

Coronavirus (COVID-19) Risk Assessment

(To be implemented across all Cotswold Archaeology operations)

This risk assessment is designed to identify and devise control measures for hazards and the risks posed to CA operatives, other operatives and the general public at all CA controlled premises/sites 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 there are 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 (2021) for guidance on general policy and CA Health and Safety Safe Systems of Work (2021).

Further to this Risk Assessment you may need to refer to addition Risk Assessments that can be found in CASHE MANAGEMENT SYSTEM FEB 2014 2.0

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.

Working From Home: From 13 December 2021 staff who are able, and whose tasks can be performed remotely should work from home.

COVID-19 - Omicron Variant: Anyone who has, or is suspected of having been, in close contact with an individual who has tested positive from the Omicron variant of COVID-19 must refer to current guidance available from the NHS on further action required. This will only apply to those who are directly contacted by NHS Test and Trace.

Social Distancing: From 27 September 2021 CA will not require individuals to socially distance at CA controlled premises or on sites however, we ask all staff to be respectful of other people's boundaries and maintain a sensible cautious approach, particularly when working in close proximities to others such as those whom you do not usually meet.

Face Coverings: From 10 December CA will require all individuals to wear face coverings at CA controlled premises or on sites when moving around indoors areas such as offices, welfare, site cabins and in when in CA vehicles. Face coverings are not required when working outdoors, seated or consuming food or drink. Poster highlighting this requirement will be displayed.

Premises and sites not under CA Control: CA procedures and controls will be superseded by the requirements of Principal Contractors/Clients/Others in control of premises provided these requirements are not lesser than CA's.

Form assessment date: 09.12.2021
Name of assessor: L. Brannlund
Signed: L. Brannlund
Date of next assessment review: January 2022

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 – attending sites or offices whilst displaying symptoms, or having tested positive for COVID-19	Transference of disease leading to illness, possibly severe.	X			CA staff, other operatives, general public	Staff who are able, and whose tasks can be performed remotely should work from home. Operatives that exhibit symptoms (e.g., new, continuous cough, fever, loss or change of sense of taste or smell) or have had close contact with someone exhibiting symptoms to self-isolate and not attend sites or offices. Any individual who has received both doses of a COVID 19 vaccine will no longer be required to self-isolate if identified as a close contact (Anyone who has, or is suspected of having been, in close contact with an individual who has tested positive from the Omicron variant of COVID-19 must refer to current guidance from available from the NHS on further action required). CA will instead advise those who are fully vaccinated to take a PCR test. All other controls and procedures will still apply regardless of vaccination status.			X
Potential Spread of viral infection (COVID19) – shared objects, door handles, utensils, tools etc.	Illness, possibly severe.	X			CA staff, other operatives, general public	Ensure good housekeeping including regular cleaning of all shared items and touch points. All individuals to regularly wash/sanitize hands, particularly before and after using shared touch points/objects/tools, or when arriving/departing from premises/sites as well as regularly throughout the day. where reasonable avoid sharing tools. Where possible shared items, such as survey equipment for example, to be assigned to one person only. 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	<p>Any individual who has received both doses of a COVID 19 vaccine will no longer be required to self-isolate if identified as a close contact (Anyone who has, or is suspected of having been, in close contact with an individual who has tested positive from the Omicron variant of COVID-19 must refer to current guidance from available from the NHS on further action required).</p> <p>Vehicles to be regularly cleaned inside, washing/sanitizing hands before and after use. Where possible, vehicles must be well ventilated by opening windows or using the vehicles mechanical ventilation (not recycling within cab functions). and where possible the same team to be assigned the same vehicle</p> <p>Vehicle capacity to be gradually increase on a case-by-case basis taking into consideration all hazards and risks. All individuals must wear face coverings when sharing CA vehicles (unless exempt).</p>			X
Potential Spread of viral infection (COVID19) in restricted spaces –access	Illness, possibly severe.	X			CA staff, other operatives, general public	<p>Staff who are able, and whose tasks can be performed remotely should work from home. Avoid using systems that require skin contact (i.e. fingerprint scanners). Enhanced cleaning of high traffic areas. Stagger access if appropriate. All individuals must wear face coverings when moving around indoors including offices, welfare, cabins and when sharing CA vehicles (unless exempt).</p>			X
Potential Spread of viral infection (COVID 19) in enclosed spaces (offices and site	Illness, possibly severe.	X			CA staff, other operatives, general public	<p>Staff who are able, and whose tasks can be performed remotely should work from home. Ensure good ventilation of all enclosed spaces. Maintain good</p>			X

welfare) – risk of transmission						housekeeping and personal hygiene measures including regular cleaning and hand washing/sanitizing. All individuals must wear face coverings when moving around indoors including offices, welfare, cabins and when sharing CA vehicles (unless exempt).			
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, or other supplies required to limit the risk of infection, then the site work may have to be suspended until adequate resources can be deployed. All individuals must wear face coverings when moving around indoors including offices, welfare, cabins and when sharing CA vehicles (unless exempt).			X
Potential Spread of viral infection (COVID19) by sharing food.	Illness, possibly severe.	X			CA staff, other operatives, general public	Avoid sharing food. All colleagues 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 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 be briefed on, and adhere to, CA's procedures.			X
Potential Spread of viral infection (COVID19) – if an operative becomes unwell with suspected Coronavirus	Illness, possibly severe.	X			CA staff, other operatives, general public	If a member of staff becomes unwell on site, they must isolate themselves and, if safe to do so, return home. Via the established chain of communication, the			X

						Project Manager and All Preece must be contacted and, if necessary, arrangements will be made for the affected individual to be evacuated from site.			
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 if required.			X

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.