

COVID-19 Risk Assessment

Summary

No	Activity / Task	Identifiable Hazard	Who can be harmed	Control Measure Required
1.	Undertaking work at Ganymede offices	Spread of Covid-19 Coronavirus	Staff Visitors Contractors	Any staff that are able to undertake work from home have been equipped to do so (Please see separate homeworking policy and assessment). Microsoft Teams and Yammer are in use to keep in contact. Flexible working arrangements offered to allow staff to work around other issues such as childcare, these arranged individually with Managers.
				Staff have been provided with the general NHS and Government guidance regarding the importance of hygiene, especially around the washing of hands for 20 seconds and the wiping down of surfaces with appropriate cleaning agents.
				Although staff are now working from home, they are advised to follow government advice on social distancing and try to stay at home as much as possible, only going out for essential items. This information is re-iterated on the company website and updated in line with government guidance.
				Considering the general demographic of our workforce and the number of employees with any underlying conditions. Given that most of our employees are below the increased risk age group and most in general good health the consequences should they contract the virus could be reduced to 3. It is likely that employees could contract the virus through other activities i.e. shopping, contact with other family members rather than contracting whilst undertaking their work at home.
				Staff that still have to go to offices to work; For staff that still must go to the offices to work they are encouraged to walk, cycle or use their own vehicle (rather than public transport) to get to work. There are only essential staff attending and they are able to maintain the 2m distance. The offices are cleaned every day and staff are reminded to follow the NHS guidance on handwashing – posters are available.
2.	Undertaking work on-site on behalf of Ganymede			We will endeavour to comply with NR/L3/MTC/CP009 – Coronavirus COVID-19 Safe Working Practices.
				Information on COVID-19 is briefed out to Operatives in line with NHS and Government guidance. Anyone who has any symptoms or lives with anyone with symptoms is asked not to come to work and to self-isolate in line with government advice.
				A spreadsheet of operatives that have reported they cannot attend work due to symptoms, living with someone with symptoms or are vulnerable/live with a vulnerable person is kept and they are called by HSEQ team regularly to check their situation/wellbeing.

		<p>Spread of Covid-19 Coronavirus</p>	<p>Operatives Staff Clients Contractors</p>	<p>Resourcers are to be aware of any <u>underlying conditions</u> of the operatives they are using that may make them more vulnerable to the virus. General consideration to the age and health profile. Operatives are not obliged to accept shifts offered.</p> <p>Please check latest information for underlying conditions.</p> <p>For anyone declaring an underlying condition the Resourcer is to contact HSEQ Team as a risk assessment will be required before they can be deployed.</p> <hr/> <p>On arriving for a shift, the operatives will be asked several questions by the Person in Charge (checklist provided) to confirm they are fit for duty and do not have any symptoms.</p> <hr/> <p>Operatives are briefed on keeping the 2-metre social distancing required throughout their activities, signing in, welfare, working etc. If 2 metre distance cannot be maintained to undertake a task, the person in charge should be advised so they can review the task risk controls.</p> <p>For tasks that have to be undertaken within 2-metres of other people (where you are not already wearing a PPE mask for the task) a surgical face mask must be worn. The mask is to be worn for one task, for a maximum of 2 hours – if the mask becomes wet or damp it should be changed sooner. Operatives to be briefed on how to use the face mask, removal and disposal.</p> <p>They are advised to wash their hands at various points though the day and additional wash stations are provided (at the start of the day, arrival at site, at the change of each task, before and after eating, every two hours thereafter).</p> <p>Operatives are advised to bring their own food and refillable drink; food heating facilities will not be available during this period of time.</p> <p>Additional welfare/seating areas will be provided to allow operatives to maintain the 2-metre distance. Time spent in welfare facilities should be kept to an absolute minimum, do not use the facilities if the 2-metre social distancing cannot be achieved.</p> <p>Shifts and break times will be staggered to allow better implementation of the 2-metre distancing.</p> <hr/> <p>Operatives are advised to arrive for work with full PPE: including glasses, gloves and enough dust masks. This is all provided free of charge by Ganymede offices. Gloves and safety glasses should be worn wherever possible to reduce the touching of faces (gloves must not be worn when eating).</p> <p>Guidance on the use, removal and disposal of face masks and gloves will be provided to the operatives. They will also be reminded gloves are not a substitute for handwashing.</p> <p>PPE must not be shared.</p>
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3.	Travelling to site on behalf of Ganymede	Spread of Covid-19 Coronavirus	Operatives	<p>We will endeavour to comply with NR/L3/MTC/CP009 – Coronavirus COVID-19 Safe Working Practices</p> <p>Risk assessment produced to prevent the spread of COVID-19 when travelling to and from work</p> <p>All operatives have been informed to stay at home if they are suffering any symptoms of COVID-19 OR anyone in their household are suffering any symptoms or self-isolating from COVID-19</p> <p>Travel to the work site: Operatives have been advised to travel alone in a Ganymede vehicle or their own vehicle if possible. Car sharing is not allowed.</p> <p>If using their own vehicle, they must have a valid driving licence, the car must be insured for business use, taxed and hold a valid MOT.</p> <p>Having people driving to site individually will increase their risk of fatigue, especially where the journey isn't local. Therefore, we have some additional controls around multi occupancy of vehicles to enable more people to travel together without increasing the risk of them coming into close contact with each other.</p> <p>All drivers to follow Ganymede's Driver procedure, fatigue procedure and use the Ganymede Speak Up process if they have any concerns around fatigue or their fitness to drive</p> <p>For those travelling by company vehicle guidance has been produced, which shows seating positions for different vehicles to allow distance between operatives. Barriers will be installed in certain vehicles to separate rows and passengers Operatives must adhere to seating arrangements and must not transfer to any other alternative vehicles</p> <p>Before setting off the driver will complete and confirm the requirements of the daily vehicle checklist to confirm compliance. Including confirmation/declaration from operatives that they are not suffering from Coronavirus symptoms and any members of their household are not self-isolating.</p> <p>When more than one person is travelling in a vehicle, consideration should be given to the opening of windows for ventilation. People should avoid touching their faces and on arrival should wash their hands with soap and water, if available, or use hand sanitiser if not. Operatives will be encouraged to wear PPE/ face masks when travelling in vehicles</p> <p>The van is cleaned when the operatives leave it for site, thorough wipe down of high contact areas/touch points and door handles (interior and exterior). With a suitable cleaning agent. This is repeated on their return to the van.</p> <p>Vans to be provided with water, a container suitable for washing hands in, soap and paper towels. Hand sanitiser will also be available on the van. Driver to ensure water is fresh every day and supplies are enough for the shift.</p>

				<p>There should be no change of driver during the shift. Driver's should only be changed when there is an opportunity for the van to have a deep clean.</p> <p>If someone is taken ill/develops symptoms whilst travelling in a vehicle with others, arrangements will be made to take them home. They will then arrange for a test and follow NHS Guidance They will need to wear a face mask; these will be available in the vehicle.</p> <p>Considering the general demographic of our workforce and the number of employees with any underlying conditions. Given that most of our employees are below the increased risk age group and most in general good health the consequences should they contract the virus could be reduced to 3.</p> <p>During national, local lockdown's ' and any 3 tier risk restrictions (very high risk areas) essential' workers are able to travel to offices and sites, if necessary, and with the agreement of a director for office visits and line manager to work on site.</p> <p>Anyone with symptoms COVID-19 should get a test through the NHS and notify HR and their line manager of the result.</p> <p>Anyone that has been in contact with someone with COVID-19 symptoms should stay at home and self-isolate in line with Government advice.</p>
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