SITE MANAGEMENT.</u></p>

	<p>with social distancing. Increased risk of people coughing and touching door handles, taps and toilet flush handles. Coming into contact with material, tool, equipment supplier workers/staf.f</p>	<p>Limit numbers of workers who can use toilets at any one time to ensure social distancing. Place 60% alcohol hand gels at convenient places with instructions for use. Increase environmental cleaning, especially in and around toilets and restrooms and staff rooms; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc. Increase toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc. Collection of materials, tools, equipment – agreed with contract manager, PO issued based on full details, if possible agree collection time, follow supplier/hirers social distancing, hand sanitising etc rules.</p>	<p>Site occupier, manager Site occupier, manager Site occupier, manager</p>
Maintaining Essential Services During Movement Restrictions			
<p>Barclay Roofing Ltd performs essential functions within the construction industry and thus will endeavor to stay open and operate as best it can during the coronavirus pandemic crisis; however, there are a number of</p>	<p>The country is currently undergoing a period of severe movement restrictions described as a “lockdown”; this involves:</p> <ul style="list-style-type: none"> • people asked to remain in their homes and only leave under certain conditions (e.g. to get food/medicine and travel to work). • Non-essential travel • Exceptions for essential “key workers” to get to and from 	<p>Comply fully with Government guidance on types of business that should remain open and those that must close during the pandemic crisis; a business or venue operating in contravention with these measures will be committing an offence. Give workers clear guidance on when they should attend work and when they should stay away; reinforce key message when talking to worker[s] and in all communications (eg email/text) that workers doing essential</p>	<p>Construction site occupiers, managers should fully consider this guidance and only operate if essential to do so. The more people at work who do not need to be, the longer it will take for lockdown to be relaxed, which would allow more workers back on site. Other considerations for site occupier, manager:</p>

<p>hazards related to the effects of social “lockdown” imposed by the Government in an attempt to suppress the spread of the virus.</p> <p>There are still restrictions now that the lockdown is relaxed.</p>	<p>work (e.g. NHS staff/police, food business/essential services workers, etc).</p> <ul style="list-style-type: none"> • Schools and nurseries being closed causing some staff childcare issues (e.g. where a spouse is also a key worker). • Closure of places where people gather (e.g. pubs, restaurants, cinema, etc). <p>People can still travel to and from work if this absolutely cannot be done from home or is safe to do so by observing Government guidelines for essential work.</p>	<p>jobs can still attend for work provided they are not showing coronavirus symptoms and neither they nor any of their household are “self-isolating” and provided their job cannot be done from home.</p> <p>Managers should discuss working arrangements/hours/rotas with all essential workers to ascertain individual difficulties, availability and wishes.</p> <p>Support lockdown/social distancing measures by ensuring that workers who have a role that can be performed from home are facilitated to do so; this may involve the provision of suitable IT equipment.</p> <p>Enable flexible working arrangements wherever necessary, such as non-essential workers being “furloughed” where they are willing to enter into such an arrangement; this involves the worker to be placed on home leave on reduced pay with their job left open, or working flexible hours to fit in with their childcare arrangements.</p> <p>Essential workers who are needed to come into work should be enabled to do so at quieter times of the day to ensure they are not using public transport at peak times.</p> <p>Review police travel advice on a regular basis.</p>	<ul style="list-style-type: none"> • Procedure in the event of an emergency, are there enough trained first aid personnel available, reduced availability of emergency services to attend. • Could personnel be put at greater risk in the event of an emergency. <p>NB Coronavirus is now reportable under RIDDOR as a ‘disease’ .</p>
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Number of workers on site			
<p>Low numbers due to high rates of worker sickness or staff having to self-isolate themselves at home.</p>	<p>Workers may get sick with coronavirus infection.</p> <p>People who have symptoms must “self-isolate” at home for 7 days from the start of symptoms to prevent them from passing the infection on and contributing to the overload on the NHS.</p> <p>Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill.</p>	<p>Workers who are sick or self-isolating should phone immediately and inform their Contract Manager.</p> <p>Make sure that communications go out that no worker should come to work if they are self-isolating or if they have symptoms or if they feel unwell.</p> <p>Non-essential parts of the business can be closed down and workers reallocated to essential functions or asked to comply with the Government’s message to stay at home.</p> <p>Consider possible business closures or operational adjustments if staffing reduced to unsafe levels.</p>	<p>The availability of appropriate skilled workers for the activities and tasks to be undertaken would be reduced or not available.</p> <p>Construction site occupiers, managers need to have appropriate consideration.</p>
Vulnerable Worker[s]			
<p>Vulnerable worker[s] in high risk categories.</p>	<p>Some of our workers have pre-existing medical conditions (eg chronic conditions such as diabetes or asthma) which render them more vulnerable to the dangers of coronavirus infection.</p> <p>Some older workers may also be vulnerable to the effects of the virus.</p> <p>Some workers may be in a “high risk” category as defined by the Government (eg those who have had an organ transplant or those who are taking a medicine which weakens their immune system) and in need of</p>	<p>Ensure all vulnerable or high-risk workers are adequately protected and supported.</p> <p>Managers should be aware of workers who fall into vulnerable and high-risk categories so that they can ensure that they are given adequate support to enable them to comply with Government health recommendations.</p> <p>No worker in a vulnerable or high-risk category should be expected to come to work during the crisis; they should be advised to follow Government social distancing/medical advice and stay at home.</p>	<p>The availability of appropriate skilled workers for the activities and tasks to be undertaken would be reduced or not available.</p> <p>Construction site occupiers, managers need to have appropriate consideration.</p> <p>Some employees may not be available for work due to health</p>

	<p>special “shielding” arrangements.</p> <p>People with pre-existing conditions and older people (over 70) have been advised by the Government to be particularly stringent in complying with social distancing requirements.</p> <p>People in the high-risk category have been told that for their safety they must self-isolate at home for 12 weeks; they must not leave home and are subject to special NHS “shielding” arrangements.</p> <p>Pregnant women have also been advised to be extra careful and should be considered vulnerable.</p>	<p>Where it is possible or appropriate for certain vulnerable or high-risk workers to work from home this may be facilitated.</p> <p>Managers should stay in touch with vulnerable or high-risk workers by phone to ensure they are well and to prevent them from feeling isolated.</p> <p>As they cannot leave their home at all, the organisation should help to provide additional support for any high-risk workers who may need it; this might include providing shopping or medicines where they are unable to gain support from elsewhere.</p>	<p>issues/health issues in the household or lack of childcare arrangements.</p>
Business Continuity			
<p>Crisis management and business continuity hazards caused by the pandemic emergency.</p>	<p>The crisis threatens business continuity and ability to deliver essential services to our customers.</p>	<p>Establish overall coronavirus risk management team.</p> <p>Ask all departments to review and refresh business continuity plans as necessary.</p> <p>Devise appropriate business recovery plans and keep under constant review.</p>	
Information			
<p>Hazards caused by lack of information or inaccurate information being circulated.</p>	<p>The crisis is not only accompanied by a large amount of official guidance, some of which needs interpretation, but also by misinformation, rumour and “fake news” or “myths”.</p>	<p>To ensure the safety and wellbeing of workers and others:</p> <ul style="list-style-type: none"> • business strategies need to be based on accurate information. • workers must be given consistent and clear messages. <p>Coronavirus risk management team to</p>	<p>Barclay Roofing to communicate regularly with all employees via</p> <p style="text-align: center;">WhatsApp</p> <p style="text-align: center;">Text</p> <p style="text-align: center;">Email</p>

		<p>monitor official advice carefully and update all policies and procedures.</p> <p>Ensure leadership teams/local managers are briefed and kept up to date.</p> <p>Managers to beware fake news and discourage the circulation of misinformation.</p> <p>Keep workers informed.</p>	<p>Letter</p> <p>Copy of RA placed on Company website.</p> <p>Copy of RA kept in each vehicle and replaced when renewed.</p>
Communication			
Threat to effective communications.	The crisis threatens communications with clients/principal contractors/sub-contractors/suppliers.	<p>Revise communications strategies and plans.</p> <p>Devise specific plans for how and how often to communicate with clients/principal contractors/sub-contractors/suppliers.</p> <p>Senior management to review all outward facing communications (eg on customer website, etc) to ensure messages are consistent, clear and reflect the customer focused and socially aware values of the organization.</p>	
Cyber Security			
Cyber-security risks.	<p>Cyber-security threats often accompany a crisis, including computer viruses, phishing and scam emails and coronavirus related “ransomware”.</p> <p>With the organisation and individual worker more reliant than ever on digital communications and the internet, and with more people working from home and using a</p>	<p>Review cyber security and surveillance infrastructure and ensure that all reasonable protection is in place.</p> <p>Circulate warnings to workers and managers of any credible cyber threats, especially scam emails and text messages.</p> <p>Ensure that staff working from home and using remote-working systems are covered by cyber-risk protections.</p> <p>Ensure any homeworking arrangements</p>	

	<p>variety of digital devices, the need to ensure the security and function of our digital systems is more important than ever.</p>	<p>maintain standards of data protection and IT security.</p> <p>Ensure that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to coronavirus.</p> <p>Assess cyber risks to new supply chain connections developed during the crisis.</p>	
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Disclaimer

This is a draft risk assessment provided by KMJ Risk Solutions Ltd to be used as general guidance only. Government advice is changing all the time. The particular hazards relating to Barclay Roofing Ltd, work activities and environment may differ significantly from those suggested above. Users of this risk assessment are therefore advised to evaluate its contents thoroughly and adapt the risk assessment to suit the requirements of each individual situation.

