

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	Staff are encouraged to participate in the Government vaccination programme. Lateral Flow tests are available to all staff and we encourage regular testing.
				Agile working arrangements enable staff to work from home where appropriate which reduces numbers in the office. (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.
				For staff that work from the offices, measures are in place to ensure hygiene standards are high. Due to hybrid working offices are not at full capacity and staff are encouraged to maintain and respect people's personal space.
2.	Undertaking work on-site on behalf of Ganymede	Spread of Covid-19 Coronavirus	Operatives Staff Clients Contractors	We will endeavour to comply with NR/L3/MTC/CP009 – Coronavirus COVID-19 Safe Working Practices.
				Staff are encouraged to participate in the Government vaccination programme. Lateral Flow tests are distributed/available to all operatives and we encourage regular testing.
				Information on COVID-19 is briefed out to Operatives in line with NHS and Government guidance. Anyone who has any symptoms is asked to take a PCR test. Staff should follow the most up to date government advice if anyone they live with has symptoms (check here).
				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.
				Resourcers are to consider any operatives that may be in a higher risk group , the control measures in place to protect all workers should be adequate for these operatives, however Resourcers can contact the HSEQ Team, who will undertake a risk assessment for the operative where required. Operatives are not obliged to accept shifts offered.
				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>Operatives are briefed on where practicable maintaining social distancing throughout their activities, signing in, welfare, working etc.</p> <p>Operatives should follow all Covid-19 site requirements when on site.</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 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>
				<p>Communication on site; briefings should be undertaken with social distancing between operatives, if this is not possible one to one briefing should be undertaken, briefings should be undertaken outside wherever possible.</p> <p>Anyone developing symptoms shall inform the person in charge as soon as possible (maintaining social distancing) and avoid touching anything. They should apply a disposable face mask and drive themselves home immediately and follow self-isolation guidance. If they cannot drive, someone can drive them home, try to maintain the 2-metre distance.</p> <p>If someone notices that any of these controls are not being adhered to, they should stop work and challenge. If the controls cannot be adhered to then the work safe procedure should be invoked.</p>
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>Control measures to prevent the spread of COVID-19 included within our driving risk assessment.</p> <p>All operatives have been informed to stay at home if they are suffering any symptoms of COVID-19 and to abide by the government self-isolation guidance.</p>
				<p>Travel to the work site: Operatives are to abide by the control measures in the Ganymede driving risk assessment.</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 (where required) 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.</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>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>During national, local lockdown's 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. Anyone with symptoms COVID-19 should get a test through the NHS and notify HR and their line manager of the result. Anyone that has been in contact with someone with COVID-19 symptoms should follow current guidance Government advice.</p>
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