

Coronavirus (COVID-19) Risk Assessment

(To be implemented on all Cotswold Archaeology Projects)

This risk assessment is designed to identify and devise control measures for hazards and the risks posed to CA operatives, other operatives on site and the general public by Coronavirus (COVID-19). **It is the duty of all employees to notify the management of any deficiencies in this risk assessment, so that it can be revised accordingly.**

All risks have been given a risk rating of either high, medium or low. Once the controls have been implemented these risk rating will have been reduced down to an acceptable level.

Where additional hazards are that fall outside the controls in this risk assessment, the risk assessment can be revised and amended as necessary.

Any queries should, in the first instance, be notified to the Project Manager, H+S Coordinator or the H+S Officer who will endeavour to resolve any immediate concerns. Please refer to the CA Safety, Health and Environment Management System (2020) for guidance on general policy and CA Health and Safety Safe Systems of Work (2020).

Further to this Risk Assessment you may need to refer to additional Risk Assessments that can be found in CASHE MANAGEMENT SYSTEM FEB 2014- SECTION FIELDWORK and /or OFFICE Section 3.1

Project Name:

Project Location:

Project Number:

Date:

Prepared by:

Project Manager:

Project Leader:

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The following information and matrix should be used to judge the levels of risk. The risk control measures when implemented must reduce the residual risk down to an acceptable level. Where this cannot be achieved a Point of Work risk assessment must be carried out where further controls can be introduced i.e. permit to work, safe system of work to ensure all risks are suitably managed.

RISK MATRIX

RISK RATING **H = HIGH** **M = MEDIUM** **L = LOW**

HAZARD = Potential to cause harm

RISK = Probability of that harm occurring

The risk rating criteria is detailed below:

HIGH: A hazard that has the potential to cause a fatal or major injury

MEDIUM: A hazard resulting in a lost time injury

LOW: A hazard resulting in first aid but not lost time

When control measures are applied the resultant residual risk must be at an acceptable level.

Hazard	Hazardous event and expected consequence	Assessment of Risk			People at Risk	Controls/Action	Residual (Remaining) Risk		
		H	M	L			H	M	L
Potential Spread of viral infection (COVID19) in restricted spaces (site offices, canteens etc)	Illness, possibly severe.	X			CA staff, Other operatives, general public	Operatives that exhibit symptoms (new, continuous cough, fever, lot or change of sense of taste or smell) or have had close contact with someone is exhibiting symptoms to self-isolate. Operatives living with someone in self-isolation not to attend site. Practice social distancing i.e. limit number of staff in given space, staggered breaks, hold meetings and talks outside where possible. Regular cleaning of hands, site offices, loos etc. Suitable disposable gloves to be worn and discarded regularly.		X	
Potential Spread of viral infection (COVID19) – shared objects, door handles, utensils, tools etc.	Illness, possibly severe.	X			CA staff, Other operatives, general public	Operatives that exhibit symptoms (new, continuous cough, fever, lot or change of sense of taste or smell) or have had close contact with someone is exhibiting symptoms to self-isolate. Operatives living with someone in self-isolation not to attend site Do not share tools etc. where reasonably practicably. Controls such as cleaning or the use of PPE must be established for all shared use objects. Regularly clean all equipment thoroughly.			X
Potential Spread of viral infection (COVID19) in restricted spaces – shared vehicles	Illness, possibly severe.	X			CA staff, Other operatives, general public	Operatives that exhibit symptoms (new, continuous cough, fever, lot or change of sense of taste or smell) or have had close contact with someone is exhibiting symptoms to self-isolate. Operatives living with someone in self-isolation who is symptomatic not to attend site The sharing of vehicles will be restricted, and with the following controls in place. Staff must be seated at least 1m apart and where possible face away from each other.			X

						<p>Vehicles to be regularly cleaned inside, washing hands before and after use, with open windows where possible, using the vehicles mechanical ventilation (not recycling within cab functions), and the same people vehicle sharing on a regular basis. Staff will only be expected to share vehicles if they are comfortable doing so. Face coverings will be mandatory while sharing vehicles.</p> <p>Use of own vehicle if insured and safe to do so.</p> <p>Larger parking areas to be provided where possible.</p> <p>Provide hand cleaning facilities for arrival on site.</p>			
Potential Spread of viral infection (COVID19) in restricted spaces – site access	Illness, possibly severe.	X			CA staff, Other operatives, general public	Site access to be monitored to ensure social distancing. Do not use systems that require skin contact (i.e. fingerprint scanners). Enhanced cleaning of high traffic areas. Stagger access to site if appropriate.			X
Potential Spread of viral infection (COVID 19) in enclosed spaces (offices and site welfare) – risk of transmission	Illness, possibly severe.	X			CA staff, Other operatives, general public	Keep 2m distance at all times. Wash hands or use hand sanitizer before and after touching shared touch points or items such as tools etc. Ensure all surfaces and objects are regularly cleaned. When not seated or consuming food all staff and visitors must wear face coverings within all site welfare units and all CA offices. In addition to this staff seated within 2m of each other must ensure other mitigations are in place such as extra ventilation, screens, not directly facing each other and face coverings.			X
Potential Spread of viral infection (COVID19) in restricted spaces – Insufficient items such as cleaning materials/products or PPE available	Illness, possibly severe.	X			CA staff, Other operatives, general public	If the site cannot be adequately resourced due to shortages of supplies such as cleaning materials/products, PPE or other supplies required to limit the risk of infection, then the site must be closed until adequate resources can			X

						be deployed.			
Potential Spread of viral infection (COVID19) by sharing food.	Illness, possibly severe.	X			CA staff, Other operatives, general public	Operatives that exhibit symptoms (new, continuous cough, fever, lot or change of sense of taste or smell) or have had close contact with someone is exhibiting symptoms to self-isolate. Operatives living with someone in self-isolation not to attend site. Do not share food. All operatives to provide their own food. Utensils such as cups etc. must not be shared and should be cleaned thoroughly before and after use.			X
Potential Spread of viral infection (COVID19) by not social distancing	Illness, possibly severe.	X			CA staff, Other operatives, general public	All staff to remain a minimum of 2m apart at all times.			X
Potential for incidents occurring as a result of insufficient staffing levels due to illness or self-isolation	Incidents which could result in injury		X		CA staff, Other operatives, general public	Project Leader to perform daily risk assessment. If the staffing level is insufficient CA operatives may have to withdraw from site following discussions with the CA Manager, Principal Contractor, other subcontractors or Clients.			X
Potential Spread of viral infection (COVID19) – visitors to site	Illness, possibly severe.		X		CA staff, Other operatives, general public	Only essential visitors to be admitted to site, such as deliveries, collections and specialists. All visitors must be free of symptoms of Coronavirus and must follow site protocols.			X
Potential Spread of viral infection (COVID19) – stay away projects	Illness, possibly severe.	X			CA staff, Other operatives, general public	Away working may be permissible provided accommodation can be sourced in which hygiene and social distancing measures are in place and adhered to by all parties present. This will likely be self-catering accommodation and/or hotels but there is scope to consider all options on a case by case basis. In all cases the CA <i>Overnight Accommodation Risk Assessment</i> and <i>Overnight Accommodation – Coronavirus Checklist</i> must be completed and adhered to.			X
Potential Spread of viral infection	Illness, possibly severe.	X			CA staff, Other operatives,	If an operative becomes unwell on site, they must			X

(COVID19) – if an operative becomes unwell with suspected Coronavirus					general public	isolate themselves from the rest of the operatives. PL/PM and/or SPOC must be contacted, and steps will be taken to evacuate the operative from site. In addition to self-isolating the operative must ensure they do not touch anything, cough or sneeze into a tissue or the crook of their arm and dispose of all soiled tissues in a bin. If possible, the operative should leave site. If it is possible that other operatives have been exposed then the site may have to be closed. Operatives who present symptoms or fear they may have been exposed to Coronavirus must not attend work and must comply with the current medical advice issued by the Government/Public Health England. Full guidance can be found in <i>CA SSOW C-19 Outbreak Procedure</i>			
Potential Spread of viral infection (COVID19) – exposure during first aid	Illness, possibly severe.	X			CA staff, Other operatives, general public	All first aid kits to contain emergency face coverings for first aiders and the person they are assisting. Where possible first aid should be conducted while maintaining 2m social distance. See <i>CA First Aid Guidance Note</i> for further details.			X
Long distance travel alone to and from sites and overnight accommodation where applicable.	Injury or stress	X			CA staff, members of the public	Staff must ensure that they plan their journey and take adequate rest breaks. Routes should be planned to consider rest breaks and stops for refuelling where necessary. Staff must ensure they communicate with their Project Manager as and when appropriate.			X
Potential Spread of viral infection (COVID19) – refuelling road using vehicles.	Illness, possibly severe.		X		CA staff, Other operatives, general public	When refuelling operatives must following all guidance and instructions (spaces in queues etc.) put in place by the Provider.			X
Potential Spread of viral infection (COVID19) – interactions with the general public on site (rights of way etc.)	Illness, possibly severe.		X		CA staff, Other operatives, general public	Sites must be secure either by the PC/Client or by CA when we are the sole contractor. Where public rights of way exist, these must be suitably bounded and signed as per normal procedure.			X

						Should Operative encounter member of the public they must always maintain 2m social distance.			
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The below blank spaces have been provided for additional hazards and their control measures to be noted should they be identified.

When control measures are applied the resultant residual risk must be at an acceptable level.

