Risk Assessment Number:	N/A	**Activity:**	All
Risk Assessment Name:	Covid-19	**Location:**	All
Risk Assessment Version:	1.5	**Risk Assessment Valid From:**	11/07/2020
Risk Assessment Approved By:	S.Ward HSEQ Manager	**Risk Assessment Review Due:**	10/09/2020

Likelihood		Example	Severity	Example
1	Extremely unlikely	Physically possible, but not known to have previously occurred. [<1% chance]	None or minor injury	First aid treatment only.
2	Unlikely	Known to have only occurred once or twice previously. [<10% chance]	Moderate injury	Involves medical treatment/triage.
3	Likely	Fair chance it could occur. [10-50% chance]	Serious injury	Injury requiring hospital treatment but with no permanent effect.
4	Very Likely	Almost certain to occur [50-75% chance]	Major injury	Injury requiring hospital treatment but with permanent effect such as loss of limb or other disability.
5	Extremely likely	Almost will occur. [>75% chance]	Fatality	One or more fatalities.

Mandatory requirements to be implemented across this Risk Assessment	
1	Social distancing requirements are that people must be at least 2m away from others
2	No body contact (i.e. handshaking).
3	Signage to be displayed where appropriate to reinforce key messages.
4	Washing your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get into work, when you blow your nose, sneeze or cough, eat or handle food.
5	
6	
7	
8	

Risk Matrix			**Likelihood**				
			Extremely Unlikely	Unlikely	Likely	Very Likely	Extremely Likely
			1	**2**	**3**	**4**	**5**
Severity	None/Minor	**1**	1	2	3	4	5
	Moderate	**2**	2	4	6	8	10
	Serious	**3**	3	6	9	12	15
	Major	**4**	4	8	12	16	20
	Fatality	**5**	5	10	15	20	25

Residual Risk	
17-25	Unacceptable risk. Activity cannot start without immediate improvement.
10-16	Considerable risk. Activity can start but review regularly to ensure risk is ALARP.
5-9	Elevated risk. Activity can start but at next review ensure risk is ALARP
1-4	Acceptable risk. Ensure controls are maintained and risk is ALARP.

© 2020 Highway Care Limited. All Rights Reserved.

ID	Activity	Hazards/Risks Identified & People Involved	Risk Rating (Before controls)			Control Measures	Residual Risk (After controls)		
			L	S	RR		L	S	RR
1	Maintaining social distancing requirements	Not being able to maintain social distancing guidance leading to virus spread amongst employees	3	4	**12**	• All office-based staff have been told to work from home for the foreseeable future. All operational employees* are to remain at home but remain available for call-out. • Social distancing restrictions are in place to manage the Operational employees when on a call out job.	4	1	**4**
2	Maintaining social distancing requirements for Operational employees on a call out job.	Not being able to maintain social distancing guidance leading to virus spread amongst employees	3	4	**12**	• Employees paired up for travel purposes. • One pair of employees per vehicle, although one of the pair may travel solo in a vehicle. • One pair at a time using shared facilities such as mess room, kitchen, toilets. • If one of the pair develops symptoms, then the other person must also self-isolate. • Employee pairs to stay 2m apart. • No critical role employees to pair together. • Briefings undertaken with client in advance using video chat or where this is not possible, client to brief HWC employees separate from other companies. • HWC work dictates that we work in isolation from other companies as a matter of course. • Client representatives to maintain 2m distance from all HWC employees. • Clients to clean hands before signing HWC paperwork. Alternatively, HWC will sign on client behalf. • Avoid personal contact – handshaking etc • Drillers wear PP3 masks when drilling and work either side of the BG800 or cushion when installing. Masks must be cleaned at the end of each shift using anti-bacterial wipes. •	4	2	**8**

© 2020 Highway Care Limited. All Rights Reserved.

ID	Activity	Hazards/Risks Identified & People Involved	Risk Rating (Before controls)			Control Measures	Residual Risk (After controls)		
			L	S	RR		L	S	RR
3	Hygiene	Contaminated surfaces & generally spreading the virus	3	4	**12**	• Vehicle cabins, equipment and tools to be cleaned before start of shift using anti-bacterial products if available or soap/water if not. • No sharing of equipment (i.e. Pens/PPE etc). • Wash your hands more often -with soap and water for at least 20 seconds or use a hand sanitiser when you get into work, when you blow your nose, sneeze or cough, eat or handle food. • Avoid touching your eyes, nose, and mouth with unwashed hands. • Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. • Clean and disinfect frequently touched objects and surfaces in the workplace. • Wash your hands thoroughly in line with current guidelines before eating, drinking or smoking. • Ensure your vehicle has a sufficient supply of cleaning materials before leaving the depot. • Managers should ensure welfare facilities are available at the client's worksite or procure mobile facilities as required. • Wear disposable nitrile gloves under normal gloves. • Wear safety glasses as per normal procedure.	4	2	**8**

© 2020 Highway Care Limited. All Rights Reserved.

Safe system of work
• Employees working from Home document • Social distancing and hygiene for Ops teams document

© 2020 Highway Care Limited. All Rights Reserved.