

## RISK ASSESSMENT – COVID-19 – SITE VISITS

<b>DESCRIPTION OF TASK:</b>	<b>REFERENCE:</b>	COVID-19 Risk Assessment (revision 5)
<p>This document is a generic risk assessment for use by NHBC employees undertaking site inspections during the Coronavirus epidemic.</p> <p><b>NB:</b> It should be noted that this is a generic risk assessment and as such may not cover all possible risks. Risks that have not been identified should be managed on a self-risk assessment basis, employing guidance provided by the NHS and Public Health England</p>	<b>ISSUE DATE:</b>	29 <sup>th</sup> April 2020
	<b>ISSUED BY:</b>	Simon Mantle (Health and Safety Manager)
	<b>SCHEDULED REVIEW DATE:</b>	31 <sup>st</sup> May 2020, or earlier if required.

**THOSE WHO MAY BE AFFECTED:**

NHBC employees visiting, building sites.

HAZARD	RISK	INITIAL RISK	RISK REDUCTION/CONTROL MEASURES	RESIDUAL RISK	RISK REDUCTION / CONTROL MEASURES IMPLEMENTED BY
<p>Carrying out site inspection during the COVID-19 pandemic</p>	<ul style="list-style-type: none"> <li>Contact with persons who may be infected with the COVID-19 virus</li> <li>Contact with surfaces that may be infected with the COVID-19 virus</li> </ul>	<b>H</b>	<p><b>On arriving at your destination</b></p> <ul style="list-style-type: none"> <li>Park your vehicle at least 2.00m from other vehicles,</li> <li>Phone the person you are meeting, e.g. site manager and ask them to meet you in a convenient outdoor location: and</li> <li>Ask about any specific risks or if induction is required.</li> <li>When leaving your vehicle and walking to the agreed meeting point, maintain a distance of at least 2:00m between yourself and other people.</li> <li>Avoid entering enclosed spaces, e.g. a site office, canteen etc. where it would be difficult to maintain the required 2:00m separation distance.</li> <li>When visiting a location where you are required to sign in/out, do so using your own pen, avoid using the 'communal pen' and if possible, avoid touching the surface of the signing in/out document.</li> </ul> <p><b>Carrying out an inspection or investigation</b></p> <ul style="list-style-type: none"> <li>Before commencing the inspection, ask about the COVID-19 precautions you should be following,</li> <li>on arrival and on completion of your visit, wash hands thoroughly, or sanitise using a hand sanitiser gel, avoiding hand to mouth, nose or eye contact before doing so,</li> <li>avoid physical contact with the person you are meeting, e.g. shaking hands,</li> <li>maintain a distance of at least 2:00m between yourself, the person you are meeting and anyone else you encounter during your visit, e.g. operatives/tradesmen.</li> <li>for pre-plaster and pre-handover inspections (or any inspection that requires you to enter a building) you should only enter the building in isolation</li> <li>where possible avoid skin-contact with surfaces you may come into contact with, e.g. handrails, guard rails, door handles, ladders and stepladders etc. This can be achieved by wearing the protective gloves issued as part of NHBCs PPE provision.</li> <li>the site visit report and/or cover note should be printed in your car and left at a location agreed with the site manager. The site record book can be completed when business returns to normal,</li> <li>where a debrief following an inspection is required, this should be limited to no more than 15 minutes; and</li> <li>carried out whilst maintaining the required 2.00m distance from the person(s) you are speaking to.</li> </ul>	<b>M</b>	<p>Any NHBC employee conducting a site visit.</p>

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		<p><b>General Precautions</b></p> <ul style="list-style-type: none"> <li>• Do not use public transport to travel to your destination, instead use your company car. If congestion and/or parking charges are incurred, these should be reclaimed via your expenses,</li> <li>• Do not eat or drink anything you may be offered during your visit,</li> <li>• As it is not clear how long the Coronavirus can survive on clothing, you should consider washing clothing worn on site daily. This includes items such as high-vis vests and protective gloves,</li> <li>• Other Items of PPE such as waterproof coats and hard hats should be wiped down daily using any of the substances known to kill the Coronavirus, e.g. disinfectant, bleach, etc.</li> <li>• Keep site boots in a box or bag in your car. Do not take them into your home; and</li> <li>• Follow <u>NHS, Public Health England and Government guidance</u> on the precautions that should be taken during this pandemic.</li> </ul> <p><b>NB The above precautions are not exhaustive. <u>Should you feel unsafe or are unable to follow any of the above precautions, please remove yourself from the situation immediately and call your manager, so the issues can be escalated to the builder's senior management. No NHBC employee is required to undertake an activity where they consider it is unsafe to do so, or the actions of others could place them at risk. You have the company's full support in taking such action.</u></b></p>	
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<b>INFORMATION, INSTRUCTION AND TRAINING:</b> NHBC employees visiting sites or homeowners will: <ul style="list-style-type: none"> <li>In the case of site visits, request from the builder a suitable briefing on the precautions being taken to minimise the possibility of becoming contaminated by the COVID-19 virus.</li> <li>If it is decided by the NHBC employee that the inspection shall be carried out unaccompanied, request a 'briefing' on particular hazards they should be aware of, the risks arising from these hazards and any control measures they should follow.</li> </ul>	<b>MONITORING AND SUPERVISION:</b> <ul style="list-style-type: none"> <li>NHBC managers are responsible for informing their staff on the contents of this risk assessment.</li> <li>Wherever possible either the Site Manager, or a representative of the principal contractor, will be expected to accompany NHBC employees at all times while on site and to observe the 2.00m separation rule.</li> </ul>
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PERSONAL PROTECTIVE EQUIPMENT:								
Head Protection	Hearing Protection	Eye Protection	Respiratory Protection (face-fitted)	Hi-Vis	Gloves	Foot Protection	Overalls	Other (specify)
Mandatory	N/A	Recommended	As Required	Mandatory	Recommended	Mandatory	As Required	

I hereby agree to carry out my work accordance with the provisions of this risk assessment.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: ...../...../.....

**(NHBC Staff Member)**

I confirm that the contents of this risk assessment have been brought to the attention of the employee signing this form.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: ...../...../.....

**(Line Manager)**

**NB** A signature is only required the first time that a risk assessment is issued to an employee. Subsequent versions of the risk assessment do not need to be signed for.

**The following matrix should be used to assess both Initial and Residual risk.**

Risk Category		LIKELIHOOD OF HARM OCCURRING		
		Highly Likely	Possible	Unlikely
SEVERITY OF HARM	Fatal or Major Injury	H (high)	H (high)	M (medium)
	Injury Resulting in Lost Time	H (high)	M (medium)	L (low)
	Minor Injury	M (medium)	L (low)	L (low)

**NB Residual Risk:**

- If the Residual Risk category is **L (low)**, then the assessment is complete.
- If the Residual Risk is **M (medium)** then additional control measures may need to be considered.
- If the Residual Risk remains **H (high)**, work **must not** proceed and the risks arising out of the hazards reassessed to identify further risk reduction measures.