



RA001		Health & Safety Risk Assessment																																																						
Operation: Undertaking works on site whilst there is a risk from Covid 19 Virus		RISK CALCULATION																																																						
Site All Hyperoptic Sites		<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Likelihood 1. Unlikely 2. Doubtful 3. Possible 4. Likely 5. Certain Severity 1. No Lost Time 2. First Aid 3. Lost Time 4. RIDDOR 5. Fatal </div> <div style="width: 30%;"> Risk Calculation Likelihood x Severity = Risk Level 1-8 = Low 9-16 = Medium 20-25 = High </div> <div style="width: 35%;"> <table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="5">Likelihood</th> </tr> <tr> <th colspan="2"></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <th rowspan="5">Severity</th> <th>1</th> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <th>2</th> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <th>3</th> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <th>4</th> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <th>5</th> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> </tbody> </table> </div> </div>												Likelihood							1	2	3	4	5	Severity	1	1	2	3	4	5	2	2	4	6	8	10	3	3	6	9	12	15	4	4	8	12	16	20	5	5	10	15	20	25
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Persons at Risk A=All, SO=Site operative, P=Public, V=Visitor OE=Office Employee, Others																																																								
Identified Hazards & Associated Risks	At Risk	Initial Risk			Control Measures					Residual Risk			Review/Action																																											
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Vulnerable persons – Company policy & Self isolation procedure	SO	4	5	20	Daily review of government, public health England, NHS and HSE advice and guidance. Liaising with government Reviewing and amending, where appropriate company health, safety & welfare processes and procedures No staff with any underlying health conditions permitted to continue at work. Follow government advice on self-isolation, contacting NHS, PHE, social distancing etc. Regular updates to staff through a mixture of tool box talks, teams briefings, Hyperlearn etc. Briefings shall be undertaken whenever there is a change to circumstances in work or general guidance. Issue of employee, including engineer and warehouse staff guidance Restricting employees at work to identified 'key worker' status Anyone who meets the following criteria should remain off site: - <ul style="list-style-type: none"> Has a high temperature or a new persistent cough - follow the guidance on self-isolation Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant) Is living with someone in self-isolation or a vulnerable person. Anyone who comes into contact with someone who is known to have Coronavirus should also go into self-isolation.					1	5	5																																												

					Testing for Covid 19 Virus Should any member of staff/contractor or anyone they are living with have any suspected Covid symptoms they should get tested through the government testing scheme. For guidance contact Hyperoptic through the dedicated email covidtesting@hyperoptic.com				
If someone falls ill whilst at work	SO	4	5	20	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> • Ensure your manager or supervisor is informed • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if you do not have tissues, cough and sneeze into the crook of their elbow. <p>You must then follow the guidance on self-isolation and not return to work until the period of self-isolation has been completed.</p> <p>If someone is confirmed as having coronavirus and having been on site, then a deep clean of likely contaminated communal areas must be undertaken.i.e.</p> <ul style="list-style-type: none"> • Taps and washing facilities • Toilet flush and seats • Door handles and push plates • Handrails on staircases and corridors • Machinery and equipment controls • Food preparation and eating surfaces <ul style="list-style-type: none"> ○ Telephone equipment ○ Keyboards, photocopiers and other office equipment <p>toilets office, canteens, door handles</p>	1	5	5	
Travel to Work	SO Others	3	5	15	<p>Wherever possible workers should travel to site alone.</p> <p>If workers have no option but to share transport:</p> <ul style="list-style-type: none"> • Journeys should be shared with the same individuals and with the minimum number of people at any one time • Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission 	1	5	5	











					<ul style="list-style-type: none"> The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces 				
Driving at Work	SO	3	5	15	<p>When travelling at work or between site locations, workers should travel alone. If you have no option but to share a vehicle, then you should:</p> <ul style="list-style-type: none"> Share with the same individuals and with the minimum number of people at any one time Wherever possible maintain a distance of two metres and avoid touching your face Maintain good ventilation (i.e. keeping the windows open) and avoid looking directly at each other. Wash your hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle Regularly clean the vehicle using gloves and wipes or standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey. If you sneeze bin the tissue immediately in your own bin bag– tie the bag and remove when journey is completed. Masks are available and may be worn 	1	5	5	
Use of Public Transport	SO Others	3	5	15	<p>If possible, avoid rush hour. Continue to maintain a 2-metre distance between fellow passengers if at all possible.</p> <p>Wash your hands before going on public transport and when you leave. Use hand sanitiser if water and soap is not available.</p> <p>You can wear gloves, however, remember that gloves may also hold the virus and so do not touch your face with the gloves. Gloves will also need to be removed and binned – wash your hands or use sanitiser after removing the gloves</p> <p>Masks must be worn on all public transport</p>	1	5	5	
Building access/egress points	SO	3	5	15	<p>Wipe bells, handles or other touch points</p> <p>Use stairs rather than lifts if possible and avoid touching buttons, rails etc. where possible</p>	1	5	5	
Hand Washing	SO OE	3	5	15	<p>Allow regular breaks to wash hands</p>	1	5	5	

					<p>Washing facilities with adequate supplies of soap, water and paper hand towels must be available.</p> <p>If no washing facilities are available hand sanitiser (minimum 60% alcohol based) shall be provided</p> <p>Regularly clean the hand washing facilities</p> <p>Regularly clean common touch points, doors, buttons, handles, vehicle cabs, tools, equipment etc. with wipes provided.</p> <p>Wash your hands for around 20 seconds.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>				
Social Distancing	SO OE	4	5	20	<p>The social distancing requirements of 2 metres should be followed wherever practicable. Where the social distancing guidelines in cannot be followed take all the following mitigating actions as possible to reduce risks.</p> <ul style="list-style-type: none"> • Minimise the frequency and time workers are within 2 metres of each other • Keep to 15 minutes or less where possible • Minimise the number of workers involved in these tasks • Workers should 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 clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc. • Increase ventilation in enclosed spaces • Eliminate or reduce any gatherings, meetings etc. Where necessary consider holding outdoors if possible and maintain 2 metres distance between everyone. • Maintain a distance of 2 metres from the public when working in public places, making sure any working areas are signed and barriered correctly. Should a member of the public approach you explain that you are required to maintain a 2 metre distance. • Hyperoptic shall contact customers the day prior to any installation visit to explain our social distancing requirements and confirming that the customer is happy for us to attend and will maintain the distance. Should you feel unsafe at any stage during any customer installation and that the social distancing requirements are not being met inform the customer and leave ensuring any work area is left in a safe state. Customers will be informed that this is our practice 	1	5	5	

					<p>Groups of workers that have to work within 2 metres should</p> <ul style="list-style-type: none"> Kept together in teams Kept as small as possible Kept away from other workers where possible <p>Check the following video for further explanation.</p> <p>https://www.youtube.com/watch?v=o4PnSYAqQHU&feature=youtu.be</p>				
Customer facing	SO	4	5	20	<ul style="list-style-type: none"> Hyperoptic shall send communication to customers before any visit outlining the precautions we are taking and that the customer should take for an engineer's visit. This shall include a request that the customer inform us of any issues such as self-isolation that requires the visit to be cancelled Customers shall also be informed that our engineers will leave at any stage they feel there is a risk to the customer or engineer Confirm with the customer that they are still happy for the work to be completed. If permitted to enter ask the customer to maintain a 2-metre minimum distance from you and suggest that if they are happy for them to stay in another room to further minimise contact. If this is not possible the work cannot be completed. Describe what you are going to do and explain the measures you are taking with regard to the risk from COVID 19. Do not accept refreshments from residents Wipe any surfaces you may be contacting before and after the work and place the wipe in a waste bag. On leaving again wipe all handles etc. used. Remove gloves and bin. Wear masks when customer facing when indoors or enclosed areas 	1	5	5	
Wearing face masks/Coverings	SO	2	5	10	<p>This is distinct from wearing a dust mask that is required to be worn if there is a dust risk.</p> <p>Masks should be worn in enclosed spaces, public transport and if an employee chooses to do so in other circumstances. Sites should not use RPE (Masks) for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</p> <ul style="list-style-type: none"> Re-usable PPE should be thoroughly cleaned after use & not shared between workers Single use PPE should be disposed of so that it cannot be reused 	1	5	5	

					<ul style="list-style-type: none"> Hyperoptic will provide masks to customer facing engineers and to engineers where social distancing cannot be followed If the customer asks you to wear a mask do so. Once again remember the current advice is that masks do not prevent the virus. Dust masks must still be used where the risk of exposure to dusts arises. 				
Gloves	SO	2	5	10	<p>Gloves can be used to help protect, however remember that they act as a second skin and a virus can still be passed from the glove. Avoid touching your face when wearing gloves</p> <p>Removing Gloves</p> <ul style="list-style-type: none"> Pinch the first glove at the wrist and pull down, touching only the outside of the glove Ball up the removed glove in the palm of your gloved hand Slide an un-gloved finger inside the other glove touching only the inside with your un-gloved finger Peel the second glove off inside out trapping it in your palm Discard the 'balled up' gloves in the waste bag <p>For further guidance on changing gloves https://www.youtube.com/watch?v=xTYioOo_6U</p> <p>After removing gloves wash your hands. If you have running water and soap wash your hands for 20 seconds ensuring you get a good lather. Rinse with running water.</p>	1	5	5	
Wipes	SO	3	5	15	Wipes should be used to help wipe touching surfaces. They have not been issued to clean hands – hands should be washed using soap and running water or hand sanitisers. Wipes should be appropriate for COVID 19	1	5	5	
First Aid	SO OE	3	5	15	<p>Whilst administering first aid the first aider is likely to work within 2m of the injured person</p> <p>Surgical gloves, face mask and safety glasses/goggles to be worn</p>	1	5	5	
<p>Close working - Avoidance</p> <p>There will be situations where it is not possible or safe for workers to</p>	SO OE	3	5	15	<p>General principles</p> <ul style="list-style-type: none"> 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 Workers own general PPE i.e. hats jackets boots etc should not be shared between workers Single use PPE i.e. face masks should be disposed of so that it cannot be reused Stairs should be used in preference to lifts or hoists 	1	5	5	

distance themselves from each other by 2 metres.					Where lifts or hoists must be used: <ul style="list-style-type: none"> Lower their capacity to reduce congestion and contact at all times Regularly clean touchpoints, doors, buttons etc. Increase ventilation in enclosed spaces - open all windows and doors Regularly clean the inside of vehicle cabs and between use by different operators. 				
Site Meetings	SO, P	3	5	15	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.	1	5	5	
Key exchanging protocol	SO, P	2	5	10	Whenever possible we will use the master keys provided (applies to planners, stage 1 and spine teams) If additional keys are required, we will contact estate teams 2 days prior to ensure they are able to be picked up where necessary (unless in an emergency when earlier provisions may be required). Where works are continuing on site, 1 person from your team only should enter the estate office or arrange to meet outside but must be in PPE mask and gloves to pick up the key (as agreed with estate services and/or compliance team) Any key must be sanitised prior to handing back to WCC estate team and can be placed in an envelope or a plastic bag held within the estate office We will discuss with estate teams whether keys can be held for longer than 1 day so that any daily interaction is mitigated (where possible) Alongside contacting the estate managers these are the compliance officers who should be copied in also not help attain keys where absolutely necessary:	1	5	5	

PPE / Systems (In addition to that required by other Risk/ COSHH Assessment)										
TYPE	Overalls	Permit	Gloves	Face Mask	Harness	Hearing	High Vis	Head	Eye	Feet
Required			X	X			X			
Symbol										



When completing this Risk Assessment, you must take due consideration of local site conditions and proximity to other premises and operations. This Generic Assessment will only be valid if additional hazards and controls are considered and necessary details accurately entered.

Site Manager Responsible for making this Generic Risk Assessment site-specific:		
Name (print):	Signature:	Date:

Review this Specific Assessment and update as and when circumstances change.

Briefing Register: I confirm I have read and understood the above risk assessment and will co-operate with Site Management and abide by the control measures listed above.					
Name (print):	Signature:	Date:	Name (print):	Signature:	Date: