

CITY BUILDING Coronavirus (COVID-19) RISK ASSESSMENT

City Building Site/s location	Glasgow – Various sites		
Work activity	Construction & Refurbishment Works		
Assessment carried out by	Health & Safety Group & Site Management	Date	29/05/20
		Review Date	On-going

Hazard	People at risk	Existing Control Measures	Further action/s	Who actions	Completion	Risk Rating
Infection and spread of Covid-19 during Construction works	Site Staff, CB Site Operatives, Contractors, Visitors	<p>Covid-19 Policy, procedures and arrangements developed and applied for working within the current Government and Public Health guidelines</p> <p>Covid-19 informational and directional signage/posters inclusive of social distancing guidelines displayed on all CB sites</p> <p>CB operatives and contractor site operatives are advised to stay at home if showing symptoms of Covid-19</p> <p>Site operatives advised to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60–95% alcohol, or to wash their hands with soap and water for at least 20 seconds</p>	<p>For information: Noted below are the 6 re-start phases for Construction sites / works Further actions required in relation to the restart phases are also detailed in this risk assessment</p> <p>Phase 0 Planning for site re-start</p> <p>Phase 1 Pre-start site preparation</p> <p>Phase 2 Soft start only where physical distancing can be maintained</p> <p>Phase 3 Steady state operation only allowed where physical distancing can be maintained</p> <p>Phase 4 Steady state operation with physical distancing, barriers or controlled close working with full RPE/PPE use</p>	CB Site Management		Medium

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<p>Infection and spread of Covid-19 during Construction works (cont'd)</p>		<p>Readily accessible hand washing facilities and/or provision of hand sanitisers and wipes</p> <p>Site operatives instructed not to touch their eyes, nose or mouth, if their hands are not clean</p> <p>Existing cleaning regime in place</p> <p>CB operatives aware that if diagnosed with Covid-19 by NHS/GP they must notify their Manager in line with CB's absence policy</p> <p>Vulnerable Persons CB operatives and contractors to ensure Site Management are made aware of any existing underlying health condition</p> <p>CB operatives within this group may be at increased risk and as such, CB will support isolation measures.</p> <p>Shielding employees The HR Team are in contact and providing guidance with those colleagues who identify as having to shield</p>	<p>Phase 5 Increasing density/productivity The site numbers may increase but only to a density that enables physical distancing to be maintained at all times</p> <p>Further action/s in relation to the 6 re-start phases</p> <p>Site Management to carry out "Road testing" of new systems prior to Phase 2 and operatives returning to site</p> <p>Recommencement of site operations with initially a reduced number of operatives working on site</p> <p>Provision of enhanced Supervision during the early phases of a return to site</p> <p>Segregation/barriers and one-way pedestrian systems to be put in place where practical</p> <p>Prior to starting on CB sites all contractors are to be requested to confirm their operatives are Covid-19 symptom free</p> <p>All site operatives to be re-inducted and briefed daily to ensure that they are aware of the hazards/risks and understand the site rules and procedures that CB have put in place</p>			

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<p>Infection and spread of Covid-19 during Construction works (cont'd)</p>			<p>Site Management to share with CB Contractors/Clients and Visitors by email and/or phone the arrangements CB have in place and how they are expected to co-operate</p> <p>Where visitors have no option but to visit CB offices in person, this is done by prior arrangement and receipt of the CB Covid-19 Site/Premise Rules</p> <p>Site Management to contact HR and H&S Groups for advice on operatives with an underlying condition</p> <p>Instruction to be given on no site gatherings or close face to face contact</p> <p>Increase/enhanced site cleaning regime to be put in place inclusive of all touch areas, parts, work equipment and especially in and around common areas, site offices and meeting rooms</p> <p>Special attention to be paid to frequently touched surfaces such as door handles, office equipment, light switches, etc.</p> <p>Increase inspections to check for cleanliness/adequate stock of soap/sanitiser/wipes etc.</p>			

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Infection and spread of Covid-19 during Construction works (cont'd)			A designated isolation room to be identified for any site personnel that may show covid-19 symptoms			
Onset of Covid-19 symptoms	Site Staff, CB Site Operatives, Contractors, Visitors	Covid-19 signage/posters displayed giving information on potential symptoms ICE contact numbers for all Staff/operatives held with HR/Site Management	Site Management to allocate a suitable isolation room/area where anyone developing symptoms can await collection by their ICE contact Site Management to ask visitors upon arrival if they wish to register an ICE contact number	CB Site Management		Medium
Site access points	Site Staff, CB Site Operatives, Contractors, Visitors	All non-essential visitors prohibited from entering site Covid-19 signage and posters displayed at all access/egress points Site access points monitored to ensure social distancing measures are being adhered to Remove/disable entry systems that require skin contact, e.g. fingerprint scanners	Where practical, Site Management to introduce staggered start and finish times to reduce congestion at access/egress points Site access points to be regularly monitored to ensure social distancing measures are being adhered to	CB Site Management		Medium

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Site access points (cont'd)		<p>All site personnel to wash or clean their hands upon entering or leaving the site</p> <p>Allowance made for 2m spacing between personnel waiting to enter site</p> <p>On entering site, delivery drivers remain in their vehicle until further instruction and must clean their hands before unloading goods and materials</p>				
Preventing Covid-19 infection being passed on due to multiple persons using the same tools, plant and work equipment	Site Staff, CB Site Operatives, Contractors	<p>As a rule, there is no sharing of plant, tools or equipment. If this is not possible for some tasks then this must be strictly controlled and plant, tools/work equipment subject to an enhanced cleaning regime using an approved disinfectant after each use</p> <p>All site staff/operatives advised to maintain a 2m physical separation from other site personnel</p> <p>Site operatives advised to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60–95% alcohol, or to wash their hands with soap and water for at least 20 seconds</p>	<p>Site Management to ensure all site operatives receive instruction on the sharing of plant, tools/equipment is not permitted</p> <p>Site operatives advised that physical contact with other site operatives, such as handshakes, are not permitted</p>	CB Site Management		Medium

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<p>Preventing Covid-19 infection being passed on due to multiple persons using the same tools, plant and work equipment (cont'd)</p>		<p>Site operatives advised not to touch their eyes, nose or mouth, if their hands are not clean</p>				
<p>Inadequate personal hygiene standards posing a risk of contracting Covid-19</p>	<p>Site Staff, CB Site Operatives, Contractors, Visitors</p>	<p>Site operatives advised to clean their hands frequently, using a hand sanitizer containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds</p> <p>Site operatives advised that a disposable tissue be used when coughing/sneezing and the tissue safely disposed of</p> <p>Site operatives advised that any potentially contaminated clothing or RPE/PPE should be taken off and placed in a suitable plastic bag or designated container for the safe disposal/removal from site</p>	<p>Site Management to re-assess and ensure the provision of suitable containers/bags for safe disposal of potentially contaminated materials</p>	<p>CB Site Management</p>		<p>Medium</p>

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Inadequate personal hygiene standards posing a risk of contracting Covid-19 (cont'd)		<p>Site operatives advised not to touch their eyes, nose or mouth, if their hands are not clean.</p> <p>Waste bins provided with regular removal and disposal of waste materials</p>				
Risk of cross contamination in the Welfare Provision inclusive of food and drinks	Site Staff, CB Site Operatives, Contractors, Visitors	<p>Site staff/operatives are encouraged to prepare food and drink at home and bring it with them avoiding the need to visit takeaway outlets and potential exposure to infection</p> <p>Site operatives encouraged to stay on site once they have entered and try to avoid using local shops etc.</p> <p>Regular cleaning of welfare facilities currently carried out</p> <p>Hand-cleaning facilities or hand sanitiser are available at the entrance of rooms where site personnel eat/drink and must be used when entering and leaving the area</p>	<p>Welfare facilities to be re-assessed prior to recommencement to ensure compliance with CB procedures such as physical distancing</p> <p>Site Management to introduce staggered break times to reduce congestion in welfare areas. If necessary increase the number/size of welfare facilities</p> <p>Increased/thorough cleaning regime to be put in place inclusive of common touch areas</p> <p>Special attention to be paid to frequently touched surfaces such as door handles, chairs, light switches, etc.</p>	CB Site Management		Medium

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Risk of cross contamination in the Welfare Provision inclusive of food and drinks (cont'd)		<p>Site staff/operatives must sit at least 2m apart from each other at all times and avoid any physical contact</p> <p>Crockery, eating utensils, cups, etc. are not shared</p> <p>Site staff/operatives requested to bring refillable drinking bottles from home</p> <p>Warning signs/posters displayed at all welfare areas</p>	<p>Where a site has items provided in relation to current Welfare legislative requirements such as fridges, microwaves and kettles then the use of these items must be strictly managed with a high standard of hygiene and cleaning arrangements implemented.</p> <p>Site Management to appoint a person to be responsible for the control of the use, cleaning and maintenance of these items</p> <p>Site Management to ensure there is regular daily (am/pm) inspections of welfare areas put in place for checking the standards of cleanliness</p>			
Risk of cross contamination in Toilets, Changing facilities, showers and drying rooms	Site Staff, CB Site Operatives, Contractors	<p>Regular cleaning of toilet/ changing facilities currently carried out</p> <p>Provide suitable and sufficient waste bins in these areas with regular removal and disposal</p>	<p>Site Management to consider increasing the number or size of facilities available on site as site numbers increase</p> <p>Where practical Site Management to introduce staggered break times to reduce congestion in welfare areas</p>	CB Site Management		Medium

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Risk of cross contamination in Toilets, Changing facilities, showers and drying rooms (cont'd)		<p>There will be less use of toilets/changing/shower/drying facilities due to reduced numbers of site staff/operatives present on site</p> <p>Site operatives advised to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60–95% alcohol, or to wash their hands with soap and water for at least 20 seconds</p> <p>Readily accessible hand washing facilities and/or provision of hand sanitisers and wipes</p>	<p>Increased/thorough cleaning regime to be put in place inclusive of common touch areas and especially in and around toilets, changing rooms and shower areas.</p> <p>Special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches</p> <p>Site Management to ensure there is regular daily (am/pm) inspections of toilet/changing facilities to be put in place for checking the standards of cleanliness/adequate stock of soap/toilet paper etc.</p>			
Site Inductions	Site Staff, CB Site Operatives, Contractors, Visitors	Reduced numbers of site personnel in attendance at site inductions	Site Management to hold induction sessions outdoors when possible. If not possible e.g. due to poor weather then reduced numbers of operatives and physical distancing must be applied indoors	CB Site Management		Medium
Site offices and site meetings	Site Staff, CB Site Operatives, Contractors, Visitors	<p>Social distancing signage/posters guidelines displayed throughout offices/meeting rooms</p> <p>No desk/chair sharing permitted</p> <p>Virtual meetings carried out where possible</p>	<p>Reduced number of staff only in site offices</p> <p>Maximum number of staff signage permitted to be displayed</p> <p>Directional signs/boards erected throughout</p>	CB Site Management		Medium

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Site offices and site meetings (cont'd)		<p>Only "absolutely necessary" meetings should take place with reduced number of attendees</p> <p>Regular cleaning of facilities currently carried out</p> <p>Provide suitable and sufficient waste bins in these areas with regular removal and disposal</p>	<p>One way systems in operation where practical</p>			
Commuting to sites	Site Staff, CB Site Operatives, Contractors, Visitors	<p>Travel is only required where Site staff/operatives cannot work from home</p> <p>As a last resort public transport to be used as a minimum and social distancing practiced where possible</p>	<p>Site Management to advise site operatives that commuting to site by public transport should be avoided where possible.</p> <p>Site staff/operatives if using public transport advised wearing a face covering is mandatory</p> <p>Where possible site staff/operatives should travel to site alone using their own transport, cycle or walk if within a reasonable walking distance of site.</p>	CB Site Management		Medium

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Safety Behaviours	Site Staff, CB Site Operatives, Contractors, Visitors	Provision of CB H&S Toolbox talks H&S Site Inductions/Briefings H&S communications such as Safety Bulletins/Flashes being issued on Covid-19 related issues	Site Management to promote an open and collaborative approach on site encouraging Site staff and operatives to highlight any non-compliance in relation to Covid-19 site arrangements/procedures	CB Site Management		Medium
Health and Well-being	Site Staff, CB Site Operatives, Contractors, Visitors	CB Senior Management throughout the Covid-19 outbreak have been regularly highlighting and promoting health and wellbeing inclusive of a variety of health and wellbeing resources/support materials available from the CB Intranet CB Directorate/Management have been issuing weekly updates to the CB workforce Site Management advised to be in regular contact and monitoring the wellbeing of CB colleagues	Site Management to ensure they are communicating with site staff/operatives and monitor the health and wellbeing of the site workforce	CB Site Management		Medium