





| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|--|--|----|----|----|----|---|---|---|----|----|----|---|---|---|---|----|----|---|---|---|---|---|----|---|---|---|---|---|---|--|---|---|---|---|---|---|--|---|--|
| Site All CPL Locations | | Activity COVID-19 Business sustainability and protection of staff / workforce | | Persons conducting assessment: SHE Advisor, HR Manager and MD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Risk Assessment No. CV.RA001 | Review To be reviewed daily subject to government guidance | Revision No. 002 | Name Sarah Goodier | Signature  | Date 22.03.2021 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Persons Exposed | Employees- YES | Other Workers- YES | Public/Visitors- YES | Vulnerable Persons- YES | Total at Risk- Unknown | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td rowspan="6" style="writing-mode: vertical-rl; transform: rotate(180deg);">Severity</td> <td>5</td><td>5</td><td>10</td><td>15</td><td>20</td><td>25</td> </tr> <tr> <td>4</td><td>4</td><td>8</td><td>12</td><td>16</td><td>20</td> </tr> <tr> <td>3</td><td>3</td><td>6</td><td>9</td><td>12</td><td>15</td> </tr> <tr> <td>2</td><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td> </tr> <tr> <td>1</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> <tr> <td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td> </tr> </table> <p style="text-align: center;">Likelihood</p> <p style="text-align: center;">Infection Risk = Likelihood x Severity</p> | | | Severity | 5 | 5 | 10 | 15 | 20 | 25 | 4 | 4 | 8 | 12 | 16 | 20 | 3 | 3 | 6 | 9 | 12 | 15 | 2 | 2 | 4 | 6 | 8 | 10 | 1 | 1 | 2 | 3 | 4 | 5 | | 1 | 2 | 3 | 4 | 5 | <p style="text-align: center;">Likelihood</p> <p>Rating 1 = Remote Rating 2 = Unlikely Rating 3 = Possible Rating 4 = Likely Rating 5 = Almost certain</p> | | <p style="text-align: center;">Severity</p> <p>Rating 1 = No infection Rating 2 = Minor illness/infection Rating 3 = Serious (illness) Rating 4 = Specified illness Rating 5 = Fatality or multiple fatality</p> | |
| Severity | 5 | 5 | | 10 | 15 | 20 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4 | 4 | | 8 | 12 | 16 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 | 3 | | 6 | 9 | 12 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2 | 2 | | 4 | 6 | 8 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 | 1 | | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | |  Low |  Medium |  High | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

All risks must be reduced to as low as is reasonably practicable, by applying control measures that reduce the likelihood of an infection, severity of an infection, or both. Risks that are defined as 'high' after control measures have been applied, must be re-reviewed and further control measures implemented to reduce the risk to low or medium.

| HAZARD | Risk | CONTROL MEASURES | Residual risk | Control measures implemented by (name) | Control Frequency Check Rate |
|---|------|---|---------------|--|------------------------------|
| Traveling to and from work <ul style="list-style-type: none"> • Driving • Public Transport | | <ul style="list-style-type: none"> • Anyone displaying COVID-19 symptoms must not travel to work and must inform their line manager. • Those more local to their place of work should consider walking or cycling to work. • Do not travel to your place of work in a vehicle with someone who does not live in your household. Inform your line manager immediately to see if an alternative can be arranged. • You are advised to avoid public transport where possible, but if there is no alternative ensure you are sat 2m apart from others; consider avoiding peak times • Wear a face mask throughout the journey and wash your hands thoroughly when you get to work. • Drivers of work vehicles are asked to regularly clean touchpoints, steering wheels, gear sticks, doors, buttons etc using antibacterial wipes or bleach. • Wearing of disposable gloves should be considered during refuelling. • CPL will ensure suitable and sufficient locations for vehicle parking and social distancing measures upon arrival • Reverse parking is mandatory in all CPL locations | | Operational Managers & Staff | Daily |
| Entering the Company Offices <ul style="list-style-type: none"> • Coming into contact with work colleagues and others • Spread of the virus through touchpoints. | | <ul style="list-style-type: none"> • Each Site will have a 'Sign in Station' with mandatory use of hand sanitiser, visitor log in book and a laser aided temperature device. Each persons temperature will taken and recorded upon entry. If that temperature is 37.9° or more, that person is to remove themselves outdoor immediately and call the person they are due to meet by mobile phone. • CPL will ensure that touchpoints (doorhandles, meeting rooms and toilets) are regularly wiped down with antibacterial cleaner throughout the day. • A CPL representation will take staff temperatures and record the results throughout the day. • Toilets, rest areas and canteen will be monitored. When preparing food, wear a mask, clean up after yourself and do not remove your mask until you are seated at one of the allocated seats. Alternatively move outside. • Please do not shake hands or fist pump, maintain your distance at all times. | | Receptionist and appointed person | Daily and throughout |

| | | | | | |
|---|--|--|--|------------------------------|-------|
| Communication, Monitoring and Record Keeping | | <ul style="list-style-type: none"> • Updates and relevant information is to be shared with staff through briefings. • Operational Managers shall share all communications with their supply chain where relevant. • Operational Managers are to monitor their staff to ensure that they understand the social distancing measures and the requirement to wear their PPE. • COVID-19 Controls are to be communicated, documented and displayed on the Health & Safety notice board | | Operational Managers & Staff | Daily |
| Essential works, Engineers, Appointed Persons & Duty Holders <ul style="list-style-type: none"> • Social Distancing • Close working • Skin contact • PPE/RPE • Lone Working | | <ul style="list-style-type: none"> • All staff on site are to maintain the 2m distance where possible including taking rest breaks and using welfare. Where this may not be maintained follow the social distancing guidance controls. • Work requiring skin to skin contact must not be completed • Rearrange tasks where possible to enable them to be done by one person • Walkways and stairs are not wide enough for two people to pass at once, look ahead and proceed if its clear. If its not clear then wait until it is. Where there is not a clear line of sight call out to alert others of your presence. • When walking about, carry a face mask with you at all times. • Minimise the frequency and time workers are required to work within 2 metres of each other • Minimise the number of workers involved in close working where possible • Workers should work side by side, staggered or facing away from each other, rather than face to face • Workers should have their own set of tools, if this is not possible the use of gloves should be considered and tools should be wiped down at regular intervals with antibacterial solution. • Keep workshop staff out of the offices where possible. • Regularly update staff on Company progress and new Government information. • Workers do not need to wear a face mask where the 2 metre social distancing guidelines are met • Re-usable PPE should be thoroughly cleaned after use and not shared between workers • For delivery staff lone working procedures are to be followed with risk assessments completed • All staff must log in and out on each day. • Ensure tools and PPE / RPE, where possible are cleaned thoroughly at the end of each shift. • Cleaning products including soap, water and hand sanitising wipes/gel are to be made available to essential staff attending site • Where practicable ensure a 2m exclusion zone for visitors and members of the public. • Welfare facilities – CPL will ensure that all staff have access to soap, water and hand sanitiser. If you find this not to be the case report it to your line manager immediately. • Working staff – only individuals required to undertake the task should be on site, the presence of non-essential personnel should be avoided. • Site security - if a member of the public is refusing to co-operate with the works or being threatening in any way, make safe, remove yourselves to safety and seek further guidance from your Line Manager. | | Operational Managers & Staff | Daily |

| | | | | | |
|--|--|--|--|--------------------------------|-------|
| Plant, Tools and Equipment <ul style="list-style-type: none"> • Inspection and testing • Contamination | | <ul style="list-style-type: none"> • Subject to continued visual and recorded inspections, portable electrical plant and tools that are subject to Portable Appliance Testing (PAT) may have their test interval extended. • Any faulty equipment is to be quarantined immediately and wiped down with antibacterial solution prior to exchange. • Social distancing measures (2m rule) is to be applied when delivering, collecting or exchanging equipment on site. • All equipment being exchanged must be disinfected prior to changing hands, if you/they are not wearing disposable gloves during handling/exchange (which is preferable), wipe down the equipment with antibacterial solution and wash your hands thoroughly. • All other equipment will remain subject to statutory inspections | | Operational Managers & Staff | Daily |
| Personal Protective Equipment and Respiratory Protective Equipment <ul style="list-style-type: none"> • Contamination • Effectiveness • Training -non face fit | | <ul style="list-style-type: none"> • PPE Must not be shared with other individuals. • Where relevant reusable PPE and RPE must be cleaned thoroughly at the end of each shift and not shared between workers • Cleaning products including soap, water and hand sanitising wipes/gel are to be made available at sanitising points throughout the buildings. • RPE must cover both the nose and mouth with the straps placed above and below the ear. See attached guidance on how to wear RPE correctly. • Depending on task, a face fit test may be required. | | Operational Managers & Staff | Daily |
| NB: In most circumstances the wearing of face masks is not required where workers are asymptomatic and the two metre social distancing guidelines are being met | | | | | |
| Waste Disposal Disposing of PPE | | <ul style="list-style-type: none"> • Wear gloves when emptying the waste bins • Maintain good personal hygiene after dealing with waste | | Cleaning and operational staff | Daily |
| COSHH Using disinfectants | | <ul style="list-style-type: none"> • Ensure COSHH Risk Assessment and Safety Data Sheet are provided with sanitising equipment prior to cleaning tools down and disinfecting • Ensure the correct PPE required by the manufacturer of the cleaning product is worn at all times. | | Operational Managers & Staff | Daily |
| Incorrect, damaged or ill-fitting PPE | | <ul style="list-style-type: none"> • Only PPE that has been issued is to be used. • If the PPE provided does not fit or is damaged in any way, then do not use it and request replacements | | All Staff | Daily |

General Principles of Control

| | | | | | |
|---|--|---|--|---------------------------------|--------------|
| <p>Preventing the spread of the virus</p> <p>Visitors to site</p> | | <ul style="list-style-type: none"> • Work related visitors to site only • All visitors MUST arrive to site with their own PPE • Maintain 2m social distancing • Display signage making the visitors aware of CPL control measures. | | <p>All staff and visitors.</p> | <p>Daily</p> |
| <p>Vulnerable people</p> <ul style="list-style-type: none"> • Age • Underlying health conditions | | <ul style="list-style-type: none"> • Vulnerable members of staff and workforce should consult their line managers and a plan of action to be agreed. • Staff with existing underlying health conditions that may be compounded by contacting the virus may be advised to work from home. • Staff with family members who have diagnosed (respiratory) health conditions to consult with their line manager - https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults | | <p>Managers & Workforce</p> | <p>Daily</p> |
| <p>Morale / Productivity</p> | | <ul style="list-style-type: none"> • Educate and keep up to date all staff and workforce on COVID-19 • Provide posters of health and hygiene advice/guidance in prominent locations of site offices, welfare and construction areas. • Communicate with staff and workforce the actions being taken by the Company | | <p>Managers & Workforce</p> | <p>Daily</p> |
| <p>Organising meetings or events</p> <p>Staff unwittingly bringing the virus to the meeting</p> | | <ul style="list-style-type: none"> • All non-essential meetings, training, workshops and events to be cancelled until further notice. • Meeting attendances to be limited to a reduced number. in the meeting build trust, for example, use an icebreaker i.e. practice ways to say hello without touching. • Encourage regular handwashing or use of an alcohol rub by all participants at the meeting or event. Encourage participants to cover their face with the bend of their elbow or a tissue if they cough or sneeze • Encourage meetings to be carried out using Skype or MS Teams. • If this is not possible, then place seating at 2m distance, remove any other chairs and open windows to aid ventilation. Have hand sanitiser available. • Wipe down equipment, door handles and seating areas when the meeting has finished | | <p>Managers & Visitors</p> | <p>Daily</p> |
| <p>Suspected Cases of a person being unwell with COVID-19 in the workplace – note this is for persons</p> | | <p>Unwell person to be removed to an area which is away from other people. If possible, find a room or area where they can be isolated behind a closed door, such as a meeting room/first aid room. If it is possible open a window for ventilation. Room to be thoroughly cleaned afterwards.</p> | | <p>Managers & Workforce</p> | <p>Daily</p> |

| | | | | | |
|---|--|---|--|----------------------|-------|
| <p><i>who are too unwell to go home immediately.</i></p> | | <ul style="list-style-type: none"> • The individual who is unwell should use their own mobile phone to call their line manager or designated public health service number. Alternatively call the emergency services for them. • If an employee is confirmed to have COVID-19, CPL will assess the risk to the rest of the workforce and inform fellow employees of their possible exposure in the workplace but maintain confidentiality. • Employees who are well but who have a sick family member at home with symptoms should notify their line manager who will in turn inform the MD. They are to stay home and self-isolate. • A register of effected personnel: whether they have the virus or are staying home to self isolate shall be kept by the HR Manager. | | | |
| <p>Availability of cleaning and sanitising products</p> <ul style="list-style-type: none"> • No provisions available • Closure of site. • Construction Design Management Regulations • Health Safety and Welfare Regulations | | <ul style="list-style-type: none"> • It is essential that levels of PPE, cleaning products, hand sanitizers and toilets rolls are maintained on site. A nominate person will keep track of stocks and replace as and when required. • Supplies are to be securely locked away. • Welfare areas to be closely monitored to ensure replenishment of facilities and prevent theft of supplies. | | Managers & Workforce | Daily |
| <p>Business sustainability- Continuation of construction type works</p> <ul style="list-style-type: none"> • Department closures • Project team • Competence/experience isolation/infection • Reduce infection spread | | <ul style="list-style-type: none"> • Encourage staff to work from home where possible. • Consider splitting non-operational staff seating by discipline. • Consider splitting staff of all reasonable disciplines on to a rota system to ensure construction activities can continue. • Communication via staff briefings adhering to social distancing rules • Meetings that cannot be done by Skype or MS Teams must adhere to social distancing rules and only with essential members of staff. | | Managers & Workforce | Daily |
| <p>Supply Chain</p> <ul style="list-style-type: none"> • Reduce labour force • Small businesses unable to continue/provide services | | <ul style="list-style-type: none"> • Information to be requested from the supply chain of their contingency and how they intend to manage and to operate. • Visitors to site must be business critical. | | Managers & Workforce | Daily |
| <p>Exposure to cleaning products/ chemicals and sanitisers</p> | | <ul style="list-style-type: none"> • Refer to product CoSHH assessments • Use appropriate PPE/RPE as listed with the product COSHH Assessments | | Managers & Workforce | Daily |

| | | | | | |
|---|--|--|--|---------------------------------|--------------|
| <p>Removal of Contaminated Waste</p> <p>Cross contamination to surfaces, clothing & skin</p> | | <ul style="list-style-type: none"> • Ensure adequate disposable bags are made available. • Adequate hand protection (disposable gloves). <p>Maintain good personal hygiene after dealing with waste.</p> | | <p>Managers & Workforce</p> | <p>Daily</p> |
| <p>Site Security</p> <p>Increased risk of intruders / Theft on site/ Rioting / Arson / Company shut down</p> | | <ul style="list-style-type: none"> • Review potential points of entry to site and implement measures to protect these areas. • All trades tools and materials to be securely stored away. • Ensure all plant is isolated and keys have been removed. • Ensure crane anti-climb and other access preventative measure are in place during out of hours • Ensure a full review of site is carried out and that suitable protective control measures are in place to prevent injury to anyone (unauthorised) who may enter site. • Check that any CCTV is fully operational. • Ensure waste bins stored close to site boundaries are suitably covered. | | <p>Managers & Workforce</p> | <p>Daily</p> |
| <p>First Aid Response</p> | | <p>The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.</p> <ul style="list-style-type: none"> • Names of first aider are displayed on the notice boards, there are several trained first aiders in each department. • The provision of adequate first aid resources are to be kept well stocked and checked at regular intervals. First Aid stations are clearly marked throughout the buildings. • Emergency plans including contact details should be kept up to date • Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources • Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources. • In the event of a person becoming injured it is absolutely paramount that the first aider takes the necessary measures to protect themselves and the person/s first aid treatment is being administered to. | | <p>Managers & Workforce</p> | <p>Daily</p> |

Image 1 – Correct removal of disposable gloves



Image 2 - Guidance on the correct method of hand washing

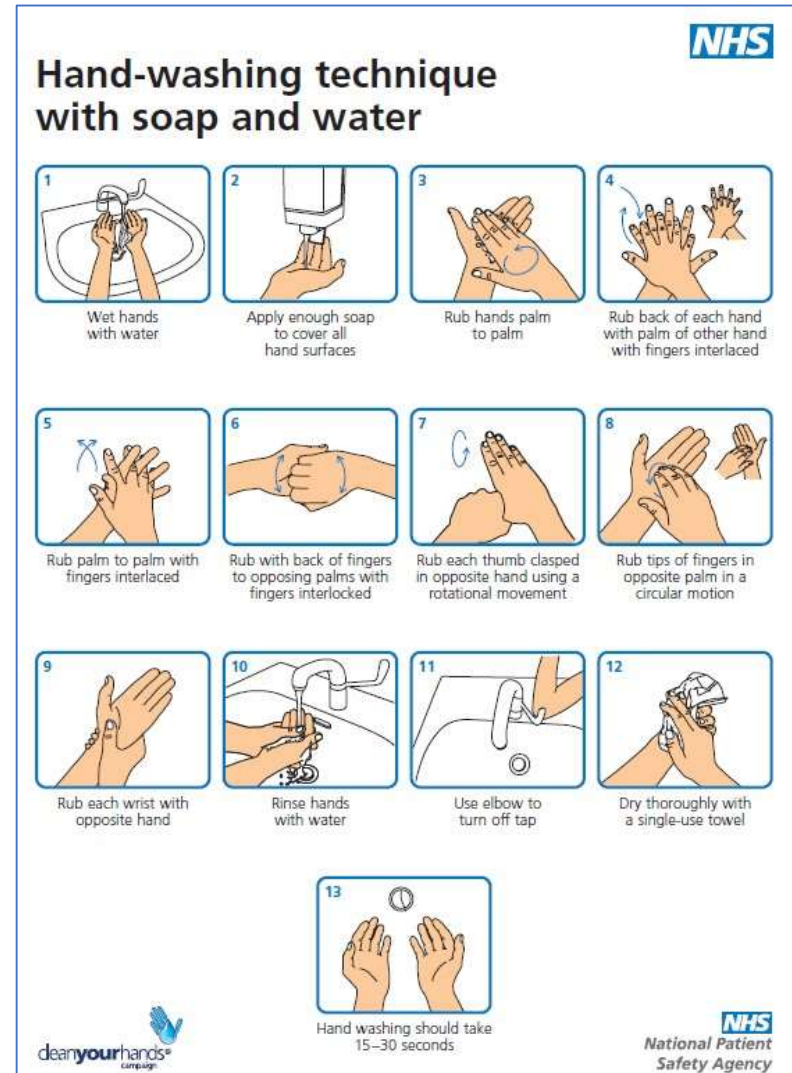


Image 3 – Use, correct fitting and wearing of RPE

Disposable (Single Use) Close Fitting Paper Half Mask

