



**Company Name: Elland Steel Structures Ltd**  
**Subject or Activity: COVID 19 Site Working**  
**Site: All**

**Date of Risk Assessment:** 16/09/20  
**Review Date:** 23/ 8/21

| What are the hazards?                | Who might be harmed and how | What are you already doing?  | What further action is necessary?   | Action by whom                    | Action by when         | Done     |
|--------------------------------------|-----------------------------|--|---|-----------------------------------|------------------------|----------|
| Travel to and from workplace         | All Employees               | Travel by public transport   | Avoid public transport were possible travel using your own transport. Wear A face mas when using Public transport.  | Employee                          | As directed by company | 8/06/20  |
| Travel to and from workplace         | All Employees               | Travel by private / company transport  | Continue to work unless directed otherwise  | Employee                          | As directed by company |          |
| Working in close proximity to others | All Employees               | Set up work spaces to give 2 metre spacing from others.                              | Consider alternate breaks space to provide 2 metre spaces in mess room. Rotation of breaks to minimise in welfare.  | Employee / Supervisor             | Immediately            | 16/04/20 |
| Working in close proximity to others | All Employees               | Wear all the PPE / RPE that is provided which reduces / eliminates personal contact. | except for exceptional circumstances, no works should be undertaken unless we can ensure operatives are kept 2m apart   | Employee / Supervisor & Employees | Immediately            | 16/04/20 |
| Working in close proximity to others | All Employees               | Use stairs were possible avoid lifts.  | Non-essential physical work that requires close contact between workers should not be carried out. Work requiring skin to skin contact should not be carried out. Plan all other work to minimise contact between workers. Re-usable PPE should be thoroughly cleaned after use and not shared between workers. Single use PPE should be disposed of so that it cannot be reused. Stairs should be used in preference to lifts or hoists.<br>Where lifts or hoists must be used: Lower their capacity to reduce congestion and contact at all times |                                   |                        |          |

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| <b>Prepared by:</b>   | Tony Power       | <b>Position:</b> | HSQE Manager       |
| <b>Authorised by:</b> | Andrew Sutcliffe | <b>Position:</b> | Contracts Director |
| <b>Rev1</b>           |                  |                  |                    |



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| Cleanliness           | All Employees               | Messroom / welfare cleaning services employed, Maintain personal hygiene. | Increase frequency of cleaning and use catch it, bin it, kill it rule.   | Director / Manager & Employees | Immediately    | 16/04/20 |
| Mass gatherings       | All Employees               | Cancel Meetings of large groups   | Monitor Government advise  | Director / Manager             | Immediately    | 16/04/20 |
| Meetings              | All Employees               | Avoid meetings  | Only absolutely necessary meeting participants should attend. Attendees should be two metres apart from each other. Rooms should be well ventilated / windows opened to allow fresh air circulation. Consider holding meetings in open areas where possible. | Director / Manager             | Immediately    | 16/04/20 |

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| and washing   | All Employees                | Wash hands regularly                     | Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site. Ensure soap and fresh water is readily available and kept topped up at all times.<br>Provide hand sanitiser where hand washing facilities are unavailable.<br>Regularly clean the hand washing facilities and check soap and sanitiser levels. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. | Supervisor & Employees<br><br>Director / Manager | Immediately    | 16/04/20  |
| Worker who is a vulnerable person or someone who is living with someone who is vulnerable | All Employees                | follow the guidance on social distancing | Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.  | Supervisor & Employees                           | Immediately    | 16/4/2020 |

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| Travel to Clients or Suppliers | All Employees                | Only private / company transport to be used | Where practicable use remote systems to communicate with Clients or Suppliers.  | Director / Manager     | Immediately    | 16/04/20  |
| If someone falls ill           | All Employees                | Report all sickness to supervisor           | They should:<br>Ensure their manager or supervisor is informed.<br>Return home immediately.<br>Avoid touching anything Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.<br>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.   | Supervisor & Employees | Immediately    | 16/4/2020 |
| First Aid                      | Employees                    | First aider provided                        | The provision of adequate first aid resources must be agreed between the relevant parties on site.<br>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.<br>Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.<br>One fully qualified First Aider per gang of workers (6) | Supervisor             | Immediately    | 16/4/2020 |

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| Offices, Site access & Egress | All Employees               | Restricting access to site  | <p>Stop all non-essential visitors Consider introducing staggered start and finish times to reduce congestion and contact at all times. Plan site access and egress points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies. Allow plenty of space between people waiting to enter site. Use signage: such as floor markings, to ensure 2 metre distance is maintained between people when queuing. Reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines. Remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are cleaned between each individual use. Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site. Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times. Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.</p> | Supervisor     | Immediately    | 16/4/2020 |

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| Working in MEWP's                   | All Employees               | One man in a MEWP           | Were possible only one man in a MEWP at a time. Where not possible Keep this to 15 minutes or less where possible   | Supervisor                 | Immediately    | 16/4/2020 |
| Use of smoking /mobile phone areas. | All Employees               | 2m Distancing               | Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.<br>Restrict the number of people using these facilities at any one time e.g. use a welfare attendant<br>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.<br>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. | Main Contractor Supervisor | Immediately    | 16/4/2020 |
|                                     |                             |                             |   | Main Contractor Supervisor | Immediately    | 16/4/2020 |

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| Deliveries  | Drivers                     | 2m Distancing   | Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials | Main Contractor Supervisor | Immediately    | 16/4/2020 |
| If an employee has come in to contact with someone showing symptoms of Covi19 | All employees               | Informed Employees not to come in to work, to self-isolate for 14 days and get a test | T Power (07802616975) is the designated person who will inform the Local PHE health protection team if Covid19 is found within the company   | Manager                    | Immediately    | 16-9-2020 |

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