



RAI147 Coronavirus Covid19 Risk Assessment

Risk Assessment Number		RAI147		Activity:		Coronavirus Covid19 - Landscaping on Construction Sites				Assessed By		D Perry		
Last Amendment Date		Rev-D 05/01/21				Last Review Date		05 Jan 21		Next Review Date		Jan 2022		
Probability Key		L	=	Improbable		Severity key:		L	=	Minor injury		Rating: L = LOW		
		M	=	Likely				M	=	Serious injury		M = MEDIUM		
		H	=	Very Likely				H	=	Major Injury/Fatality		H = HIGH		
Hazard	People at Risk	Existing Control Measures				Likelihood	Severity	Rating	Further action			By Whom	Date	Final Rating

CORONA VIRUS GENERAL UPDATE

The Current Situation:

COVID-19 is a global pandemic. It is a new flue like illness that can affect your lungs and airways. Caused by a virus called Coronavirus. During 2020 there was no antiviral available. Since Dec 2020 a vaccine has been introduced globally and will be given to the public as part of a mass inoculation program at some point in 2021.

Symptoms

For most people, it is hoped that the coronavirus (COVID-19) will be a mild flue like illness. However, it should not be underestimated as it can be a life-threatening illness that has infected thousands of people throughout the world and has sadly killed a significant percentage of those infected. In Dec 2020 a more infectious strain of the virus has developed in the UK and Government restrictions such as Tier 1-4 and Lockdowns are in place across the UK

The most common symptoms of coronavirus (COVID-19) are the recent onset of a new continuous cough, flu-like symptoms, a high temperature and a loss of smell/taste

Current UK Government Advice:

- Do not report for work if you have any of the above signs and symptoms - CONTACT THE NHS AND GO AND GET A COVID TEST AND INFORM YOUR EMPLOYER AND FAMILY OF THE RESULTS
- Self-isolate for the required period if you or your family have any signs of symptoms (Follow the latest guidance on the NHS and Public Health England Websites)
- Self-Isolate for the required period if returning from overseas travel as advised by the latest government guidance
- Stay 2m away from other people wherever possible
- Work from home if possible
- Maintain proper levels of personal hygiene (wash your hands often)
- Maintain proper levels of cleanliness and hygiene in offices, canteens and toilets
- Wear face covering in shops, public transport and where advised by the latest government guidance
- Maintain a Track and Trace register on Site and in the Office with a 21-day rolling program
- Every citizen must comply with these new measures. The relevant authorities, including the police, have been given the powers to enforce them - including through fines and dispersing gatherings.



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Initial Onset of Virus - After Governments Announcement on the 23 Mar 2020									
Covid 19 Mild Flu like symptoms, breathing difficulties, death	<ul style="list-style-type: none"> • Frosts Staff • Family • Clients • Other Workers • Public 	<ul style="list-style-type: none"> • To increase staff's awareness of the risks of Covid19 all staff have received a TBT1197 on Coronavirus • Safety Alerts raised for all staff to increase awareness on Coronavirus • Tuesday 24 Mar 20 all office staff sent home. IT arranged for office staff to work from home • Site staff - Tuesday the 24 Mar 20 - 50% of site staff sent home on Furlough and 50% sent to sites to "make safe" all areas. • Once the "make safe" operation was completed all staff sent home on Furlough • All staff informed to follow government and NHS guidance on self-isolation and social distancing • All work meetings and client face to face meetings cancelled and reorganised so that they take place by remote means such as Zoom, Microsoft teams, etc • Company Group WhatsApp set up for all staff so that we can communicate effectively regarding operations, Covid 19 updates, who is or has been infected, self-isolation, staff welfare and wellbeing, etc 	M	H	M	<ul style="list-style-type: none"> • Office Staff to remain working at home until further notice • Site staff to remain on Furlough at home for now • Site staff only to return to work when instructed by the MD or Operations Manager • Staff returning to work to follow this RA and Work Instruction WI-28 procedures • All meetings to continue remotely using zoom • Company communication by email and meetings by zoom 	Frosts	Ongoing	M



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Do not Return to Work Criteria									
Covid 19 Mild Flu like symptoms, breathing difficulties, death	<ul style="list-style-type: none"> • Frosts Staff • Family • Clients • Other Workers • Public 	<p>Do not return to work if you:</p> <ul style="list-style-type: none"> • have the symptoms described (new continuous cough, flu-like symptoms, a high temperature, loss of taste or smell) • have these symptoms, then follow the NHS procedures for self-isolation and contact the NHS and book a Covid Test and let your employer know the results • are living with someone in self-isolation, critical care or a vulnerable person. • have returned from a Government designated overseas travel area (Stay at home and isolate for 2 weeks) • are a vulnerable person (by virtue of age, underlying health condition, or are pregnant). The rules on some vulnerable people returning to work are subject to constant change by the government. • Currently Frosts only have one CEV person who is at home shielding, should he permitted to return to work he <u>MUST</u> be kept on low risk sites with a low personnel count and should work from home as much as possible. 	M	H	M	<ul style="list-style-type: none"> • Continue to follow government advice • Maintain social distancing of 2m • Wash your hands often • Cover Coughs and sneezes 	Frosts	Ongoing	M



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Travel to site									
Covid 19 Mild Flu like symptoms, breathing difficulties, death	<ul style="list-style-type: none"> • Frosts Staff • Family • Clients • Other Workers • Public 	<ul style="list-style-type: none"> • Office staff to travel in their own car • Operatives to travel in a Company Vans (Max of 2 men in 3-seater vans and 4 men in 6-seater vans) as a cohort/team • Operations and Contracts Managers are to ensure that cohort teams remain together for travel, work and breaks and where ever possible that these teams are not mixed • Travel with the windows slightly open to increase ventilation. Staff are advised to wear a face mask when traveling in Vans • On arrival and departure from site wash your hands • London staff should try to avoid travel by public transport such as tubes and trains as they remain busy. Should you have to use it, try as much as possible to comply with the 2-metre Social Distancing guidance and make sure you wear a mask and that you wash or sanitise your hands as soon as possible after getting off the transport. • If possible, London staff should try to find alternative means of going to site such as walking, cycling, London taxi with driver separation screen or bus if the buses are less crowded than the tubes 	M	H	M	<ul style="list-style-type: none"> • London staff that are instructed to return to work must contact their Contracts Manager and check the site travel arrangements as some London sites are still not allowing staff that travelled on the train or tube onto site • Staff are to liaise with the Operations Manager for vehicle allocations. There are suitable amounts of vehicles to prevent any significant social distance infringements • Continue to follow government advice • Maintain social distancing of 2m • Wash your hands often • Cover Coughs and sneezes • Staff in your cohorts 	Frosts	Ongoing	M



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Social Distancing on Site									
Covid 19 Mild Flu like symptoms, breathing difficulties, death	<ul style="list-style-type: none"> • Frosts Staff • Family • Clients • Other Workers • Public 	<ul style="list-style-type: none"> • Contracts Managers and Supervisors <u>must</u> ensure that staff are only carrying out tasks where a minimum of 2m Social Distancing can be maintained. Where staff cannot maintain this 2m social distance to carry out a task they are to try to find a suitable and safe alternative to doing the work while preserving the 2m Social Distancing, even if the process is slower than standard practices. • If this cannot be done safely put a hold on that task until the Covid 19 outbreak is entirely over. • If absolutely necessary (operational necessity, contract critical) the safe distance for a specific task can be reduced to 1m however the task must be done by the same cohort team that travel and work together, the task must be in a well ventilated area with staff working side on rather than facing each other, face masks are to be worn and regular breaks are to be taken to wash hands. • Supervisors must ensure staff do not migrate towards each other whilst on site 	M	H	M	<ul style="list-style-type: none"> • If staff have to face each other whilst working 1m apart then face coverings are to be worn on that specific task • Frosts anticipate that all Landscaping and Grounds Maintenance operations can be carried out on site whilst maintaining a 2m social distance - Tree and shrub planting, seeding, ground preparation, loading and unloading deliveries, paving, self-binding gravel, rotovating and cultivation, grass cutting, strimming, weeding, plant watering, hedge cutting • Continue to follow government advice • Maintain social distancing of 2m wherever possible on site whilst working • Wash your hands often • Cover Coughs and sneezes 	Frosts	Ongoing	M



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DABS, TBT & Inductions									
Covid 19 Mild Flu like symptoms, breathing difficulties, death	<ul style="list-style-type: none"> • Frosts Staff • Family • Clients • Other Workers • Public 	<ul style="list-style-type: none"> • While it is imperative that Social Distancing is carried out, there is still a requirement to maintain safety on all sites. DABS, TBT, and Inductions will still be carried out, but a 2m distance must remain between staff during these events. • If possible, carry out DABS, TBT, and Inductions outside; if this is not possible, carry them out in the site office on a 1-1 basis or get staff to read the DABS, TBT, or Induction on their own and then check their understanding by asking questions. • Sterilise the area after the event and ensure you wash your hands after signing any paperwork that has been touched and signed by others 	M	H	M	<ul style="list-style-type: none"> • Continue to follow government advice • Maintain social distancing of 2m • Wash your hands often • Cover Coughs and sneezes 	Frosts	Ongoing	M
Track & Trace									
Covid 19 Mild Flu like symptoms, breathing difficulties, death	<ul style="list-style-type: none"> • Frosts Staff • Family • Clients • Other Workers • Public 	<ul style="list-style-type: none"> • Operations/Contracts Managers and the SHEQ Administrator must maintain a "Track and Trace" register on our sites and the office of all workers, contractors and visitors for a rolling 21-day period • The "Track and Trace" register must contain name, contact details, phone number and address • Contracts Managers MUST return copies of Track and Trace Registers for each of their sites to the SHEQ Team Every Monday 	M	H	M	<ul style="list-style-type: none"> • Continue to follow government advice • Maintain social distancing of 2m • Wash your hands often • Cover Coughs and sneezes 	Frosts	Ongoing	M



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Construction Site Breaks									
Covid 19 Mild Flu like symptoms, breathing difficulties, death	<ul style="list-style-type: none"> • Frosts Staff • Family • Clients • Other Workers • Public 	<ul style="list-style-type: none"> • To ensure 2m social distances are maintained staff are to stagger their breaks so that only one person or one cohort team is on break at a time□ • Personnel are not to sit in vans or canteens or welfare facilities in a group other than their cohort while having their break□ • Staff should bring packed lunch and your own hot or cold drinks to site and avoid going to local shops and garages for food and provisions • Supervisors and Managers are to ensure that rest areas, tables, etc. are wiped down using antibacterial wipes by each person/team that has used the facility before the next person/team uses it□ • Try to avoid any busy site canteens; however, these facilities should be controlled by the Principle Contractor who should be limiting the number of people in the canteen to a reduced number so that social distances of 2m can be maintained • Operations Managers and Contracts Managers on site where FLC are the PC must organise increased welfare facilities to accommodate the amount of staff on site accordingly 	M	H	M	<ul style="list-style-type: none"> • Frosts Contracts Managers and Principle Contractors to ensure that a high level of hygiene is maintained in all welfare facilities and toilets and that hot & cold running water is provided together with soap, hand sanitiser and paper towels and that all bins have lids and a black bag inside and that the bins are emptied on a regular basis and the black bag is tied and placed in the skips • Maintain social distancing in all canteens, welfare and toilet facilities • Continue to follow government advice • Wash your hands often • Cover Coughs and sneezes 	Frosts	Ongoing	M



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Site Meetings									
Covid 19 Mild Flu like symptoms, breathing difficulties, death	<ul style="list-style-type: none"> • Frosts Staff • Family • Clients • Other Workers • Public 	<ul style="list-style-type: none"> • Do not organise any site face to face meetings unless absolutely necessary. Organise and participate in meetings using alternative technology such as Zoom, WhatsApp or Microsoft Teams • Minimise face to face client communication by encouraging them to phone you or email you rather than face to face chats • Should meetings have to take place face to face, limit the number of participants, space the chairs, accordingly, ventilate the room, sanitise the room before and after the meeting and ensure staff wash hands before and after attending the meeting 	M	H	M	<ul style="list-style-type: none"> • Continue to follow government advice • Maintain social distancing of 2m • Wash your hands often • Cover Coughs and sneezes 	Frosts	Ongoing	M
Site Visitors									
Covid 19 Mild Flu like symptoms, breathing difficulties, death	<ul style="list-style-type: none"> • Frosts Staff • Family • Clients • Other Workers • Public 	<ul style="list-style-type: none"> • Advise all clients / contractors / architects / designers that meetings are to take place via conference call, Zoom, Microsoft Teams, or similar avenue where possible. □ • If someone must visit the site or our offices, they must fill out the questionnaire in WI-028, If their answers to the 3 questions are "No" the visit may proceed. If they answer 'Yes' the visit must not go ahead 	M	H	M	<ul style="list-style-type: none"> • Where essential meetings must be held face to face open windows and space seating in the room 2m apart, sanitise the room before and after use • Wear face mask • For clarity, a visitor does not include site deliveries. 	Frosts	Ongoing	M



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Emergency Response for unwell staff with Covid like symptoms									
Covid 19 Mild Flu like symptoms, breathing difficulties, death	<ul style="list-style-type: none"> • Frosts Staff • Family • Clients • Other Workers • Public 	<ul style="list-style-type: none"> • If staff feel unwell on-site with flu-like symptoms, they are to report it to their Supervisor, Manager, or the site First Aider immediately • Unwell staff must be put into an isolated area away from all other staff and sent home if they are well enough to travel. If staff are not well enough to travel home after being taken ill at work, then Site Supervisors or colleagues are to contact the emergency services (Ambulance) by dialling 999 and explain the situation. Until the ambulance arrives, unwell staff are to be told to sit or laydown in a comfortable position and be monitored by the site first aider from a 2m distance. Once unwell staff have left the site the area is to be quarantined until it has been sanitised • Report the incident to the Covid Single Point of Contact (SPOC) Fred Perry in the SHEQ Department and the Operations Manager so they can inform the relevant authorities and Track and Trace 	M	H	M	<ul style="list-style-type: none"> • Continue to follow government advice • Maintain social distancing of 2m • Wash your hands often • Cover Coughs and sneezes • Note - In a life or death situation the first aider may have to forgo the 2m safe distance and administer first aid as necessary. First aiders administering first aid are to wear gloves and a face covering and must try to totally minimise any contact with the casualty so far as possible • The first aider must ensure that they wash their hands and that they complete the accident book detailing that they may have been exposed to Covid19 emergency 	Frosts	Ongoing	M



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Rubbish Collection									
Covid 19 Mild Flu like symptoms, breathing difficulties, death	<ul style="list-style-type: none"> • Frosts Staff • Family • Clients • Other Workers • Public 	<ul style="list-style-type: none"> • Rubbish collection should increase, and bins must be emptied regularly throughout and at the end of each day. • All rubbish should be disposed of into black sacks and tied up and placed in skips. • All welfare, toilet bins should be the pedal bin type with a lid 	M	H	M	<ul style="list-style-type: none"> • Continue to follow government advice • Maintain social distancing of 2m • Wash your hands often • Cover Coughs and sneezes 	Frosts	Ongoing	M
If you feel unwell									
Covid 19 Mild Flu like symptoms, breathing difficulties, death	<ul style="list-style-type: none"> • Frosts Staff • Family • Clients • Other Workers • Public 	<ul style="list-style-type: none"> • If you feel unwell or have any Flu symptoms, high temperature, sore throat, loss of smell or taste inform your Manager and then go home. • Organise a Covid Test with the NHS • Do not endanger your colleagues and other contractors or Clients by reporting to work or staying at work if you are unwell with the above symptoms. • Inform the Single Point of Contact (SPOC) David (Fred) Perry immediately of the situation and your test result so that he can report it to the necessary authorities if required 	M	H	M	<ul style="list-style-type: none"> • Continue to follow government advice • Maintain social distancing of 2m • Wash your hands often • Cover Coughs and sneezes 	Frosts	Ongoing	M



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Higher Risk Workers									
Covid 19 Mild Flu like symptoms, breathing difficulties, death	<ul style="list-style-type: none"> • Frosts Staff • Family • Clients • Other Workers • Public 	<ul style="list-style-type: none"> • Higher Risk Groups have been informed by TBT 1197 that they are higher risk and that it is paramount that they and their Managers, Supervisors follow Government Guidance and the Guidance detailed in Frosts TBT 1197, Risk Assessment RAI147 and Work Instruction WI-28 • The Operations Manager shall consider the Higher Risk Groups when allocating tasks, sites and Cohort Teams and try to keep these staff away from particularly busy sites and tasks where a 2m social distance cannot be maintained • Higher Risk Groups include: <ul style="list-style-type: none"> ○ Those personnel with a pre existing medical condition that have been notified as being vulnerable ○ Older Males ○ Those that have a high Body Mass Index (BMI) ○ A Health Condition such as diabetes ○ Are from Black, Asian or a Minority Ethnic Background 	M	H	M	<ul style="list-style-type: none"> • Continue to follow government advice • Maintain social distancing of 2m • Wash your hands often • Cover Coughs and sneezes 	Frosts	Ongoing	M



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Hand Tools & Machinery Use									
Covid 19 Mild Flu like symptoms, breathing difficulties, death	<ul style="list-style-type: none"> • Frosts Staff • Family • Clients • Other Workers • Public 	<ul style="list-style-type: none"> • Cohort teams are to use the teams own hand tools they are not to be swapped between teams, if this is absolutely necessary the tools are to be sanitised before they are swapped between teams • Contracts Managers and Machinery Operators will try to ensure that machinery is only used by the same operator. If a swap of operator is absolutely necessary, the machine cab and controls are to be sanitised before they are swapped between teams 	M	H	M	<ul style="list-style-type: none"> • Continue to follow government advice • Maintain social distancing of 2m • Wash your hands often • Cover Coughs and sneezes 	Frosts	Ongoing	M
Van Cleanliness									
Covid 19 Mild Flu like symptoms, breathing difficulties, death	<ul style="list-style-type: none"> • Frosts Staff • Family • Clients • Other Workers • Public 	<ul style="list-style-type: none"> • Cohort teams are to use the same vans • Operations Manager is to refrain from swapping vans amongst teams wherever possible • Cohort Team Supervisors are to ensure that the van is kept clean and that its interior cab and controls are regularly sanitised by wiping down with hand wipes or spraying with disinfectant and wiping down with paper towel • FLC shall provide Van Teams with petty cash to get the vans valeted each month 	M	H	M	<ul style="list-style-type: none"> • Continue to follow government advice • Maintain social distancing of 2m • Wash your hands often • Cover Coughs and sneezes 	Frosts	Ongoing	M



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Liscombe Central Office									
Covid 19 Mild Flu like symptoms, breathing difficulties, death	<ul style="list-style-type: none"> • Frosts Staff • Family • Clients • Other Workers • Public 	<ul style="list-style-type: none"> • Currently Liscombe Park Frosts Office number shall be restricted to 12-14 staff maximum with non-essential office staff still working from home either part or full time • The T bar / kitchen area shall be restricted to a maximum of 2 staff at any one time • The Meeting Room number shall be restricted to a maximum of 6 staff, however, wherever possible all meetings are to take place on Zoom/Teams • Where possible office staff shall be positioned on desks to create a social distance of approximately 2m apart and are generally sat diagonally opposite each other. Where staff are sat closer together (Estimating Department a portable screen will be positioned between staff • A 1-way system shall be set up on the office entry/exit point doors • It is not practical to have a one-way system in the corridor to the kitchen and toilets, so staff have been advised to time visits to the kitchen and toilets so that they are not coming into contact with other staff using the facility 	M	H	M	<ul style="list-style-type: none"> • Covid 19 Posters, Increased Hygiene Posters and SPOC Posters are displayed in prominent positions around the office and stores • Increase office ventilation by keeping windows open • Hand sanitising units have been set up throughout the office • Track and Trace has been set up at the office entry point There shall be no sharing of workstations/IT • The office cleaner has been instructed to pay particular attention to sanitising desks, printers, the kitchen and toilets more thoroughly rather than concentrating efforts on hoovering and dusting • Continue to follow government advice • Maintain social distancing of 2m • Wash your hands often • Cover Coughs and sneezes 	Frosts	Ongoing	M



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I have read and understood the above Risk Assessment on Coronavirus Covid19 (RAI147) and will comply by all control measures and safe systems of work

Date	Print Name	Signature