



		Risk Rating Classification										
		Total Risk Rating (T)		Likelihood (L)					Severity Rating (S)	Likelihood Rating (L)	Total Risk Rating (T)	
				1	2	3	4	5			Severity X Likelihood	
Title: Coronavirus (COVID-19)		Severity (S)	1					1. Negligible 2. Minor 3. Medium 4. Major 5. Possible Fatality	1. Improbable 2. Remote 3. Possible 4. Likely 5. Certain	Risk Classification (R) 1 – 5 LOW 6 – 14 MEDIUM 15 – 25 HIGH		
Document No.: RA0029			2									
Issue Author: Lauren Ball			3									
Issue Date: 14/10/21			4									
Revision Author: Lauren Ball			5									
Revision Date: 07/01/2022		5 x 5 Matrix										
Rev. No.: 1												
Renewal Date: 07/01/2023												

Description	Hazard	Who Can Be Harmed	Pre-Control Risk Rating				Control Measures	Post Control Risk Rating			
			S	L	T	R		S	L	T	R

Coronavirus (COVID-19)	<p>Contracting COVID-19 resulting in sickness and fatalities</p> <p>Spread of COVID-19 virus to others</p>	Employees, Contractors, Visitors, Customers, Member of the Public and Persons within a Shared Household	5	5	25	High	<p>Any persons symptomatic of coronavirus must not attend site.</p> <p>Symptoms include, but are not limited to:</p> <ul style="list-style-type: none"> <li>- <b>A new or continuous cough</b> (<i>This means coughing a lot more than an hour or coughing a lot more than normal, 3 times in a day</i>).</li> <li>- <b>A high temperature</b> (<i>Your back and chest feel hot to touch</i>).</li> <li>- <b>Losing or a change in sense of smell or taste</b> (<i>anosmia</i>).</li> </ul> <p><u>Asymptomatic of Covid-19 (Directly):</u>            If an employee/person has gained a <b>positive LFT</b> and <b>does not have symptoms of covid-19</b> they do not require a confirmatory PCR test, in line with the <i>11/01/22 temporary suspension of confirmatory PCR tests</i>. The employee/person must self-isolate immediately for 7 days,</p>	5	3	15	High
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							<p>regardless of vaccination status and take a LFT on day 6 and day 7 of their isolation period. If the employee/person does not gain two negative LFTs at the end of their isolation period (day 6 &amp; 7), they must continue to self-isolate until they do.</p> <p>The employee/ person must report their positive LFT result via Gov.uk, where NHS Track &amp; Trace will notify identified contacts accordingly.</p> <p>Evidence of the positive LFT and x2 negative end of isolation LFTs must be provided to KWM i.e., photo.</p> <p><u>Symptomatic of Covid-19 (Directly):</u> If an employee/person has <b>1 or more symptoms of covid-19, they must take a PCR</b> test and self-isolate until in receipt of the results, regardless of vaccination status and if they have had a recent negative LFT.</p> <p>If the PCR results are <b>negative</b>, the employee/person can stop isolating and return to work, providing they are fit and well enough to resume their normal duties. Evidence of the result must be provided to KWM i.e., email/ screenshot of text notification.</p> <p>If the PCR results are <b>positive</b>, the employee/ person must continue to self-isolate for 7 days, regardless of vaccination status. Isolating from</p>				

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							<p>the date of the first symptoms or if unsure from the date the PCR test was taken.</p> <p>The employee/ person must take a LFT on day 6 and day 7 of their isolation period. If the employee/person does not gain two negative LFTs at the end of their isolation period (day 6 &amp; 7), they must continue to self-isolate until they do. Evidence of the result and x2 negative end of isolation LFTs must be provided to KWM i.e., email/ screenshot of text notification/ photo.</p> <p><u>Share a household with a person positive of covid-19:</u></p> <p><b>Fully Vaccinated</b> - If an employee/person shares a household with a person symptomatic and/or positive of covid-19, they must take a LFT regardless of their own vaccination status.</p> <p>If the result is <b>positive</b> the employee/person must self-isolate for 7 days and revert to the procedure as stated previous: <i>Asymptomatic of Covid-19 (Directly)</i>.</p> <p>If the result is <b>negative</b>, the <b>fully vaccinated</b> employee/person can stop isolating and return to work; even if the shared household member tests positive for covid-19. However, the employee/person must take a daily LFT for 7 days.</p> <p>If the employee/person was to gain a <i>positive LFT test or become symptomatic during the 7 days</i>, then they must revert to the procedure as</p>				

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							<p>stated previous: <i>Symptomatic of Covid-19 (Directly)</i>.</p> <p><b>Non or Partial Vaccinated</b> – If a <i>non or partially vaccinated</i> employee/person shares a household with a person positive for covid-19, they must take a LFT test and self-isolate for 7 days, regardless of whether they test negative and/or are asymptomatic (not ill). Isolation starts from the date of the shared household members first symptoms, or if unsure from the date the PCR/LFT test was taken.</p> <p><u>Close Contact Trace/ NHS Track &amp; Trace (non-household):</u></p> <p><b>Fully Vaccinated</b> – If a fully vaccinated employee/person is identified as a close contact trace by NHS Track &amp; Trace they must take a <i>minimum</i> of x2 LFT tests during the 7 days and if negative the employee/person does not need to self-isolate and can continue to work. If the employee/person gains a positive LFT test during this time and/or becomes symptomatic, they must revert to the procedure stated previous: <i>Symptomatic of Covid-19 (Directly)</i>.</p> <p><b>Non or Partial Vaccinated</b> – If a non or partially vaccinated employee/person is identified as a close contact trace by NHS Track &amp; Trace they must take a LFT test and if the result is negative, the employee/person can stop isolating and return to work, providing they take daily LFT for 7 days. If the result is positive the</p>				

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							<p>employee/person must revert to the procedure as stated previous: <i>Symptomatic of Covid-19 (Directly)</i>.</p> <p><i>Refer to Self-Isolation Guidance HS0022_V1.</i></p> <p><b>* End of isolation LFT</b> = x2 negative LFTs taken 24 hours apart and the first LFT should not be taken before the sixth day.</p> <p><b>*Fully vaccinated</b> = received both doses of a UK approved covid vaccine and it being 14 days or more since the second dose was administered.</p> <p><b>*Self-isolation</b> = Remaining at home, not attending work, public areas or using public transport. Only leaving home to get a test, observing strict social distancing, and returning home immediately afterwards.</p> <p>The company reserves the right to request evidence of PCR &amp; LFT test results (including a shared household member), to retain on an employee's personnel file i.e., email/ screenshot of text notification/ photo.</p> <p>The company will be mindful of particular circumstances of those employees/ persons with protected characteristics whereby their risk exposure is greater (i.e., extremely clinically vulnerable/ clinically vulnerable) – refer to the company's Equality &amp; Diversity policy for further details.</p>				

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							<p>All employees/persons are issued with the current Covid-19 Policy and Risk Assessment; copies are available upon request and are published on the company's website.</p> <p>Third party tippers/hauliers and site visitors are provided with a copy of the current site rules which includes the company's covid policy. All site rules issued are signed for and acknowledgement slips are retained as company records.</p> <p>The company displays Covid Secure signage throughout sites, which states the appointed person (Lauren Ball), to raise any related concerns as a first resort.</p> <p>The company displays bilingual signage throughout its sites (English &amp; Polish), relating to covid as well as communicating the company's covid policy to employees/persons through bilingual (English &amp; Polish) noticeboards.</p> <p>The company employees a full-time translator to assist in written translations (e.g., signs, posters, and documents) and verbal translations (e.g., toolbox talks) in Polish.</p> <p>The company recognises many individuals may find themselves in situations which are unusual and challenging; mental health and wellbeing</p>				

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							<p>support contacts are available upon request and displayed on all noticeboards throughout site.</p> <p>Employees are encouraged to avoid travelling to red-rated countries and must adhere to the latest government guidance on travel, completing mandatory quarantine and/or testing on return to the UK, where applicable. Providing evidence of this to the company on return to work is encouraged.</p> <p>The company promotes and encourages preventative behaviours (<b>Hands-Face-Space-Fresh Air</b>) and covid-etiquette such as:</p> <p><b>HANDS:</b> Wash hands thoroughly and regularly; using soap and water for a minimum of 20 seconds. Hand sanitiser can be used as a minimum; however, it is advised to wash hands with soap and water at regular intervals as well.</p> <p>Additional hand washing stations have been established on site, including hand sanitiser dispensers.</p> <p>The company uses hand sanitiser with a 70% alcohol content and provides travel hand sanitiser bottles for employees working off-site, where hand washing facilities are limited e.g., drivers and sales staff. Small hand sanitiser bottles are available upon request for individual workstations e.g., desks.</p>				

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							<p>Employees/ persons using their own hand sanitiser must ensure there is a minimum alcohol content of 60% in order for it to be effective.</p> <p>Employees/persons are advised to always wash their hands (sanitise as a minimum), <b>before</b> eating, drinking, smoking, touching their face (eyes, nose, mouth) or taking a LFT test. <b>After</b> coughing, sneezing, blowing their nose, using public transport, or taking a LFT test.</p> <p>The company provides disposable paper towels at all handwashing stations to be used to dry hands; disposing spent towels in the bins provided, not toilet basins, urinals, or sinks.</p> <p>Employees/ persons are encouraged to practice covid-etiquette by covering coughs or sneezes using a tissue or a flexed elbow; ensuring to wash or sanitise hands immediately after.</p> <p><b>FACE:</b> Although the wearing of face coverings is not mandatory, the company promotes and encourages their use in instances where social distancing is compromised and in a poorly ventilated space.</p> <p>The company provides all employees/persons whose role requires them to attend customer and/or public premises with a pack of disposable face coverings, to be used where the</p>				



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							<p>employee/person feels it is appropriate and/or the visiting site rules deem it mandatory. Employees/persons choosing to wear a face covering are advised not to become complacent with other preventative behaviours e.g., social distancing.</p> <p>When wearing a face covering it is important that the wearer covers their nose and mouth properly with the mask, washing, or sanitising hands thoroughly before donning and once removed and avoid contamination by keep touching the mask. Individuals wearing a disposable face covering must remove/replace the mask once it becomes damp, disposing of it in a bin provided. If an individual chooses to wear a reusable face covering (their own), it must be laundered daily.</p> <p>Single use face coverings and full-face visors are available upon request. Face coverings and/or full-face visors must be compatible with any existing/mandatory PPE required for the role, activity, or environment.</p> <p><b>SPACE:</b> Although social distancing is not mandatory, the company promotes and encourages employees/persons to maintain a reasonable distance from others where practicable.</p> <p>Construction Drivers generally work alone and Commercial Waste Drivers working with a</p>				

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							<p>Loader work in the same pairs as far as is possible.</p> <p>Employees/ persons are encouraged to avoid traditional handshakes, embraces or congregating where possible.</p> <p>Staggered breaks are carried out for operational staff in conjunction with the use of all site canteens, to support social distancing.</p> <p>The company permits smoking/vaping in the Lester Road site car park to allow for sufficient social distancing in the smoking shelter, providing cigarettes are extinguished properly. Apart of this exemption, the company's smoking policy still remains. Employees/ persons are encouraged not to share cigarettes and lighters where possible.</p> <p>Operational staff are encouraged to stagger entry into poorly ventilated communal areas, as far as is reasonably practicable e.g., locker rooms.</p> <p>Perspex screens are in place at key interaction areas e.g., weighbridge. Drivers are encouraged to remain behind screens and sliding windows fitted when it is essential to attend the office e.g., download tachograph.</p> <p>Operational staff and drivers are encouraged to use their 2-way radio and/or PDA provided to</p>				

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							<p>contact the office or workshop where possible, reducing face-to-face interactions.</p> <p><b>FRESH AIR:</b> The company encourages enhancing ventilation where possible e.g., opening windows and conducting team debriefs in outdoor spaces where possible.</p> <p>The company maintains a stock of cleaning products, sundries, and PPE.</p> <p>The company promotes and encourages all employees/persons to support cleaning regimes, by wiping down their own workstation throughout the course of the day and communal objects/appliances after touching e.g., kettle.</p> <p>The company provides disinfectant and diluted bleach solution sprays at key areas throughout its buildings. Additional sprays and disinfectant cleaning wipes are available upon request for individual workstations e.g., desks and cabs etc.</p> <p>Drivers/Commercial Waste Loaders are encouraged to wipe-down in cab controls and surfaces using disinfectant or diluted bleach solution at the start of their shift, during the day and at the end of shift in preparation for the workshop's daily checks and maintenance.</p>				

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							<p>A full-time site cleaner is employed by the company, to clean welfare facilities on a continuous loop, including wiping down key touching points with disinfectant e.g., door handles, handrails, keypads, clocking machine, dispensers etc.</p> <p>In the event of an emergency, for example an accident or fire, it is not possible for employees/ persons to maintain social distancing. Any employees/ persons involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p> <p>In order to safeguard drivers and customers, contact with PDAs is restricted by not handing over the PDA to the customers to sign.</p> <p>Drivers/ Commercial Waste Loaders must comply with the following:</p> <ol style="list-style-type: none"> <li>1. Stay a reasonable distance away from all customers on site whilst carrying out the delivery/exchange/collection.</li> <li>2. Type in the <b>FULL NAME</b> of the company representative into the Print Name box.</li> <li>3. Type COVID-19 into the customer signature box.</li> <li>4. <b>Take a picture</b> of the skip.</li> </ol> <p>The company has a number of competent appointed Covid Marshalls whose duties are to promote and encourage preventative</p>				

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							<p>behaviours and covid-etiquette, reaffirming the company's covid policy.</p> <p>The company has handheld infrared thermometers to be used by a trained, competent marshal where appropriate and/or for screening purposes.</p> <p>The company promotes and encourages all employees/ persons to source and take regular LFT tests at home, recommending a minimum of x2 LFT tests per week. LFT tests are available free of charge from the NHS, online or at designated local pharmacies. For further advice on source and carrying out LFT tests contact the H&amp; S Office.</p> <p>Notifications will be issued accordingly, if there are any changes to testing requirements e.g., peaks, daily testing and company provided kits etc.</p> <p>Internal periodic SHEQ audits are carried out by the company's competent and qualified SHE &amp; Transport Manager; this includes monitoring the covid policy and preventative behaviours. Control measures are regularly reviewed, and remedial action is taken where necessary, any changes are communicated to employees accordingly.</p> <p>Any employee/person who refuses to cooperate with company policy and/or the latest</p>				

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							<p>government guidelines, recklessly risking the safety of others will be subject to disciplinary action where their actions are deemed to be with deliberate or malicious intent.</p> <p>The company promotes and encourages employees/ persons to follow the latest government guidelines including local authority restrictions where applicable, when outside of work. This includes the promotion and encouragement of preventative behaviours.</p> <p>The company promotes and encourages employees to join communication groups made available in order to receive regular updates including covid. Example forums include but are not limited to, WhatsApp.</p>				

**THIS PAGE IS TO BE RETAINED BY KWM**

By signing I agree to have read and understood risk assessment “Coronavirus (COVID-19) – RA0029\_V2”; and agree to comply with its contents in my future my working practice.

Print Name:

Signature:

Provider Name:

Provider Signature:

Translator Name:

Translator Signature:

Date:

**Due to the fast-changing circumstances of the pandemic, this risk assessment will be reviewed whenever guidance from HM Government or the NHS is amended significantly, and this risk assessment will then be updated, and amendments issued via footnotes.**