



Secure site risk assessment

COVID-safe operational template, issued by the Construction Industry Coronavirus (CICV) Forum

SECURE SITE RISK ASSESSMENT



RISK ASSESSMENT PREPARED BY:

PERSON APPROVING RISK ASSESSMENT:

DATE OF LAST REVIEW:

NEXT REVIEW DUE:

CIRCULATION LIST	T:
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TACK	LIAZADD(C)	MAIN RISKS AND	RIS	SK RAT	ING	EVICTING DISK CONTROLS	ADDITIONAL DISK CONTROLS	RISK RATING		NG
TASK	HAZARD(S)	AFFECTED INDIVIDUALS	Р	0	RR	EXISTING RISK CONTROLS	ADDITIONAL RISK CONTROLS	Р	0	RR
Travelling to and from site:	COVID-19	Risk of infection of COVID-19				 Try to keep two metres away from each other where possible 	 Consider different start and finish times to avoid the rush hour 			
Public transport	Direct contact with a person who may be infectious Touching contaminated objects or surfaces Direct contact with persons unaware they are infected	Site staffDelivery driversSub-contract workersOffice staff				 Regularly use alcohol-based hand sanitiser Try not to touch your face Wear a face covering Do not use public transport if you have symptoms (See link on Page 5 for latest symptoms) 	 Avoid touching surfaces with your hands Regularly clean any items you may use while travelling such as keys, mobile devices, wallets and travel cards Avoid moving around carriage/bus Keep two metres apart from other people at ticket barriers 			
Travelling to and from site: Vehicles	COVID-19 Direct contact with co-workers who may be infectious Touching contaminated vehicle surfaces	Risk of infection of COVID-19 Site staff Delivery drivers Sub-contract workers Office staff				 Do not wear site clothes, overalls and or boots to and from site Remove overalls before entering vehicle Clean all handles and doors, especially in areas likely to be touched when closing Remove any rubbish from cab that could be harbour the virus At the end of the day on leaving the vehicle, wipe all door handles and sanitise your hands Regularly check with travelling groups to see if they have symptoms Encourage workers who wish to travel together to take regular lateral flow tests, even if vaccinated Don't eat drink or smoke/vape in the car together Try to sit as far apart as possible Wear an appropriate face covering to further reduce any residual risk 	 Clean inside of cab at the start and end of every day with antibacterial wipes Clean any items to be removed from the van and taken into the workplace or home with antibacterial wipes Clean any areas likely to be touched by the driver or passengers. These should include the steering wheel, gear selector, handbrake, ventilation controls, radio/infotainment, seat controls, seat belts, grab handles and mirror adjusters Where possible, the same people should travel together, i.e. don't mix working crews Passengers numbers should be kept to a minimum to allow staff to sit as far apart as possible Open windows to improve ventilation 			

SECURE SITE RISK ASSESSMENT (cont.)



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TASK	HAZARD(S)	AFFECTED INDIVIDUALS	Р	O	RR	EXISTING RISK CONTROLS	ADDITIONAL RISK CONTROLS	Р	0	RR
Working on site: General	Direct contact with a person while they are infectious Direct contact with persons who may be unaware they are infected Touching objects or surfaces contaminated by a cough or sneeze from a person with a confirmed infection, then touching your mouth or face Contact with any contaminated materials Contact with any contaminated tools and/or equipment Contact with droplets if a person with a confirmed infection coughs or sneezes Flammable alcohol-based hand sanitiser	Risk of infection of COVID-19 Site staff Delivery drivers Sub-contract workers Office staff				 Checks to be completed with each site manager to identify the specific site requirements in relation to COVID-19, i.e. a pre-site check Encourage workers to complete lateral flow testing Practice and promote frequent handwashing throughout your shift When hand washing facilities are not readily available, alcohol-based hand sanitiser is recommended. If you are regularly handling materials, it is good practice to wear gloves and regularly use hand sanitiser Avoid touching your face unless your hands are clean Where possible, stay two metres away from other workers Where possible, avoid using other contractors' tools and equipment Where tools have to be shared, regular cleaning of equipment with an antibacterial wipe should be completed Consider if you have suitable, sufficient and appropriate level of supervision if key staff are off sick or are isolating Site staff should be discouraged from congregating in numbers 	 Consider the use of disposable gloves in high-risk areas Do not wear your PPE off-site. Reusable PPE/RPE must be returned to the appropriate storage place after use Moisturising cream to be provided Regularly clean any reusable PPE When cleaning site, workers are reminded to include items such as mobile phones, tablets, and any other communication devices If close working is required, a risk assessment must be completed first During close working, always consider the following: People Task Space Ventilation Before any enclosed space working, see the link on Page 5 and study the Close working checklist produced by the CICV Forum Ensure site staff have an off-site contact in the event of emergencies Hold regular toolbox talks to remind site staff of the symptoms of COVID-19 and the current self-isolating guidelines All other safety and work-based procedures must still be followed in relation to the task you are completing 			

SECURE SITE RISK ASSESSMENT (cont.)



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TASK	HAZARD(S)	AFFECTED INDIVIDUALS	Р	0	RR	EXISTING RISK CONTROLS	ADDITIONAL RISK CONTROLS	Р	0	RR
Working on site: Breaks	COVID-19 Contact with any contaminated surfaces Contaminated food items Flammable alcohol-based hand sanitiser	Risk of infection of COVID-19 Site staff Contractors Fire				 Practice and promote frequent handwashing before eating, drinking, smoking or vaping When handwashing facilities are not readily available, alcohol-based hand sanitiser is recommended To minimise fire risk if smoking or vaping, staff should be advised to let their hands dry and the vapours disperse after using alcohol-based hand sanitiser Eat in your own vehicle where possible If using canteens, any food provided must be covered 	 Face coverings should be worn when not seated Risk assessments should be carried out on the use of alcohol-based hand sanitiser, the location of dispensers, the storage of stock and the disposal of used containers/dispensers, considering the risks of fire Where possible, encourage staff to bring their own food and drink from home 			
Waste	COVID-19 Waste suspected to be contaminated with COVID-19	Risk of infection of COVID-19 Used disposable RPE/PPE Site staff Contractors				 Waste from any persons who may be infected, and the cleaning of areas at work where cases/suspected cases may have been, must be put in a plastic rubbish bag and securely tied Ensure that appropriate PPE and RPE are issued to cleaning crews if required Rubbish must not be put in any communal waste areas until the waste has been stored for at least 72 hours If storage for 72 hours is not appropriate, arrange for collection as Category B infectious waste either by your local waste collection authority, if they currently collect your waste, or a specialist clinical waste contractor Ensure that the storage areas for this type of waste are cleaned on a regular basis with a suitable disinfectant or chlorine solution 	 Avoid creating splashes and spray when cleaning Any cloths used must be disposed of and put into waste bags as outlined above Consider toolbox talks for cleaning crews to explain any new cleaning procedures Disposable PPE and RPE used by cleaning crews must be disposed of as outlined Mops and other cleaning items should be cleaned in a bleach solution Use signage to denote a specific area for the storage of this type of waste 			

SECURE SITE RISK ASSESSMENT (cont.)



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TASK	HAZARD(S)	AFFECTED INDIVIDUALS	P	0	RR	EXISTING RISK CONTROLS	ADDITIONAL RISK CONTROLS	Р	0	RR
Site deliveries	COVID-19 Transmission of COVID-19 infection via delivery materials or driver	Risk of infection of COVID-19 Delivery materials Delivery driver Delivery vehicle Site staff Contractors				 Consider a specific delivery area if not already in place Provision for delivery driver to wash and dry hands before and after delivery Limit staff permitted in the delivery area 	 Limit contact with delivery driver Consider waiting areas for drivers with large deliveries Where possible, site staff assisting with the delivery should try to maintain to two-metre separation If close working is required a risk assessment must be completed first During close working, always consider the following: People Task Space Ventilation 			

FURTHER INFORMATION (CLICK ON LINK)

- Scottish Government COVID-19 guidance: https://www.gov.scot/coronavirus-covid-19/
- CICV Forum COVID-19 guidance: https://cicvforum.co.uk/downloads/
- NHS Inform COVID-19 symptoms: https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19

DYNAMIC RISK ASSESSMENT



If works cannot be completed due to the previous controls not being in place, or in the absence of other COVID-19 controls, detail the specific issues below and the additional controls that may be required. In the first instance, any issues recorded below must be discussed with the site manager to see if a solution can be found.

ACTIVITY	COVID-19/OTHER CONTROLS IN PLACE	MAIN RISKS AND		K RAT	ING	EXISTING RISK CONTROLS	SITE MANAGER CONTACTED	ISS RESO	UE LVED
	CONTROLS IN PLACE	AFFECTED INDIVIDUALS	P	0	RR			YES	NO

PPE REQUIRED: TICK ALL THAT APPLY



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SAFETY HELMET MUST BE WORN



HIGH-VISIBILITY VEST MUST BE WORN



SAFETY BOOTS MUST BE WORN



SAFETY GLOVES MUST BE WORN



EYE PROTECTION MUST BE WORN



EAR PROTECTION MUST BE WORN



SAFETY OVERALLS MUST BE WORN



LABORATORY COATS MUST BE WORN



WELDING MASK MUST BE WORN



VISORS MUST BE WORN



HAIR NETS MUST BE WORN



ESCAPE ROUTES TO BE KEPT CLEAR



SAFETY HARNESSES MUST BE WORN



MOBILE PHONES NOT PERMITTED



RESPIRATORS MUST BE WORN



HAVE YOU BEEN FACE FIT TESTED?



PEDESTRIANS MUST USE THIS ROUTE



INTRINSICALLY SAFE OVERALLS TO BE WORN



INTRINSICALLY SAFE FOOTWEAR TO BE WORN



OPAQUE SAFETY GLASSES TO BE WORN



DRIVERS MUST REPORT TO SITE OFFICE

NOTES

- All employees to attend site induction/sign-in prior to commencing work on site
- First aid facilities to be provided by client/principal contractor
- Welfare facilities to be provided by client/principal contractor

RISK ASSESSMENT MATRIX



Multiply your scores to arrive at the risk rating (RR).

				PROBA	BILITY		
		Remote	Unlikely	Possible	Probable	Very likely	Certain
	No injury	0	1	2	3	4	5
	Minor injury	1	1	2	3	4	5
оптсоме	First aid injury	2	2	4	6	8	10
OUTC	Reportable injury (seven day)	3	3	6	9	12	15
	Major injury	4	4	8	12	16	20
	Fatality/disability	5	5	10	15	20	25

Low	1-6	Monitor	Tolerable risk. No additional controls required. Employees made aware of safe and/or correct system of work.				
Medium	8-12	Improvement Action required to further reduce risk to acceptable level. Review of process or activity.					
High	15+	Immediate action	Unacceptable risk. Stop activity immediately. Inform next level of management & refer to Manager/Safety Coordinator. Possible withdrawal of process or activity.				

MONITORING AND REVIEW



DATE COMPLETED	ASSESSED BY	JOB TITLE	SIGNATURE	REVIEW DATE

CONFIRMATION OF RISK ASSESSMENT BRIEFING



Sefore beginning any site activities, all staff are required to sign below to confirm that a clear briefing explaining the job has been given and is understood.

NAME	SIGNATURE	DATE	COMMENTS

CICV Forum members



























































Further information







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