



**Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

**Client: Purplebricks**

**Contact: Russell Hawking**

**Location: 306 Owler Lane, Sheffield, S4 8GF**

**Value: £5,369.76**

**Commencement: 01/03/2021**

**Completion: 06/03/2021**

**Work Scope: Unblock drains. Install new fence (34 panels). Install full new bathroom. Replace all house radiators.**

<b>What are the hazards?</b>	<b>Who might be harmed</b>	<b>Controls Required</b>	<b>Additional Information</b>	<b>Action</b>	<b>Action by who &amp; when?</b>	<b>results</b>
Spread of Covid-19 Coronavirus	The following people may be harmed and measures taken to protect them:	<b><u>General – Management</u></b> 1) Information on Covid Control measure must be	To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -	Communicated to all staff, visitors and customers information on Covid Control.	Donald Smith and on 28/02/2021	Done



	<p>Staff</p> <p>Visitors and Customers to your premises</p> <p>Cleaners</p> <p>Contractors</p> <p>Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<p>communicated to all staff, visitors and customers.</p> <p>2) Staff (and others) should be regularly reminded of the Covid control measures in place and the need to follow all of the relevant procedures.</p> <p>3) Managers shall check to ensure that appropriate procedures are being followed and that facilities provided are maintained.</p> <p><b>Hand Washing</b> ( For more information see - <a href="https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm">https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm</a> )</p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water should already be in place.</li> <li>• Additional facilities should be provided where necessary to allow for easy</li> </ul>	<p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters and signage to be erected in prominent locations.</p> <p>Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Regular communications including tool box talks and tem briefs to include covid reminders.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels</p> <p>Staff should also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>	<p>Reminded Staff (and others) of the Covid control measures in place and the need to follow all of the relevant procedures and placed Posters and signage in prominent locations.</p> <p>Regular checks to ensure that appropriate procedures are being followed and that facilities provided are maintained.And handing out posters, leaflets and other materials.</p> <p>Supplied and installed hand washing facilities with soap and water and tissues . We regularly reminded the staff to wash their hands for 20 seconds with water and soap and to catch coughs and sneezes in tissues. And we</p>	<p>Donald Smith / Through the entire project.</p> <p>Donald Smith / Through the entire project.</p> <p>Donald Smith / Through the entire project</p>	<p>Done</p> <p>Done</p> <p>Done</p>
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		<p>and frequent hand washing. Hand washing should be monitored by managers / covid marshals. See hand washing guidance.</p> <ul style="list-style-type: none"> <li>• Provide information to staff on hand washing <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">for example https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Provide materials to allow drying of hands with disposable paper towels.</li> <li>• Pedal bins or opened topped bins will be used to reduce touch points.</li> <li>• Handwashing facilities will be cleaned, bins will be emptied and soap, paper towels and hand sanitiser replenished regularly.</li> </ul>	<p>Regular checks should be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>70% Alcohol based hand sanitisers are flammable and need to be used and stored correctly to reduce fire risks.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p>	<p>regularly checked if the staff are complying with the necessary procedures.</p> <p>We also provided information to staff on handwashing and erecting posters by the welfare facilities.</p> <p>We installed a hand-dryer, commercial appropriate paper towel and secured rubbish bin.</p> <p>We delivered and put in place pedal bins to reduce touch points. and stored any 70% alcohol hand sanitisers correctly to reduce the risks. We also regularly cleaned the handwashing facilities and daily emptied the bins and refilled the</p>	<p>Donald Smith / Through the entire project</p> <p>Donald Smith / 28/02/2021</p>	<p>Done</p> <p>Done</p>
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		<ul style="list-style-type: none"> <li>Gel sanitisers should be provided in any area where washing facilities are not readily available</li> </ul> <p><b>Cleaning Surfaces</b> Put in place cleaning regimes to make sure surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. (consider frequency, level of cleaning and who should be doing it.)</p> <p><b>Shared Equipment</b> Where possible equipment (Tools /Pallet Trucks/ Forklift trucks) will be used only by one person. Where this is not possible, cleaning materials will be provided and must be used between each change of user.</p>	<p><a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>Check sheets indicating when the last time each item has been cleaned will be placed adjacent to that item.</p> <p>Signs to be put on equipment to remind users to clean them before and after use.</p> <p>Each job function should be assessed and only where it is not reasonably practicable for an employee to work from home should they be required to come to work, in line with the current requirements of the Health Protection (Coronavirus Restrictions) Regulations</p>	<p>soap and replaced the paper towel and hand sanitiser.</p> <p>We installed gel sanitisers in areas where washing facilities are not readily available in the project.</p> <p>We put a cleaning regime in areas of high use such as door handles, light switches, reception areas using appropriate cleaning products and methods.</p> <p>We also put in place sheets which indicates the last time cleaning was carried out and signs to remind others to clean the surfaces before and after use.</p> <p>We always ensured staff are not sharing equipment by briefing them during meetings and putting up posters. And put in a</p>	<p>Donald Smith / On the 26/02/2021</p> <p>Donald Smith / On the 28/02/2021 and Through the entire project</p>	<p>Done</p> <p>Done</p> <p>Done</p>
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		<p><b><u>Eliminating workplace exposure:</u></b></p> <p><b>Working from Home</b> Where staff can work from home they should be facilitated to do so.</p> <p><b>Meetings</b> Conference calls to be used instead of face to face meetings.</p> <p><b>Visitors</b> Only necessary visitors / contractors will be permitted to the site / premises.</p>	<p>Visitors will be required to confirm they have not been in contact with a person who has tested positive for COVID 19 in the past 10 days and they do not have any symptoms.</p> <p>Where practicable a record of Visitors / Contractors contact details will be held for 10 days to allow contact tracing if required.</p> <p>Regular reminders to be issued to staff on symptoms and the actions to take.</p>	<p>place cleaning products by the equipment which can not be shared</p> <p>We have asked office staff to work from home and ensure staff onsite are keeping their social distance. We also made it an essential requirement that all site visitors to confirm they have not been in contact with a person who has tested positive for COVID 19 in the past 10 days and they do not have any symptoms. We also recorded all visitors, contractors and suppliers contact details for upto 10 days to allow contact if tracing was required.</p>	<p>Donald Smith / Through the entire project</p> <p>Donald Smith / On the 28/02/2021 and Through the entire project</p>	<p>Done</p>
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		<p><b>Persons with positive Covid-19 tests or persons informed they are close contacts</b></p> <p>Staff to be instructed not to attend work if they have developed Covid Symptoms or have been informed that they are a close contact of a Covid Positive individual in line with PHA guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p><b><u>Persons with symptoms of Covid-19 at work</u></b></p> <p>If anyone becomes unwell with a new continuous cough, loss of taste or smell or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p>	<p>For more information on decontamination see - <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	<p>We have asked office staff to work from home and ensure staff onsite are keeping their social distance. We provide staff with equipment to work from home such as bid managers, project coordinators and any staff who can carry out their jobs via phone and on the internet. We stop any staff with covid symptoms to attend site for a minimum of 12 days and we require Covid-19 negative test done within 24hours before we allow the staff or any person to return to site. Our management maintains regular contact with the staff members during which time.</p>	<p>Donald Smith / On the 28/02/2021 and Through the entire project</p>	<p>Done</p>
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		<p>Put in place arrangements to clean if someone develops symptoms of coronavirus in work.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on your premises (or where a member of staff has visited other workplace premises or domestic premises), the management team of the workplace should contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <p><b><u>Social Distancing</u></b></p> <p>Social Distancing –Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the</p>		<p>Staff to be reminded <u>on a daily basis</u> of the importance of social distancing both in the workplace and outside of it.</p> <p>Management / Covid Marshal checks will be made regularly to ensure social distancing is adhered to within the workplace and in common areas.</p>	<p>Donald Smith / On the 28/02/2021 and Through the entire project</p>	<p>Done</p>
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		<p>Public Health Agency (see <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a> )</p> <p>Measures may include:</p> <p>limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms</p> <p>Reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met</p> <p>Where possible put in place physical barriers (eg Perspex) to reduce contact in areas of high interaction.</p> <p>Increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around</p>		<p>Regular reminders to staff to ensure they are clear on the rules when using common areas and workstations.</p> <p>limiting the number of people in rooms so that social distancing rules can be met</p> <p>Spacing out tables in meeting rooms &amp; canteens</p> <p>put in place physical barriers (eg Perspex) to reduce contact in areas of high interaction.</p> <p>We put in place physical barriers (eg Perspex) to reduce contact in areas of high interaction.</p> <p>We increased the use of online meeting facilities especially between our projects managers and workers.</p> <p>To put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met</p> <p>We put signs up to Leave non-fire doors open to reduce the amount of contact with doors</p>	<p>By Donald Smith on 28/03/2021 and Through the entire project</p>	<p>Done</p>
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		<p>Put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met</p> <p>Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation</p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce the number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Provide individual lockers for people to keep personal belongings in so that they aren't left in the open.</p> <p>(<a href="https://www.hse.gov.uk/coronaviruses/social-distancing/unable-to-social-distance.htm">https://www.hse.gov.uk/coronaviruses/social-distancing/unable-to-social-distance.htm</a> )</p>		<p>and also potentially improve workplace ventilation</p> <p>Displayed signs reminding people to socially distance, wash hands and not touch their faces</p> <p>Where it is impossible to maintain 2m Social Distancing additional controls will be implemented including</p> <ul style="list-style-type: none"> <li>● limiting the amount of time people spend on the task</li> <li>● placing workers back-to-back or side-by-side rather than face-to-face when working</li> <li>● 'cohorting' work teams so they consistently work together</li> <li>● improving ventilation</li> <li>● enhanced cleaning regimes</li> </ul>	<p>By Donald Smith on 28/03/2021 and Through the entire project</p>	<p>Done</p>
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		<p>Staff will not work within 1m of each other at any time. (For close contact services refer to specific sector guidance)</p> <p><b>NB: Face coverings and visors are not a sufficient measure <u>by themselves</u> to allow for working within 2m of other persons and must be supplemented by other mitigations.</b></p> <p><b><u>Cohorting</u></b></p> <p>Identify groups of workers who live together and group them into a work cohort</p> <p>Identify groups of workers who travel to work together and group them into a work cohort</p> <p><b><u>Ventilation</u></b></p> <p>Poor ventilation increases the risk of spreading covid-19 and measures should be taken to ensure adequate</p>	<p>Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus</p> <p>Additional information  <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a> )</p>	<ul style="list-style-type: none"> <li>increase in hand washing</li> </ul> <p>To Identify groups of workers who live together and group them into a work cohort</p>	<p>By Donald Smith on 28/03/2021 and Through the entire project</p>	<p>Done</p>
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		<p>ventilation is maintained. (for more information see <a href="https://www.hseni.gov.uk/articles/ventilation-and-covid-19">https://www.hseni.gov.uk/articles/ventilation-and-covid-19</a> )</p> <p>Where possible good ventilation should be maintained using natural 'fresh air' ventilation (opening windows and 'non-fire' doors)</p> <p>If you need additional ventilation, provide it, e.g. mechanical ventilation, desk fans, air movers etc . Portable fans and air handling units will be positioned to prevent air being blown from one individual towards others.</p> <p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air, rather than recirculating air..</p> <p><b><u>Face Coverings &amp; Personal Protective Equipment</u></b></p>	<p>Where possible heating will be adjusted to facilitate enhanced ventilation.</p>	<p>To Identify groups of workers who travel to work together and group them into a work cohort</p> <p>Allowing sufficient ventilation by opening windows and 'non-fire' doors.</p> <p>Provided an additional mechanical ventilation, desk fans and air movers at work. We also positioned portable fans and air handling units to prevent air being blown from one individual towards others.</p> <p>There is already a switch heating ventilation and air conditioning (HVAC) systems onsite to drawing in fresh air, rather than recirculating air..</p>	<p>By Donald Smith on 28/03/2021 and Through the entire project</p>	<p>Done</p>
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		<p><b><u>Face Coverings</u></b></p> <p>Faced coverings will be worn in all situations designated in current Coronavirus Regulations.</p> <p>Face coverings are not PPE as they do not protect people from work-related hazardous substances. They may protect others, not the wearer, against coronavirus – find out more[2].</p> <p><b><u>Personal Protective Equipment</u></b></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</i></p>	<p>Where not specifically required by law, if face coverings do not create additional health and safety risks they may be worn in line with public health guidance (<a href="https://www.nidirect.gov.uk/articles/coronavirus-covid-19-face-coverings">https://www.nidirect.gov.uk/articles/coronavirus-covid-19-face-coverings</a>).</p>	<p>Displayed posters instructing all persons on site (including visitors) to wear face cover. Our onsite managers and inspectors also ensure that all persons are wearing face cover. We supplied face covering boxes and displayed it clearly by entrances with appropriate posters inviting all persons to wear face cover.</p>	<p>By Donald Smith on 28/03/2021 and Through the entire project</p>	<p>Done</p>
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		<p>( For more information see- <a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm</a>)</p> <p>Where PPE is a requirement for non-covid related risks it shall be used in line with existing risk assessments which will be reviewed in light of the risks from Covid-19)</p> <p>Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean</p> <p><b>Use of Gloves</b>  <i>(Staff should be reminded that wearing of gloves is not a substitute for good hand washing as the virus can be transferred on the surface of the glove)</i></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these should be provided. Staff will be instructed on how to remove gloves carefully to reduce</p>		<p>To train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean</p> <p>Supply sufficient amount of PPE and instruct the staff on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>By Donald Smith on 28/03/2021</p>	<p>Done</p>
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		<p>contamination and how to dispose of them safely.</p> <p><b><u>Vehicles &amp; Drivers</u></b></p> <p>Where possible persons should not share vehicles or cabs, where suitable distancing cannot be maintained or alternative mitigations cannot be achieved.</p> <p>Ensure regular cleaning of vehicles.</p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work -</p> <p><b><u>Working From Home</u></b></p>	<p>(For more information see - <a href="https://www.hse.gov.uk/coronavirus/social-distancing/using-vehicles.htm">https://www.hse.gov.uk/coronavirus/social-distancing/using-vehicles.htm</a>)</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> <p>(For more information see -</p>			
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		<p>For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, eg take regular breaks, stretching exercises, set the equipment up properly.</p> <p><b>Mental Health</b> Management should promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help (For more information see - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a> )</p> <p><b>Additional Identified Risks:</b></p>	<p><a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a> )</p> <p><i>There is no increased risk for people working at home temporarily (ie expected to return to work when risk from covid is reduced) but if this arrangement becomes long term the risks should be assessed in line with legislation.</i></p> <p>(For more information on working from home see <a href="https://www.hse.gov.uk/toolbox/workers/home.htm">https://www.hse.gov.uk/toolbox/workers/home.htm</a> )</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>			
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			Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.			
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