

# Activity Risk Assessment



<b>Project Name &amp; No.:</b>		<b>Risk Assessment No.:</b>	RA - 001
<b>Risk Assessment Title:</b>	COVID19 compliance	<b>Revision No.:</b>	Covid-19
<b>Specific Location of Works:</b>	Fixed facilities, offices, depots, yards, factories.	<b>Anticipated Start Date of Works:</b>	7/09/20
<b>Scope &amp; Description of the Works:</b>	Use of Carey Group properties and support facilities and functions		
<b>Associated Documents:</b>	Business Continuity Plan, Office return -phasing v6, Carey Group Office Guidance		
<b>Risk Assessment Completed by:</b>	Name: Paul Johnson	Signed: Paul Johnson	Date 20/08/20
<b>Risk Assessment Reviewed by:</b>	Name:	Signed:	Date:

Likelihood Rating Key:		Severity Rating Key:		Severity Rating						
				Likelihood Rating	5	4	3	2	1	
5	Frequent [1 or more per week]	5	Multiple or Single Fatality or Collapse of		5	25	20	15	10	5
4	Probable [1 per month]	4	Major Injury or Major Damage to Property		4	20	16	12	8	4
3	Occasional [1 per year]	3	Reportable Lost Time Injury or Significant		3	15	12	9	6	3
2	Remote [1 in 10 years]	2	Other Lost Time Injury or Damage to		2	10	8	6	4	2
1	Improbable [1 in 100 years]	1	Minor Injury		1	5	4	3	2	1

Residual Risk Rating Matrix Key:	
<b>12 – 25:</b>	Unacceptable level of risk. Risk level MUST be reduced. Operations WILL NOT proceed until the level of risk is reduced to an acceptable level. Requirement for the works need to be reviewed and alternative methodologies investigated where risk cannot be reduced to an acceptable level.
<b>5 – 11:</b>	Risks acceptable where principles of prevention have been applied and control measures implemented to reduce risk so far as is reasonably practicable. Activity, operation or works creating the hazard and risk must be managed and supervised to ensure continued effectiveness and compliance with the control measures.
<b>1 – 4:</b>	Acceptable level of risk. Risk associated with the hazard is considered to be of an acceptable level. Continual reviews to confirm hazards and risks remain adequately controlled.

1: Activity & Hazard Description	2: Person[s] at Risk	3: Potential Consequence	4 – 6: Initial Risk Rating			7: Control Measure[s]	8: Person[s] Responsible for Implementation & Monitoring	9 – 11: Residual Risk		
			L	S	IRR			L	S	RRR
<p><b>(Plan)</b>  <b>Planning return to work including site offices, fixed facilities and depots.</b>  <b>Potential spread of COVID19 affecting staff, contractors and visitors</b></p>	Staff, contractors, visitors	Minor, mild or severe reaction to Covid19, possibility of fatality if underlying health conditions or individual is from one of the more vulnerable groups, as defined by Public Health England	4	4	16	<p>Careys use the 5 point pillar plan to ensure our sites are safe to resume work. This includes Safety, Commercial, People, Supply Chain &amp; Group Support. Once all of these pillars have been addressed in detail and signed off and approved by the relevant head, works can resume. This includes completion of a COVID19 Occupational Health form to confirm the individual is not suffering from recognized symptoms or has someone vulnerable at home or within their support bubble. Individuals are requested to liaise with their line manager and HR if they do NOT wish to return to work, as a result of potentially exposing a vulnerable family member to the virus.</p> <p>Visitors are not yet permitted to attend site or our offices without formal notification in advance. Careys advice to all staff is to conduct remote meetings with visitors by Microsoft Teams, Zoom or other appropriate media. When Visitors are accepted into the building, they will be encouraged to sanitise their hands at reception. Their Careys Host will meet them at reception and advise them of Careys Covid 19 counter measures. Careys Hosts will have had familiarisation training to ensure they know what to brief their visitors.</p> <p>Careys updated its Business Continuity in March and continue to review this as part of the BCP meetings held daily and twice daily at the start, gradually reducing to daily, then twice weekly to our current frequency of weekly as of August 2020. During the now weekly BCP call we consider any changes to Government advice, Construction Leadership Group &amp; Build UK. Any amendments will require us to review our current documentation and thinking and where changes are made communicate these to our staff. This is further supported by our 4x stage plan on returning to our fixed offices, ref Office return -phasing v6.. This document is referred to and reviewed as required along with the latest in information to ensure we reduce risk to our people whilst ensuring compliance at all times to Covid19.</p> <p>Canteen is not in use; staff are asked to be self sufficient and bring their own food &amp; beverages and to clean their work areas before use.</p>	BCP team and delegate individuals	1	4	4

Health and Safety  
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<b>(DO)</b> Completing alterations to the working environment to ensure Covid 19 compliant facilities	Staff completing alterations	Minor to reportable accidents from working at height to erect mirrors and signage	3	3	9	Works completed to Carey House by Careys own staff, with appropriate levels of supervision in accordance with Carey Group Covid 19 Office Guidance. This document outlines all of the measures implemented to ensure Carey House and its facilities, are Covid 19 compliant, this includes appropriate warning signage on approach to reception and around the building. Use of one-way systems, mirrors to ensure people do not inadvertently clash, hand gel stations, reduced facilities in meeting rooms etc (Refer to Carey Group Covid 19 Office Guidance for full alterations to Carey House) Note, fixed facilities and site offices are subject to their own specific risk assessment. Alterations and new ways of working within the facility to be briefed to individuals on their return to work. Workforce asked to 'Self Police' / provide reminders to staff, e.g. who fail to follow the one-way system or fail to keep 1m+ as a minimum. Government advice changed from 2 metres to 1m +. Carey Group has adopted the 2m rule as best practice and signage in our offices state 2m as we believe this is achievable in our offices and have removed chairs and works station and organised fixed desks to ensure 2m is maintained .Personnel will be, where possible, assigned a desk and request that they only use this desk / workspace, to help reduce the virus spreading. Where not possible, desks / workspaces will be shared with the minimum amount of people and cleaned after use by the person utilizing the space. All staff are reminded to carry with them their access card to activate reception door & printers. Staff must tap in and out to activate doors. Common touch points, e.g. printers, hot taps will have sanitizer stations adjacent.	Sean Sugrue to makes changes to building  Line Managers to ensure correct behaviours	1	3	3
<b>(Check)</b> Review and monitoring of processes to ensure Covid19 compliance	Potential to catch virus	Minor, mild or severe reaction to Covid19, possibility of fatality if underlying health conditions or from vulnerable groups	4	3	12	Periodically or when there is a change in guidance / advice from a reputable source, e.g. Public Health England, we will review and amend our plans and documentation and communicate these as required, depending on impact of change. We will monitor behaviours and working practices upon our formal return to Carey House and provide coaching, and 'nudges' where required to ensure people respect the new ways of working. Only if deliberate and persistent non-compliance will the situation and individual(s) concerned be escalated to their line Manager and HR. A shift rotation log of persons in the building will be maintained for a minimum of 21x days to assist Test & Trace should there be a confirmed CV19 case at Carey House.	BCP / HSEQ Team	1	3	3

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<b>(ACT) Intervention required to address poor behaviours, non-compliance with Covid 19 measures.</b>	Potential to spread or catch virus	Minor, mild or severe reaction to Covid19, possibility of fatality if underlying health conditions or individual is from one of the more vulnerable groups, as defined by Public Health England	3	3	9	As Covid 19 measures are new and the behaviours required will be alien to all, time will be spent coaching and 'Nudging' our employees into the correct and expected behaviours. We have used Behavioural Science in our approach to setting new ways of working and new controls to help facilitate natural compliance. However, where persistent offenders choose not to adhere to the rules and potentially put work colleagues at risk, then we will intervene and hold individual(s) to account. Any require disciplinary measures will be conducted through HR to ensure fairness and consistency. We MUST accept that these new ways of working will take some getting used to and adjustments in the working patterns and behaviours of our staff. Therefore we must coach, mentor and 'Nudge' our staff into natural compliance, because they want to comply and believe and support Careys in the measures we've adopted to prevent the spread of the virus, whilst ensuring we can all go Safe Home Every Day.	HR / HSEQ / Line Managers	1	3	3

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<b>(ACT) Intervention required to address poor behaviours, non-compliance with Covid 19 measures.</b>	Potential to spread or catch virus	Minor, mild or severe reaction to Covid19, possibility of fatality if underlying health conditions or individual is from one of the more vulnerable groups, as defined by Public Health England	3	3	9	<p>Continued:</p> <p>Upon notification of a suspected or confirmed case of Covid 19, Careys will adopt and follow the NHS approved, 'Early Outbreak Management' guide, which has 3 key steps;</p> <ol style="list-style-type: none"> <li>1) Identify You may be informed of a confirmed case of COVID-19 by NHS Test &amp; Trace, an employee, visitor or your local Public Health England Health Protection Team (PHE HPT).               <ol style="list-style-type: none"> <li>1. When you are informed of more than one confirmed case, go to step 2.</li> <li>2. Refer to NHS Test and Trace: workplace guidance or search the title on GOV.UK for further advice.</li> </ol> </li> <li>2) Report Contact your local PHE HPT for help and advice. Refer to <a href="http://www.gov.uk/health-protection-team">www.gov.uk/health-protection-team</a> for contact details.</li> <li>3. Early engagement with your local PHE HPT is key to minimise any possible wider outbreak in your community. See page 2 for information you may be asked to provide. Do not worry if you are unable to answer all the questions, your local PHE HPT will help guide you through the process.</li> </ol> <ol style="list-style-type: none"> <li>3) Respond Your local PHE HPT will work with you to assess the risks and advise you of what actions to take.</li> <li>4. Depending on the outcome, your local PHE HPT and Local Authority may establish an Outbreak Control Team to help support you to manage the situation.</li> </ol>	HR / HSEQ / Line Managers	1	3	3