


## Project – All projects





Project: All projects		Date:		Contract No: All contracts		Assessor:		Review date	
Hazards	Risk Before			Who might be harmed	Control measures	Risk After			
	L	S	R			L	S	R	
Coronavirus <ul style="list-style-type: none"> <li><b>COVID 19</b></li> </ul> Exposure to others due to: <ol style="list-style-type: none"> <li>Living with someone with a confirmed case of COVID-19</li> <li>Having come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19</li> <li>Being advised by a public health agency that contact with a diagnosed case has occurred.</li> </ol>	4	4	16	<b>Stonbury Employees</b>  <b>Vulnerable employees who fall into the at risk groups identified by GOV.UK</b>  <b>Clients</b>  <b>Visitors</b>  <b>Sub-contractors</b>  <b>Other contractors on site</b>  <b>General Public (including trespassers)</b>  <b>Anyone else who physically comes into contact with you in relation to your business.</b>  <b>Young Workers</b>	We must comply with the latest Government advice on COVID-19 (Coronavirus) at all times.  Health and safety requirements must not be compromised. Employers have a duty to reduce risk to the lowest reasonably practicable level by taking preventative measures and work with any other employers or contractors sharing the workplace so that everyone's health and safety is protected. Where it is not possible to undertake an activity safely due to lack of suitably qualified people being available or because of the requirements of social distancing please stop work and report to your Line Manager.   <p><b>Staying COVID-19 secure in 2020</b></p> <p>We confirm we have complied with the government's guidance on managing the risk of COVID-19</p> <p><b>FIVE STEPS TO SAFER WORKING TOGETHER</b></p> <ul style="list-style-type: none"> <li>We have carried out a COVID-19 risk assessment and shared the results with the people who work here</li> <li>We have cleaning, handwashing and hygiene procedures in line with guidance</li> <li>We have taken all reasonable steps to help people work from home</li> <li>We have taken all reasonable steps to maintain a 2m distance in the workplace</li> <li>Where people cannot be 2m apart, we have done everything practical to manage transmission risk</li> </ul> <p>Employer: <i>Stonbury</i> Date: 18/06/2020</p> <p>Who to contact: <i>Stonbury</i></p> <p>For the Health and Safety Executive at <a href="mailto:www.hse.gov.uk">www.hse.gov.uk</a> or 0300 000 1100</p>	2	4	8	
<p><b>Procedure if someone becomes ill</b></p> <p>Anyone who is showing signs of, or are suffering with, any of the following should not come to work:</p> <ul style="list-style-type: none"> <li>a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>a new or persistent cough – this means coughing a lot more for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough it may be worse than usual)</li> <li>a loss of change to your sense of smell or taste – this means you have notices you cannot smell or taste anything or things smell or taste different to normal</li> <li>Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)</li> <li>Is living with someone in self-isolation</li> </ul> <p>Anyone who develops a high temperature, persistent cough or loss or partial loss of taste of smell while at work should:</p> <ul style="list-style-type: none"> <li>Leave site and return home immediately but ensure that the site is informed when you get home</li> <li>Avoid touching anything and remove themselves from the other operatives working on site</li> </ul>									

20 Second Rule – Before starting a task look around your place of work and consider any potential risks. If any identified take immediate corrective action. Don't take chances with the Health and Safety of you or others.



Project: All projects		Date:		Contract No: All contracts		Assessor:		Review date	
Hazards	Risk Before			Who might be harmed	Control measures	Risk After			
	L	S	R			L	S	R	

					<ul style="list-style-type: none"> <li>• Inform the site management team or Principle Contractor and follow Stonbury Incident Reporting procedures</li> <li>• Cough or sneeze into a tissue and dispose of the tissue in a bin; if they do not have a tissue, cough or sneeze into the crook of their elbow</li> <li>• Follow the current guidance on self-isolation and not return to work until their period of isolation is complete</li> </ul> <p>If an individual reports to work showing signs of COVID-19 all site personnel to be asked to confirm they are free from symptoms and on each following day on arrival at site.</p> <p><b>Travelling to Site</b></p> <ul style="list-style-type: none"> <li>• All employees travelling to sites will be issued with 'Freedom of Movement' or 'Key Worker Status' documentation from the Client</li> <li>• All site based employees should travel to site alone unless they are travelling to work with someone who lives in the same household.</li> <li>• Where an individual is a non-driver arrangements have been made for vehicles to be provided which will allow individuals to travel as a passenger, in a rear seat where a seat belt is available and maintain the '2 metre' social distancing rule.</li> <li>• Vehicles should be cleaned regularly, insides of the cab should be wiped down at the end of the working day with disinfectant.</li> <li>• Vehicles should only be accessed by the driver and an individual travelling in that same vehicle.</li> </ul> <p>At site consider the following situations:</p> <ul style="list-style-type: none"> <li>• Parking arrangements – please refer to Site Specific Safe Operating Procedures where applicable</li> <li>• Provision of hand cleaning facilities at entrances and exits. This should be soap and water where possible or hand sanitiser</li> </ul> <p><b>Social Distancing</b></p> <p>Social distancing measures are steps that you must take to reduce social interaction between people. This will help reduce the transmission of COVID-19. Everyone should follow these measures as much as is practicable.</p> <p>You must:</p> <ul style="list-style-type: none"> <li>• Avoid contact with another individual displaying symptoms of COVID-19</li> <li>• Travel to site alone except where additional arrangements are made for non-drivers or you are travelling with someone who lives in the same house as you</li> <li>• Ensure that a 2-metre distance is maintained in any work area between all individuals present</li> <li>• Plan tasks so that you spend the shortest time possible close together</li> </ul>			
--	--	--	--	--	--	--	--	--

20 Second Rule – Before starting a task look around your place of work and consider any potential risks. If any identified take immediate corrective action. Don't take chances with the Health and Safety of you or others.



Project: All projects		Date:		Contract No: All contracts		Assessor:		Review date	
Hazards	Risk Before			Who might be harmed	Control measures	Risk After			
	L	S	R			L	S	R	

					<ul style="list-style-type: none"> <li>If you have to work within 2 metres from your colleague a separate Close Working Risk Assessment must be produced and followed</li> <li>Plan tasks so that you spend the shortest time possible close together</li> <li>Wash hands or use sanitiser directly before and after carrying out the work activity</li> </ul> <p><b><u>Personal health &amp; hygiene including hand washing</u></b></p> <p>There are general principles to follow that will help prevent the spread of COVID-19 including:</p> <ul style="list-style-type: none"> <li>Washing your hands more often with soap and water for at least 20 seconds; use hand sanitiser where soap and water is not available</li> <li>Use paper towels to dry hands; where sanitiser used allow sanitiser to dry naturally</li> <li>Avoid touching your eyes, nose and mouth with unwashed hands</li> <li>Avoid close contact with people who have symptoms</li> <li>Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands or use hand sanitiser</li> <li>Clean and disinfect frequently touched objects and surfaces</li> <li>Ensure DEB hand station is stocked</li> <li>Keep hydrated by drinking plenty of water</li> </ul> <p>When you return home take off your work wear and shower before changing into your home clothes. All work wear to be washed at 60 degrees. Clean and disinfect all door handles that you may have touched.</p> <p><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p><b><u>Personal Protective Equipment &amp; Respiratory Protective Equipment</u></b></p> <ul style="list-style-type: none"> <li>Wear the standard 5 points of PPE (hi-vis vest/ jacket, safety footwear, hard hat, eye protection and gloves)</li> <li>Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Wearing of gloves is not a substitute for good hand washing.</li> <li>Single use PPE must be disposed of so that it cannot be reused. All such waste must be double bagged and stored separately from the main rubbish system for a period of 72 hours before being put into the rubbish system.</li> <li>Where RPE is a requirement for risks associated with the work being undertaken the following measures must be followed:</li> <li>Use the face mask that you have been issued with by the Company. Do not share your mask with anyone else</li> <li>Tight-fitting respirators, such as the Sundstrom half mask, rely on having a good seal with the users face</li> </ul>			
--	--	--	--	--	---	--	--	--

20 Second Rule – Before starting a task look around your place of work and consider any potential risks. If any identified take immediate corrective action. Don't take chances with the Health and Safety of you or others.



Project: All projects		Date:			Contract No: All contracts			Assessor:			Review date		
Hazards	Risk Before			Who might be harmed	Control measures	Risk After							
	L	S	R			L	S	R					
					<ul style="list-style-type: none"> <li>Ensure you have the correct filter for the work activity (FFP3)</li> <li>Filters should be removed and both the interior and exterior surfaces of the face piece wiped carefully with disinfectant wipes. When dry the face piece should be stored in a sealed polythene bag (or sealable box) in clean, dry conditions, away from direct sunlight, sources of high temperature, petroleum and solvent vapours</li> <li>Masks should be dismantled and cleaned with warm soapy water after long term use and at regular intervals (see Toolbox Talk Sundstrom Masks - Maintenance of Respirators <i>currently being written</i>)</li> </ul> <p>All wearers of face masks issued by the Company must have a face fit test to ensure the respiratory protective equipment (RPE) can protect the wearer.</p> <p>Face masks will not be provided as a precaution against the virus as there is no proven evidence that these provide protection; in some cases they may even help spread the virus</p> <p><b>Welfare</b> Social distancing must be maintained in the welfare area at all times.</p> <ul style="list-style-type: none"> <li>Break times should be staggered to reduce congestion in the welfare area or use your own van to ensure social distancing can be maintained</li> <li>Avoid large and small gatherings with colleagues as infections spread easily in closed spaces where people gather together.</li> <li>Bring your own food and drink from home</li> <li>Do not make drinks for others</li> <li>Do not share food with others</li> <li>Ensure all waste is immediately binned, throughout the day</li> </ul> <p><b>Cleaning</b> There are general principles to follow that will help prevent the spread of COVID-19 including:</p> <ul style="list-style-type: none"> <li>Frequent cleaning of work areas and equipment between uses, using normal cleaning products</li> <li>Clearing workspaces and removing waste and belongings from the work area at the end of the shift</li> </ul> <p>Enhanced cleaning procedures must be in place particularly in communal areas and at ‘touch’ points including:</p> <ul style="list-style-type: none"> <li>Taps and washing facilities</li> <li>Toilet flush and seats (portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently)</li> <li>Door handles and push plates</li> <li>Hand rails and staircases and corridors</li> <li>Lift and hoist controls</li> <li>Machinery and equipment controls</li> </ul>								

20 Second Rule – Before starting a task look around your place of work and consider any potential risks. If any identified take immediate corrective action. Don't take chances with the Health and Safety of you or others.



Project: All projects		Date:			Contract No: All contracts		Assessor:		Review date		
Hazards	Risk Before			Who might be harmed	Control measures	Risk After					
	L	S	R			L	S	R			
					<ul style="list-style-type: none"> <li>Food preparation and eating surfaces</li> <li>Shared communication equipment (telephones, iPads etc)</li> <li>Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.</li> </ul> <p>Welfare areas must be wiped down with appropriate cleaning products throughout and at the end of the day along with frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles and light switches.</p> <p><b>When cleaning following a suspected case of COVID-19 refer to specific guidance <i>Toolbox Talk 102 Cleaning After Suspected Case of COVID-19</i></b></p>						
Coronavirus <ul style="list-style-type: none"> <li>COVID 19</li> </ul> <p><b>First Aid</b> Injury to site based persons Injury to others on site</p>	3	4	12	Stonbury Employees Sub-contractors Contractors Visitors to Site (Client/ Delivery Drivers)	<p><b>Provision of First Aid</b> Time taken for the emergency services to get to site in an emergency situation may make all the difference. Some of our sites are remote and/ or difficult to find. Emergency services are currently stretched due to the current COVID-19 situation.</p> <ul style="list-style-type: none"> <li>Ensure that there is at least one site based person trained in First Aid.</li> <li>Ensure all personnel know who the First Aider is</li> <li>Check First Aid kits weekly as a minimum</li> <li>Ensure that the nearest A&amp;E location is documented, the route known and available to the team should a decision be made that site transports the casualty to hospital. Post a copy on a notice board where available</li> <li>Use 'What3Words' to give a specific site location. Document on site documentation or on a notice board if available</li> <li>Record and report any first aid incidents</li> <li>Refer to <i>Toolbox Talk 102 – COVID-19 First Aid incl CPR</i></li> </ul>	1	4	4			
Coronavirus <ul style="list-style-type: none"> <li>COVID 19</li> </ul> <p><b>Deliveries to site</b></p>	4	4	16	Stonbury Employees Visitors (Delivery Drivers)	<p><b>Monitor site access points to enable social distancing and reduce congestion</b></p> <ul style="list-style-type: none"> <li>All deliveries to be pre-arranged and time of delivery known</li> <li>Third party delivery drivers to park in designated areas/ deliver parcels to designated area</li> <li>Drivers to remain in vehicle where possible or social distancing measures to be maintained</li> <li>Welfare facilities must be made available to drivers if requested – Driver to follow Welfare cleaning regime after use; Stonbury staff to clean before use</li> <li>All deliveries to be wiped down with disinfectant before being brought into the work area</li> </ul>	1	4	4			
Coronavirus <ul style="list-style-type: none"> <li>COVID 19</li> </ul>	4	4	16	Stonbury Employees Sub-contractors	<p><b>Site meetings</b></p> <ul style="list-style-type: none"> <li>Only absolutely necessary meeting participants should attend</li> <li>No handshakes</li> </ul>	1	4	4			

20 Second Rule – Before starting a task look around your place of work and consider any potential risks. If any identified take immediate corrective action. Don't take chances with the Health and Safety of you or others.



Project: All projects		Date:			Contract No: All contracts		Assessor:		Review date		
Hazards	Risk Before			Who might be harmed	Control measures	Risk After					
	L	S	R			L	S	R			
Operational Site Meetings				Client	<ul style="list-style-type: none"> <li>Attendees should maintain the social distancing rules and be two metres apart from each other</li> <li>Rooms should be well-ventilated/ windows open to allow fresh air circulation</li> <li>Consider holding meetings in open areas where possible or via video conferencing (Skype/ MS Teams/ Zoom)</li> </ul>						
Coronavirus <ul style="list-style-type: none"> <li>COVID 19</li> </ul> Workplace Health & Wellbeing (including Metal Health)	2	4	8	Stonbury Employees	<b>Workplace Health and Wellbeing</b> <ul style="list-style-type: none"> <li>Workplace health and wellbeing (including mental health) will be managed through regular surveys followed by the implementation of support packages provided by Stonbury’s Wellbeing and Mental Health delivery partner, Arthur Ellis.</li> <li>Provision of an Employee Assistance Programme and healthcare benefits through Stonbury Benefits package</li> </ul>	1	4	4			
Coronavirus <ul style="list-style-type: none"> <li>COVID 19</li> </ul> Expired Training	2	4	8	Stonbury Employees	Measures are being put in place to manage expiry of training where renewal will not be able to take place during ‘lockdown’. This will be monitored and reviewed as an ongoing priority by the Training Department. <ul style="list-style-type: none"> <li>EUSR National Water Hygiene – this cannot expire. Training Department monitoring expiry dates</li> <li>Confined Spaces – an online course will be completed and validity of current training extended by three months. Training Department monitoring expiry dates</li> <li>First Aid – an online course will be completed by individuals and validity of current training extended by three months. Training Department monitoring expiry dates</li> </ul>	1	4	4			
Coronavirus <ul style="list-style-type: none"> <li>COVID 19</li> </ul> Statutory Inspections	2	4	8	Stonbury Employees Sub-contractors	<ul style="list-style-type: none"> <li>Equipment that is legally subject to Written Schemes, Statutory Inspections or Thorough Examinations must be maintained, tested and inspected. Where there is a requirement for a third party to attend site to complete maintenance or inspection activities they must comply with site rules and the documented control measures regarding good hygiene practices and social distancing measures</li> <li>Portable appliance testing to be carried out at Stonbury stores.</li> </ul>	1	4	4			
Coronavirus <ul style="list-style-type: none"> <li>COVID 19</li> </ul> Conflict Resolution Aggressive persons Physical attack Verbal attack	2	3	6	Stonbury Employees	If you are threatened or attacked, verbally or physically by a member to the public try to stay as calm as you can and remember: <ul style="list-style-type: none"> <li>Always try and distance yourself from the situation</li> <li>Think about your body language – do not point your fingers or clench your fists</li> <li>Do not shout or raise your voice unnecessarily</li> <li>Do not invade the person’s personal space</li> <li>Be assertive but not aggressive if the individual is under the influence of drugs or alcohol</li> <li>Do not retaliate. Physical self-defence should only be used as a last resort – you could be legally liable for assault</li> <li>Report any threats or attacks to your Line Manager and the QSE department.</li> <li>If the situation escalates and gets out of hand call 999 – Police.</li> </ul>	1	3	3			

20 Second Rule – Before starting a task look around your place of work and consider any potential risks. If any identified take immediate corrective action. Don’t take chances with the Health and Safety of you or others.



Project: All projects		Date:		Contract No: All contracts		Assessor:		Review date			
Hazards	Risk Before			Who might be harmed	Control measures				Risk After		
	L	S	R						L	S	R



## Stonbury's Risk Assessment and Risk Evaluation Matrix

The Risk is scored against the following system:-

**Likelihood:** 5 = Certain      4 = Probable      3 = Likely to Occur      2 = May Occur      1 = Unlikely  
**Consequence:** 5 = Multi Fatality      4 = Fatality      3 = Major Injury      2 = RIDDOR 7 Day Injury      1 = Non reportable Accident

Likelihood	Risk				
1	5	4	3	2	1
2	10	8	6	4	2
3	15	12	9	6	3
4	20	16	12	8	4
5	25	20	15	10	5
	5	4	3	2	1

Risk Score	User Friendly Score
17-25	Very High
10-16	High
4-9	Medium
2-3	Low
1	Non

Risk Score = Likelihood x Consequence





Project: All projects		Date:			Contract No: All contracts			Assessor:			Review date		
Hazards	Risk Before			Who might be harmed	Control measures						Risk After		
	L	S	R								L	S	R



## Stonbury’s Environmental Risk Assessment and Risk Evaluation Matrix

The Risk is scored against the following system;

**Likelihood:** 3 = Certain                      2 = Likely to Occur                      1 = Unlikely  
**Significance** 3 = Environmental Pollution    2 = Limited Environmental Aspects    1 = No Environmental Aspects

Likelihood	Risk		
1	3	2	1
2	6	4	2
3	9	6	3
	3	2	1
	Significance		

Risk Score	User Friendly Score
7-9	High Environmental Impact
4-6	Medium Environmental Impact
2-3	Low Environmental Impact
1	No Environmental Impact

Environmental Risk = Likelihood x Consequence

*20 Second Rule – Before starting a task look around your place of work and consider any potential risks. If any identified take immediate corrective action. Don’t take chances with the Health and Safety of you or others.*