

## RISK ASSESSMENT

|               |   |
|---------------|---|
| <b>TITLE</b>  | <b>Working safely in construction during COVID-19 (Rev 16)</b>  |
| <b>HAZARD</b> | COVID-19 is an infectious disease caused by a newly discovered coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. |

| AREAS ASSESSED |  | WHO/WHAT MAY BE HARMED |                                     |
|----------------|--|------------------------|-------------------------------------|
| 1              | <a href="#">Who should go to work</a>                                  | EMPLOYEES              | <input checked="" type="checkbox"/> |
| 2              | <a href="#">Protecting those at higher risk</a>                        | SUBCONTRACTORS         | <input checked="" type="checkbox"/> |
| 3              | <a href="#">People who need to self-isolate</a>                        | OFFICIAL VISITORS      | <input checked="" type="checkbox"/> |
| 4              | <a href="#">Equality in the workplace</a>                              | GENERAL PUBLIC         | <input checked="" type="checkbox"/> |
| 5              | <a href="#">Work-related travel - to work and whilst at work</a>       | THE ENVIRONMENT        | <input type="checkbox"/>            |
| 6              | <a href="#">Coming to work and leaving work</a>                        |                        |                                     |
| 7              | <a href="#">Managing site visitors</a>                                 |                        |                                     |
| 8              | <a href="#">Meetings</a>   |                        |                                     |
| 9              | <a href="#">Making site offices safe</a>                               |                        |                                     |
| 10             | <a href="#">Hygiene - handwashing and toilets</a>                      |                        |                                     |
| 11             | <a href="#">Canteen and rest areas</a>                                 |                        |                                     |
| 12             | <a href="#">Changing facilities, showers and drying rooms</a>          |                        |                                     |
| 13             | <a href="#">Cleaning the workplace</a>                                 |                        |                                     |
| 14             | <a href="#">Social distancing at work</a>                              |                        |                                     |
| 15             | <a href="#">Moving around the workplace</a>                            |                        |                                     |
| 16             | <a href="#">Personal protective equipment (PPE) and face coverings</a> |                        |                                     |
| 17             | <a href="#">Shift patterns and working groups</a>                      |                        |                                     |
| 18             | <a href="#">Managing deliveries</a>                                    |                        |                                     |
| 19             | <a href="#">Accidents and other incidents</a>                          |                        |                                     |
| 20             | <a href="#">Providing information and guidance</a>                     |                        |                                     |
| 21             | <a href="#">Communications and training</a>                            |                        |                                     |

This risk assessment details key controls for all our projects.

Individual projects will have Project Remobilisation and Operating Procedures (PROP(R)) or Project Management Plan (PMP) documents detailing site specific controls.

All control measures detailed are to be regularly monitored and improved accordingly.

| CONTROL MEASURES  |  |
|---|--|
| <b>1</b>  | <b>WHO SHOULD GO TO WORK</b>           |
| <p>Each project will continue to plan for the minimum number of people needed to be on site to operate safely and effectively, for example, workers deemed necessary, and competent, to supervise work in order to operate safely, and those to carry out physical construction works. Local restrictions must be adhered to in accordance with prevailing Government rulings.</p> <p>The wellbeing of employees who continue to work from home is to be regularly monitored and technology is to be operational to allow them to stay connected to site, especially if the majority of their colleagues are on-site.</p> <p>Managers are to keep in regular contact with homeworkers to make reasonable checks on their working arrangements including their equipment needs, welfare, mental and physical health and personal security.</p> <p>Those working from home are to refer to the <a href="#">Lovell Wellbeing considerations for home working</a> document for further guidance.</p> <p>Local COVID-19 restrictions imposed must be adhered to.</p> |  |
| <b>2</b>  | <b>PROTECTING THOSE AT HIGHER RISK</b> |
| <p>Those considered to be at higher risk or facing mental and physical health difficulties should as a minimum, follow the same guidance as all other workers.</p> <p>Individuals can be referred to our Employee Assistance Programme (EAP) for relevant support, our network of <a href="#">mental health first aiders</a> can also be approached as required.</p> <p>We will consider specific duties to those with certain characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found.</p>   |  |

## RISK ASSESSMENT

Anyone with concerns about health and safety at work should raise them with their line manager or regional health and safety team.

### 3 PEOPLE WHO NEED TO SELF-ISOLATE

Only workers who are well with no COVID-19 symptoms and do not live in a household with someone who has symptoms, or are required to self-isolate as part of [NHS Test and Trace](#) are permitted to attend the workplace.

Those returning from relevant countries abroad must adhere to current quarantine requirements.

See current guidance ([England](#), [Scotland](#), [Wales](#)) for people who have symptoms and those who live with others who have symptoms.

We will enable workers to work from home while self-isolating if appropriate.

Workers will be asked if they have COVID-19 symptoms each time they arrive for work.

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The main symptoms of COVID-19 are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most, COVID-19 will be a mild illness.

If you have any of the symptoms listed above, even if mild, stay at home and arrange a test.

See [Getting tested for coronavirus COVID-19](#) for current testing and [When to self-isolate and what to do](#) for self-isolation rules even if vaccinated as it is still possible to spread to others.

If you are concerned about your symptoms, seek medical advice.

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See current guidance for [employees](#) and [employers](#) relating to statutory sick pay due to COVID-19.

### 4 EQUALITY IN THE WORKPLACE

We will treat everyone in our workplace equally, being mindful of particular needs of different groups of workers or individuals, considering whether any particular measures or adjustments may be required.

We will communicate appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any our controls inappropriate or challenging for them.

We will make reasonable adjustments to avoid disabled workers being put at a disadvantage and assess the health and safety risks for new or expectant mothers in our usual procedure.

### 5 WORK-RELATED TRAVEL - to work and whilst at work

#### Using Private Vehicles

Wherever possible workers should try not to share a vehicle with those outside their household or support bubble. If workers have no option but to share transport, they should try to:

- Journeys should be shared with the same individuals and avoid sitting face to face
- Provide adequate ventilation by switching on vehicle systems that draw in fresh air and keeping windows open
- Clean shared vehicles regularly with particular emphasis on handles and other areas where passengers may touch surface

Where public transport is the only option for workers, they:

- Should try to avoid travelling during peak times; and
- Wear a face covering as required by travel company requirements.

Non-essential travel whilst at work is minimised by considering whether remote technology can be used first.

### 6 COMING TO WORK AND LEAVING WORK

Site entry points are arranged to enable social distancing allowing plenty of space between people waiting to enter.

Site entry must be attended at all times - entry to be securely locked where unexpected absence is unavoidable until attended.

One way routes are in force where possible.

Signage and floor markings are in use to guide people entering site to avoid close contact when queuing.

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To reduce crowding in and out of the workplace, we will stagger arrival and departure times if necessary, taking account of the impact on those with protected characteristics.

Entry points are monitored for congestion and if possible, we will consider creating additional access points to ease crowding

Our workforce is encouraged to intervene where unnecessary congregations are observed.

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Handwashing facilities, or hand sanitiser where not possible, are provided at entry and exit points and all site attendees are instructed to wash their hands for 20 seconds using soap and water on entry and exit. Clear signage is displayed to remind workers of this requirement.

Alternative arrangements for recording site attendance are in use including designated gate attendants logging workers in and out to avoid document handling, shared pens and close contact.

Entry systems that require skin contact (biometric fingerprint scanners) have been disabled.

### 7 MANAGING SITE VISITORS

Wherever possible, the use of remote technology will be used to avoid the need to receive visitors.

Site visits are by appointment only, cold callers are refused entry.

Visitors are provided with site guidance on social distancing and hygiene measures in place and compliance expectations explained on or preferably before arrival.

Visitor numbers are limited to a manageable number at any one time with schedules developed for regular essential visitors such as building inspectors, etc.

All site entry/exit is managed as described in section **6 COMING TO WORK AND LEAVING WORK**.

Customers to sales marketing suites are by appointment only.

Agreed Marketing Suite Remobilisation and Checklist (MSRC) documents are being developed to facilitate a safe and secure reopening of certain marketing suites.

Lovell HSE team inspections are undertaken as normal, avoiding close contact with trade operatives and host throughout the visit although administration is audited remotely and report writing completed off site.

Enforcement authority visits will be facilitated avoiding close contact, and with good hygiene measures applied.

### 8 MEETINGS

Meetings are conducted using remote technology such as Microsoft Teams or Skype, etc. whenever practical.

Where face to face meetings are unavoidable, they are held in selected rooms capable of being well ventilated by opening windows for example, arranged to optimise separation and are cleaned after use.

Participants are to be kept to a minimum.

Electronic document viewing is encouraged instead of paper document issue to avoid transmission.

Signage and floor markings are in use to remind and guide workers of social distancing requirement.

Hand wash or sanitiser stations have been positioned at entry points to meeting and briefing rooms.

### 9 MAKING SITE OFFICES SAFE

Site office seating plans have been reviewed to optimise separation.

Workstations and other furniture have been moved to avoid close contact, and have been arranged for ease of regular cleaning. Surplus seating has been removed to avoid accidental or habitual use.

All offices are to maximise supply of fresh air into the premises to mitigate risk of aerosol spread of COVID-19 in enclosed spaces.

Office premises can achieve good ventilation by;

- fully or partially opening windows, air vents and doors to improve natural ventilation
- ensure mechanical ventilation systems are set to maximise fresh air and minimise air recirculation.
- identifying poorly ventilated spaces as part of office specific risk assessment and taking steps to improve fresh air flow in these areas.

HSE provides [guidance](#) on how to identify poorly ventilated space with steps to take to improve ventilation in these spaces.

## RISK ASSESSMENT

If ventilation in poorly ventilated spaces cannot be improved, consideration must be given to restricting time spent and number of people in these spaces or stop using them.

Workstations are assigned to individuals with no sharing permitted.

Hot desking is no longer permitted.

As already mentioned, site office restrictions are in place to reduce contact, instead using phones or communication app groups for 'send to many' communications.

Hand wash or sanitiser stations have been positioned at entry points to site offices.

### 10 HYGIENE - HANDWASHING AND TOILETS

Additional handwashing facilities have been provided, whether additional sinks or hand sanitiser stations.

Regular breaks to wash hands are allowed for.

Adequate pictorial signage is displayed throughout the site to remind all to regularly wash their hands and to avoid touching their face with gloved or unwashed hands.

Good handwashing technique signage is displayed at wash stations.

Hand wash stations are routinely checked to ensure adequate supplies are kept topped up at all times - workers are instructed to inform our management when supplies are running low.

Hand washing facilities are regularly cleaned.

Suitable and sufficient rubbish bins for hand towels are provided with regular removal and disposal.

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Toilet facilities have been reviewed to limit the number of people using them at any one time - some smaller units are limited to one person at a time.

Some urinals and basins have been disabled to avoid close contact.

Due to user restrictions, additional facilities may have been provided as necessary to suit numbers on site.

Signage and floor markings are in use to guide users to avoid close contact when queuing.

Workers are instructed to wash or sanitise hands before and after use.

Enhanced toilet facility cleaning regimes are in place particularly door handles, locks and the toilet flush.

Where portable toilets are used as supplementary facilities, they are cleaned and emptied more frequently.

Suitable and sufficient rubbish bins for hand towels are provided with regular removal and disposal.

Facilities are to be kept clear of materials or equipment to allow thorough cleaning.

### 11 CANTEEN AND REST AREAS

Seating plans and user numbers have been reviewed to limit numbers at any one time to maintain social distancing and avoid face to face interaction.

The chosen capacity of each canteen or rest area is clearly identified at the entry to each facility, our site management make regular compliance checks.

Break times have been staggered as necessary to reduce congestion and contact at all times.

In good weather, workers are instructed to eat in appropriate outdoor areas or use their own vehicles.

Where practical, and necessary, other spaces have been designated as supplementary canteen facilities ensuring adequate seating, tables and bins are provided to properly dispose of waste to deter vermin.

Drinking water is provided with enhanced cleaning measures of the tap mechanism introduced.

Where possible, workers are encouraged to bring their own pre-prepared food and a refillable drinking bottle from home.

Facilities are frequently cleaned throughout the day using standard cleaning products focussing on surfaces touched regularly, e.g. kettles, refrigerators, microwaves.

Tables are cleaned between each use.

Waste collection and storage points have been increased and are emptied more regularly throughout, and at the end of each day.

Workers are instructed to dispose of their own rubbish in bins provided rather than leaving for others to clear.

Hand cleaning facilities or hand sanitiser is available at the entrance to any area where people eat, and workers are instructed to clean their hands when entering and leaving the area.

Communal crockery, eating utensils, cups etc. are provided but must be washed and dried by the user after use.

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Workplace canteens, where provided, must follow the guidance provided in [Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway](#) and use the [Food Standards Agency checklist](#)

A face covering must be worn when entering a workplace canteen and may be removed once seated to eat or drink. The face covering must be put back on once finished eating or drinking and may be removed after exit. Those with a [legitimate reason not to](#) do not need to wear one and should not be denied entry.

Payments are taken by contactless card wherever possible.

Canteen staff are instructed to wash their hands often with soap and water for at least 20 seconds before and after handling food.

### 12 CHANGING FACILITIES, SHOWERS AND DRYING ROOMS

Facilities have been reviewed to limit the number of people using them at any one time.

Due to user restrictions, additional facilities may have been provided as necessary to suit numbers on site.

Staggered start and finish times may be in force on busy sites to reduce congestion and contact at all times.

Separate areas may have been established for the drying of clothing away from a changing area to avoid touching clothing.

Dedicated hanging space may be used in large units.

Enhanced cleaning of all facilities throughout the day and at the end of each day has been introduced.

Signage and floor markings are in use to guide users to avoid close contact when queuing.

Suitable and sufficient rubbish bins are provided in these areas with regular removal and disposal.

Hand wash or sanitiser stations at, or close to, entry points are provided.

Workers are instructed to wash or sanitise hands before and after use.

Workers are asked to take their items home at the end of each day.

### 13 CLEANING THE WORKPLACE

Enhanced cleaning procedures are being implemented, particularly in communal areas and at touch points including;

Entry and exit points - gate handles, turnstiles and clocking in and out points.

Taps and washing facilities,

Toilet flush and seats,

Door handles and push plates,

Handrails on staircases, corridors, and work platforms,

Lift and hoist controls,

Machinery and equipment controls,

Tools and equipment being used by more than one person,

Workstations - workbenches,

Welfare units - microwaves, refrigerators and kettles,

Food preparation and eating surfaces,

Chairs, seating areas, door handles, vending machines and payment devices,

Drying rooms - doors, handles, seating and surfaces,

Telephone equipment,

Keyboards, photocopiers and other office equipment,

Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

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We do not encourage the precautionary use of respiratory protection equipment (RPE) to protect against COVID-19 where social distancing can be achieved unless for a specific work activity, such as when instructed by a CoSHH assessment for certain cleaning chemicals.

All cleaning substances are used in accordance with specific CoSHH assessments.

Irrespective of CoSHH assessment findings, cleaners are to wear suitable impervious gloves and a disposable apron when cleaning common high touch areas.

Doors and windows are to be opened when cleaning inside site cabins to ensure adequate ventilation is generated and maintained.

Single use PPE is disposed of in a dedicated double bagged bin - reusable PPE is thoroughly cleaned and dried at the end of each shift.

Hands are washed thoroughly after PPE removal.

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Dedicated cleaning equipment (mops, buckets, cleaning cloths, etc) for COVID-19 cleaning purposes are used.  
 Equipment should be easily identified e.g. by colour coding to remove doubt.  
 COVID-19 equipment is not to be used for general cleaning purposes.  
 All COVID-19 equipment and products used are to be cleaned, sanitised and suitably stored at the end of each shift.  
 A regular cleaning plan should be established to ensure all required facilities are appropriately cleaned avoiding times of congestion.  
 Suitable signage is displayed outside work area to warn others not to enter until complete.  
 See [current guidance](#) when cleaning after a known or suspected case of COVID-19

### 14 SOCIAL DISTANCING AT WORK

Work will be planned and organised to avoid crowding and minimise contact with others wherever possible.  
 Health and safety requirements of any construction activity must not be compromised.  
 If an activity cannot be undertaken safely and without risk to health, it should not take place.  
 The hierarchy below is to be followed;

#### ELIMINATE

Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace.  
 Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures.  
 Prioritise alternative methods or additional mechanical aids to reduce worker interface.  
 Avoid skin to skin and face to face contact.  
 Use stairs in preference to lifts or hoists and considering one ways systems in corridors or pedestrian routes.

#### REDUCE

Where the social distancing measures cannot be applied;

- Minimise frequency and time workers are close to each other.
- Minimise the number of workers involved in these tasks.
- Instruct workers to work side by side, or facing away from each other, rather than face to face.
- Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times.
- Regularly cleaning common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces.
- Instruct workers to wash their hands before and after using any equipment.

#### ISOLATE

- Keeping groups of workers that must work closely together in teams, keeping those teams as small as possible and away from other workers where possible.
- Using screens or barriers to separate people from each other where practical.

#### CONTROL

Where face to face working is essential to carry out a task when working closely;

- Keeping the activity time involved as short as is possible.
- Considering an enhanced authorisation process for these activities, such as a permit to work.
- Providing additional supervision to monitor and manage compliance.

#### PERSONAL PROTECTIVE EQUIPMENT (PPE)

We do not encourage the precautionary use of PPE to protect against COVID-19.

Follow our standard site PPE requirements of safety helmet, safety footwear with toe and midsole protection, upper body hi-vis clothing and task suitable gloves.

Other PPE must be worn in accordance with individual activity risk assessments, e.g. FFP3/P3 for construction dust hazards.

Workers must be briefed on how to properly wear and remove RPE.

Re-usable PPE is to be thoroughly cleaned after use and not shared between workers.

Single use PPE is to be disposed of so it cannot be reused.

Hands are to be thoroughly washed following removal and cleaning of reusable PPE.

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### BEHAVIOURS

Everyone at work is responsible for adhering to agreed methods of working to minimise the risk of spread of infection.

An open and collaborative approach between workers and employers on site is encouraged so issues can be openly discussed and addressed.

Any person observed not working in accordance with agreed methods of working will be prevented from working.

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Sites are to remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

### 15 MOVING AROUND THE WORKPLACE

Programmes have been reviewed to optimise separation working for all build stages acknowledging output may reduce.

Separation measures are arranged using spray paint and physical markers such as barriers, flags and fixed traffic cones, etc. to guide our workforce throughout the site.

Clear pictorial signage is also displayed.

One-way flows have been introduced where possible in welfare compounds and other high traffic areas such as pedestrian walkways and corridors.

Passing places have been introduced on walkways where possible where one-way systems are impractical.

Entry into individual plots is planned to avoid multiple trades working simultaneously.

Signage is displayed outside and/or in windows informing of occupation

Separate working zones to keep different groups of workers physically separated as much as practical are used where possible.

Workers are asked to use stairs in preference to lifts or hoists where provided.

### 16 PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FACE COVERINGS

We do not encourage the precautionary use of PPE to protect against COVID-19.

Follow our standard site PPE requirements of safety helmet, safety footwear with toe and midsole protection, upper body hi-vis clothing and task suitable gloves.

Other PPE must be worn in accordance with individual activity risk assessments, e.g. FFP3/P3 for construction dust hazards.

Workers must be briefed on how to properly wear and remove RPE.

Re-usable PPE is to be thoroughly cleaned after use and not shared between workers.

Single use PPE is to be disposed of so it cannot be reused.

Hands are to be thoroughly washed following removal and cleaning of reusable PPE.

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Face coverings must be worn before entering and when moving around enclosed workspaces until seated (unless there is a legitimate reason not to).

Examples of enclosed workspaces include, but are not limited to;

Site offices, canteens, toilets, drying rooms, storage containers etc.

Staircases and common areas (apartment blocks etc.)

Inside plots with more than one trade per floor

When travelling in hoists where more than one person permitted

### FACE COVERINGS ARE NOT REGARDED AS PPE/RPE AND MUST NOT BE USED TO MANAGE RESPIRATORY RISKS

When wearing a face covering;

Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it,

avoid touching face or face covering, as this could contaminate them with germs from hands.

change if it becomes damp or has been touched.

Continue to wash hands regularly.

Change it at least daily.



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If the material is washable, it must be washed in line with manufacturers' instructions - if not washable, dispose of it carefully in usual waste.

**FACE COVERINGS ARE NOT A SUBSTITUTE FOR PRACTISING SOCIAL DISTANCING AND GOOD HYGIENE.**

### 17 SHIFT PATTERNS AND WORKING GROUPS

As far as possible, where people have been split into teams, these teams will be fixed so where close working is unavoidable, this happens between the same people.

Teams created for this purpose are kept as small as possible and away from other workers where possible.

We advise our contractor workforce who are required to travel and stay away from home to create fixed groups of workers so that where close working is unavoidable, this happens between the same people.

### 18 MANAGING DELIVERIES

Where space allows, vehicle holding areas are in place on site for deliveries to wait for access.

All deliveries to site are treated the same as site attendees as detailed in section **6. COMING TO WORK AND LEAVING WORK.**

Goods delivered are to be removed by mechanical means where possible.

Avoid close contact with drivers and co-drivers.

Drivers are instructed to remain in their vehicles, if the load will allow, and to wash or clean their hands before unloading goods and materials.

Drivers are requested to self-record delivery/collection to avoid close contact using e-forms - note that some may not have this facility and may still issue delivery notes.

Hands are to be washed directly after handling materials and delivery notes.

Delivery drivers are to be encouraged to wash their hands on arrival and departure.

### 19 ACCIDENTS AND OTHER INCIDENTS

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

Emergency plans including contact details should be kept up to date

Consideration must be given to potential delays in emergency services response, due to the current pressure on resources.

Consider providing additional competent first aid or trauma resources for high-risk work.

For more serious situations see our [current guidance](#) for safe first aid practices including adult CPR without mouth to mouth.

In the event of a site evacuation, workers are asked to avoid close contact with others but **only** where safe to do so.

Assembly points have been reviewed to allow gatherings to avoid close contact wherever possible, with additional assembly points established as necessary.

### 20 PROVIDING INFORMATION AND GUIDANCE

Clear signage and notices are displayed in prominent locations at site entry and throughout the site to remind and inform all of the COVID-19 measures we are taking on site.

Short induction films and booklets have been produced to brief returning and new workers and visitors.

The HBF Charter for Safe Working Practice - COVID-19 is also displayed at site entrances providing contact details in case of concern.

### 21 COMMUNICATIONS AND TRAINING

We will provide our workforce and those affected by our works with regular, clear and consistent information.

We will continue to consult our workforce and they are encouraged to raise any concerns or ideas for improvement with our management as soon as possible.

We will continue to develop our communication and training materials as new guidance is received.

Our workforce will be provided with awareness and focus on the importance of mental health at times of uncertainty. The government guidance '[Every mind matters](#)' will be offered as a trusted source of advice.

Simple, clear pictorial signage and notices will continue to be displayed throughout the site, with consideration of groups for which English may not be their first language.

We will continue to collaborate and share good practice with our sister Companies and external bodies as appropriate.



## RISK ASSESSMENT

| SUPPORTING DOCUMENTS REQUIRED Tick all as appropriate ✓        |                                     |  |                                     |
|--|-------------------------------------|--|-------------------------------------|
| Project Remobilisation and Operating Procedures (PROP)         | <input checked="" type="checkbox"/> | <a href="#">First aider guidance</a>                             | <input checked="" type="checkbox"/> |
| Project Remobilisation and Operating Procedures Refurb (PROPR) | <input checked="" type="checkbox"/> | <a href="#">Lovell Wellbeing considerations for home working</a> | <input checked="" type="checkbox"/> |
| Marketing Suite Remobilisation and Checklist (MSRC)            | <input checked="" type="checkbox"/> | <a href="#">NHS Test and Trace - How It Works</a>                | <input checked="" type="checkbox"/> |
| Various COVID-19 notices and signage                           | <input checked="" type="checkbox"/> |  |                                     |

| RISK ASSESSMENT REVIEW  |          |                |
|---|----------|----------------|
| Changes made  | Revision | Date of change |
| Initial assessment  | 01       | 12.05.20       |
| The loss of or a change in normal sense of smell and or sense of taste added to <b>3. PEOPLE WHO NEED TO SELF-ISOLATE</b> as a key symptom following government guidance update.  | 02       | 18.05.20       |
| Testing eligibility for all in the UK amended in <b>3. PEOPLE WHO NEED TO SELF-ISOLATE</b>  | 03       | 18.05.20       |
| NHS Test and Trace (England and Scotland only) service added to <b>3. PEOPLE WHO NEED TO SELF-ISOLATE</b> and link to an 'NHS Test and Trace - How it Works' guide added to <b>SUPPORTING DOCUMENTS</b> section.  | 04       | 28.05.20       |
| <a href="#">Current guidance</a> link for contacts of people with possible or confirmed COVID-19 infection who do not live with the person added.   | 05       | 02.06.20       |
| 'England and Scotland only' deleted from <b>3. PEOPLE WHO NEED TO SELF-ISOLATE</b> as now applies to whole UK   | 06       | 26.06.20       |
| '2m or 1m with risk mitigation where 2m is not viable in England' added to sections <b>6, 7, 8, 9, 10, 11, 12, 13, 18</b> and <b>19 only</b> .<br>Hyperlinks updated to accommodate differing Administration requirements in sections <b>2. PROTECTING THOSE AT HIGHER RISK, 3. PEOPLE WHO NEED TO SELF-ISOLATE</b> and <b>5. WORK-RELATED TRAVEL</b> .<br>Canteens reopening with mandatory reference and links to Government guidance and Food Standards Agency checklist added to <b>11. CANTEEN AND REST AREAS</b>  | 07       | 04.07.20       |
| Local restrictions must be adhered to in accordance with Government rulings added to <b>1. WHO SHOULD GO TO WORK</b> and <b>2. PROTECTING THOSE AT HIGHER RISK</b> .<br>Those returning from relevant countries abroad to adhere to current isolation requirements added to <b>3. PEOPLE WHO NEED TO SELF-ISOLATE</b> .   | 08       | 31.07.20       |
| Clinically extremely vulnerable individuals wording updated to mirror current guidance in <b>2. PROTECTING THOSE AT HIGHER RISK</b> .<br>Test and Trace service updated and NHS COVID-19 and Protect Scotland tracing app added to <b>3. PEOPLE WHO NEED TO SELF-ISOLATE</b> .<br>The wearing of a face covering, unless exempt, when in a workplace canteen (i.e. those preparing and serving food to eat in or takeaway) added to <b>11. CANTEEN AND REST AREAS</b> .<br>The wearing of face coverings where certain criteria exists in line with CLC guidance added to <b>16. PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FACE COVERINGS</b> . | 09       | 30.09.20       |
| Clinically extremely vulnerable individuals wording updated to mirror current guidance in <b>2. PROTECTING THOSE AT HIGHER RISK</b> .<br><b>3. PEOPLE WHO NEED TO SELF-ISOLATE</b> amended to follow CLC SOP V6 wording<br><b>5. WORK-RELATED TRAVEL - to work and whilst at work</b> amended to follow CLC SOP V6 wording  | 10       | 20.10.20       |
| Clinically extremely vulnerable individuals wording updated to mirror current guidance in <b>2. PROTECTING THOSE AT HIGHER RISK</b> .<br>Mandatory use of face covering in the workplace unless seated or alone added to <b>16. PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FACE COVERINGS</b>  | 11       | 05.01.21       |
| Relevant hyperlinks updated to reflect new intranet   | 12       | 01.04.21       |

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| <p>All links checked for validity.</p> <p><b>1. WHO SHOULD GO TO WORK</b> - revised requirement on working from home and gradual return to work added.</p> <p><b>2. PROTECTING THOSE AT HIGHER RISK</b> - clinically extremely vulnerable individuals wording and link updated to mirror current guidance.</p> <p><b>3. PEOPLE WHO NEED TO SELF-ISOLATE</b> - self-isolation requirements updated to mirror current guidance.</p> <p><b>9. MAKING SITE OFFICES SAFE</b> - ventilation requirements updated</p> <p><b>16. PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FACE COVERINGS</b> - Mandatory face covering unless seated revised to congested, enclosed spaces only and worker choice.</p> | 13 | 19.07.21 |
| <p><b>3. PEOPLE WHO NEED TO SELF-ISOLATE</b> - 'Those fully vaccinated or under 18 will not need to self-isolate after close contact with someone who has COVID-19. They will however still need to take a test and self-isolate if it's positive, or they have symptoms.' added.</p>   | 14 | 16.08.21 |
| <p><b>General</b> - 2m social distancing stipulation replaced with 'avoid close contact' throughout.</p> <p><b>3. PEOPLE WHO NEED TO SELF-ISOLATE</b> - links updated to reflect latest guidance.</p> <p><b>8. MEETINGS</b> - meetings held outside requirement removed.</p>  | 15 | 12.01.22 |
| <p><b>2. PROTECTING THOSE AT HIGHER RISK</b> - amended in line with latest Government guidance. EAP and mental health first aiders link added.</p>  | 16 | 27.01.22 |