

Site specific risk assessment



Method statement/ work/ task no.	General	Point of work risk assessment		Ref. no.	VGC_Projects/COVID/Nov2021
				Rev.	7 th Revision
Premises/site:	VGC Projects	Task and location:	COVID-19 exposure		
Contracting Activities during COVID-19 pandemic					
Persons affected:	Employees YES	Subcontractors YES	Public YES	Others <input type="checkbox"/>	
Site person in charge:					
Name:		Signature:		Date:	
Assessor	R Wheeler	Signature:	R Wheeler	Date:	16/11/2021
Next review Date	31 March 2021				

Risk assessment process

Risk rating: is calculated by multiplying the likelihood against the severity, e.g. taking a likelihood of 4, which is classified as probable and multiplying this against a severity of 2, which is classified as a minor injury 1st aid required, would give an overall risk rating of 8 which would be rated as a low risk.

High risk = 15 to 25. High risk activities should cease immediately until further control measures to mitigate the risk are introduced

Moderate risks = 5 to 14. Moderate risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced within a defined period.

Low Risks = 1 to 4. Low risks are largely acceptable, subject to reviews periodically or after significant change.

Likelihood		Severity (To person or property/asset)			
5	Certain	5	Fatality		
4	Probable	4	Major injury/illness		
3	Possible	3	Injury/illness requires, doctor or hospital attendance		
2	Unlikely	2	Minor injury/illness, 1 st aid required		
1	Rare	1	Minor injury/illness, 1 st aid not required		

Likelihood	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
	Severity					

Risk score	
1 to 4	Low
5 to 14	Moderate
15 to 25	High

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Hazard	Consequences	Initial risk rating score			Control measures	Residual risk rating score			Further action and comments
		L	S	T		L	S	T	
Sharing transport with co-workers	Employees may breach social distancing guidelines whilst being transported to work in shared vehicles. Causing unintentional infections through breath or contaminated surfaces	5	3	15	<ol style="list-style-type: none"> Clean down all surfaces with suitable cleansing product No more than 2 persons in a vehicle, and always in line with social distancing guidance (2m) dependant on cab size. <i>Generally this means 2 people in a crew bus and 1 person in a vehicle with a single cab or car. VGC does not operate minibuses and these will be monitored by each project if used for site transportation</i> Employees must follow government guidance on self isolation, when required, before presenting for work Employees must adhere to social distancing (1m plus) and hygiene (handwashing) prior to presenting for work and during working day Regularly wash clothes Supervisor and site teams to challenge people that fail to follow the guidance 	2	3	6	Personal hygiene to be increased especially regular washing of hands
Start of shift briefings, toolbox talks	Not maintaining social distancing whilst trying to hear a briefing with external noise may lead to employees breaching guidelines causing unintentional infections through breath	3	3	9	<ol style="list-style-type: none"> Briefing audience sizes to be reduced, if required, to allow for employees to hear the vital information but maintain social distance guidance (1m plus) Suitable outside location where external noise is reduced as far as reasonably practicable should be chosen for the briefings Supervisor and site teams to challenge people that fail to follow the guidance 	1	3	3	
Signing for (or collecting) tickets, briefing records etc	Employees and contractors (including delivery drivers) coming into contact with contaminated surfaces	3	3	9	<ol style="list-style-type: none"> Where practical, Supervisors to sign for briefings, inductions and TBTs etc on behalf of those present Driver to sign and retain own tickets to be electronically sent back to VGC, person accepting delivery ticket to take photograph of ticket 	1	3	3	
Surface operations compromised by reduced workforce & / or supervision due to self isolation and infection rates within workforce	Key safety roles may be reduced leading to additional uncontrolled hazards and / or breaches of safety policy. Additional strain on workforce completing tasks with reduced manpower	4	3	12	<ol style="list-style-type: none"> Each operational team to hold regular planning meeting to ensure appropriate allocation of resources Ad hoc reallocation of resources when required as per contract manager instruction Supervisor to assess job requirements and resources available at start of shift, concerns be addressed and if required to be escalated to contract manager 	1	3	3	
Site operations	Employees may breach social distancing guidelines whilst completed scheduled tasks. Causing unintentional infections through breath or contaminated surfaces	4	3	12	<ol style="list-style-type: none"> Clean down plant & tools with suitable cleansing product Employees must follow guidance on social distancing (1m plus) and hygiene (Handwashing) PPE standards, including gloves, to be maintained - used PPE to be stored separately Supervisor and site teams to challenge people that fail to follow the guidance Start of shift briefing to remind workforce of any government guidance in place at the time 	1	3	3	
Working in VGC/site offices	Employees may breach social distancing guidelines whilst completed scheduled tasks. Causing unintentional infections through breath or contaminated surfaces	4	3	12	VGC offices are open and if you must go to an office to work, employees must follow guidance on social distancing (1m plus) and hygiene (handwashing)	1	3	3	
Use of shared welfare facilities (including eating)	Employees may breach welfare guidelines whilst using the shared facilities. Causing unintentional infections through contaminated surfaces	4	3	12	<ol style="list-style-type: none"> Regular clean down all surfaces, door handles and equipment with suitable cleansing product, minimum soapy water No more than 2 persons in a vehicle and always in line with social distancing guidance (1m plus) dependant on cab size. Employees should bring food that requires little or no preparation and can be eaten without the use of utensils where possible Employees must follow guidance on social distancing (1m plus) Employees must wash hands (20 sec rule) with soap and water prior to and after: eating, smoking and using the water cubical. Eating utensils and associated items such as mugs must not be shared Supervisor and site teams to challenge people that fail to follow the guidance 	2	3	3	
Meetings with clients and other stakeholders	Employees and other stakeholders may breach social distancing guidelines whilst meeting. Causing unintentional infections through breath or contaminated surfaces	3	3	9	Meetings with clients and other stakeholders to be conducted by phone, or other remote means where practical.	1	3	3	
Interaction with members of the public	Employees and other stakeholders may be at additional risk of harm from members of the public, given the current restrictions on normal life	4	3	12	<ol style="list-style-type: none"> Employees to avoid confrontation with members of the public where possible and always act professionally Clients may have communicated to residents and put signage in place indicating the critical nature of the work 	2	3	6	Personal hygiene to be increased especially

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		L	S	T		L	S	T	
									regular washing of hands
Maintaining mental and physical wellbeing	Due to the restrictions in normal life and the financial problems (real, potential or perceived) caused by the Covid-19 outbreak, employees may be suffering from physical or mental conditions that impact their productivity and or concentration at work	4	3	12	1. Regular two way communication with workforce will be maintained through: WhatsApp groups, emails, TBTs, management meetings or ones on ones, etc 2. Employees should inform their supervisor of any issues which may affect their work	2	3	6	Personal hygiene to be increased especially regular washing of hands
Vulnerable persons associated with workforce	Additional risk to those who are, or who live with a, vulnerable person	4	3	12	Employees in these groups should follow government protocols in place at the time	1	3	3	
Audits / inspections and other site visits	Additional non operational persons on site, increasing likelihood of transfer of infection	3	3	9	Visits to be reduced where no business impact would arise if the visit did not take place, social distancing (1m plus) and Hygiene guidance to be followed at all times	1	3	3	
First aid	Additional risk to first aiders that will be required to breach social distancing guidelines, causing unintentional infections through breath and contaminated clothing	4	3	12	1. Only site staff to be treated unless it is deemed life critical for member of public. 2. If its a minor complaint ascertain if the the employee can self administer first aid 3. More serious cases should be treated adhering to normal first hygiene guidance 4. Before referring to hospital consider the current situations and potential delays	1	3	3	
Management of subcontractors and agency employees	Additional risk of using sub contractors and delivery Employees , who may not be getting same guidance and whose status is unknown	4	3	12	1. Agencies and Contracting Supply chain contacted and aware of our requirements prior to attending site 2. Where possible site teams will be consistent and any changes managed 3. Supply chain risk assessments will be reviewed prior to them attending site 4. Start of shift briefing to remind workforce of government guidance 5. Supervisor and site teams to challenge people that fail to follow the guidance.	2	3	6	Personal hygiene to be increased especially regular washing of hands