

General Information

Contract Name:		Contract No:	
Activity:	COVID – 19 (Corona Virus) Avoidance and Prevention	Location:	
Initial RA / MS prepared by:	QES	Date:	
RA / MS Reference No:			

The business continues to follow government advice and take the necessary actions with everyone's health, safety and wellbeing at the forefront of our minds. Construction sites have not been asked to close so work can continue if it is done safely. Following this risk assessment and control measures will ensure all persons working on JNB construction sites do so safely.


Review and Revision Details


RAMS shall be reviewed in operation, at least weekly and or where there is a significant change to the activity/task (as per OSS 002)				
Revision	Date of last review	Amended (Yes / No)	Reviewed / Amended By	Reason for Amendment
-	01.04.20	-		First issue
A	02.04.20	Yes	Lauren Cox	Updated BIMS document reference; Interaction between people section amended – regards own vehicle use and RPE requirement
B	03.04.20	Yes	Lauren Cox	Amendments following COVID-19 Exec Review; Mandatory elements highlighted in red, additional considerations remain black; tally board requirement removed
C	15.04.20	Yes	R Magagnin	Reviewed in line with Construction Leadership Council – Construction Sector – Site Operating Procedure Protecting Your Workforce Coronavirus (Covid-19) Version 3
D	01.05.20	Yes	R Magagnin	Allowed visitor list amended to include Ops Managers and Directors
E	05.06.20	Yes	R Magagnin	Hazard associated with ignition of alcohol based hand sanitiser added; visitor controls amended; Inclusion of availability of temperature checks on arrival; inclusion of “no entry for persons with Covid-19 symptoms” signage
F	19.06.20	Yes	Lauren Cox	Amendment to RPE section: FFP3 half mask added as primary mask to be worn where RPE is required
G	03.07.20	Yes	Lauren Cox	Amendment to ‘Potential carrier of Covid-19’ section: instruction re NHS Test and Trace contact
H	17.07.20	Yes	Lauren Cox	Clarification to use of masks in ‘Interaction between people’ section
I	24.07.20	Yes	Lauren Cox	Amendment to wording on RPE hierarchy and correction to code of FFP2 mask; amendment to hygiene measures for visitors on arrival
J	07.08.20	Yes	Lauren Cox	Update to ‘Potential carrier’ section regarding persons returning from overseas and temperature checks
K	05.10.20	Yes	Lauren Cox	‘Interaction between people’ section updated regarding requirement for wearing face coverings and movement between workplaces.
L	03.11.20	Yes	Lauren Cox	‘Interaction between people’ section updated regarding social distancing and use of barriers

M	22.01.21	Yes	Lauren Cox	'Interaction between people' section updated to reference hierarchy of control for minimising contact between people in cabins/welfare units
N	26.03.21	Yes	Lauren Cox	Restriction on leaving 48 hours between site/office visits removed. Amendments to the 'interaction between people' section relating to RPE use for duration of tasks within 2m and maintaining social distancing when having conversations.

Section 1 - Risk Assessment - Health & Safety

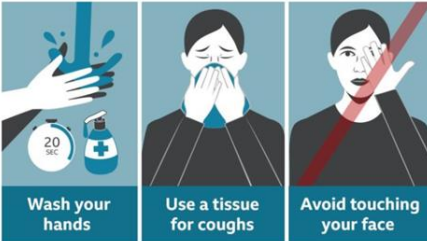

SEVERITY	Fatality	MEDIUM	HIGH	VERY HIGH	VERY HIGH
	Reportable Injury	LOW	MEDIUM	HIGH	VERY HIGH
	Lost Time Injury	LOW	MEDIUM	MEDIUM	HIGH
	Minor Injury	LOW	LOW	MEDIUM	MEDIUM
J N Bentley Risk Matrix		Remote	Possible	Likely	Very Likely
PROBABILITY					


Hazard/ Hazard issues.	Person(s) at Risk	Risk Level	Control Measures	Residual Risk
'SHOW STOPPERS' (Initial Risk Level Very High or High)				
Potential carrier of COVID – 19 	Site Management, Site Operatives, Delivery Drivers, Visitors, Members of the public	High	<ul style="list-style-type: none"> Do not come to work if you have the slightest doubt that you may be carrying the COVID-19 virus If you suspect you have COVID-19 report this to HR immediately and self-isolate The Site Supervisor should inform HR immediately if any staff member displays symptoms of COVID-19 while at work Do not attend work. If you or any family member living at home with you has symptoms of COVID-19 or suspect they may have the symptoms (dry repetitive cough/ a high temperature). Report this to HR immediately and self-isolate If anyone on site receives NHS Test & Trace contact follow OHS clause 1.2 Site Supervisors should ensure that any person on site returning from overseas has reviewed the current Government advice on quarantine requirements for non-exempt countries 	Medium

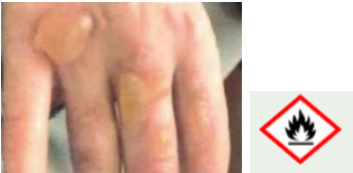
			<ul style="list-style-type: none"> • Pre-entry temperature checks will be undertaken (see guidance note - LINK). People with temperatures over 37.8 degrees will be re-tested. Individuals who have a second test failure will be: <ul style="list-style-type: none"> ○ requested not to enter the site and to return home ○ Company employees will be advised to request a test by contacting the NHS on 119 or by visiting https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name • Signage advising employees and visitors of No entry for persons with symptoms of Covid-19 infection must be displayed 	
<p>Interaction between people</p>  <p>(We must ensure close proximity works are kept to an absolute minimum at all times.)</p>	<p>Site Management, Site Operatives, Delivery Drivers, Visitors, Members of the public</p>	<p>High</p>	<ul style="list-style-type: none"> • Follow Public Health England guidelines including, where possible, maintaining a 2m distance from others • Respiratory protective equipment is not required for general site activities where operatives are more than 2 metres apart, unless specifically required by task specific risk assessment • Site Supervisor to minimise tasks that require operatives to be within 2m of each other • When completing works onsite where the 2m rule is unable to be followed (e.g. jointing pipework) all operatives in close proximity must wear close-fitting respiratory protective equipment for the duration of the activity and face to face working is to be avoided so far as is practicable. Use RPE per following hierarchy: <ul style="list-style-type: none"> ○ FFP3 Non-disposable half mask ○ Existing face fit tested disposable FFP3 mask ○ Other FFP3 or KN95 FFP2 disposable mask ○ Other FFP2 disposable mask <p>In addition tasks requiring close fitting RPE should be short duration in accordance with the requirements of HSE Guidance document HSG53 see link below</p>	<p>Medium</p>

<p>Putting the disposable respirator on and checking it fits</p> <p>Visit hse.gov.uk/respiratory-protective-equipment for more information</p>			<p>https://www.hse.gov.uk/pubns/books/hse63.htm</p> <ul style="list-style-type: none"> For non-face fit tested dust masks, wearers are to follow the fitting advice received when they were face fit tested for the FFP3 masks. Link to HSE Disposable respirator fitting guidance poster Face coverings are required in offices and site buildings/cabins where there is the potential to breach social distancing, including: <ul style="list-style-type: none"> Walking around communal areas including en route to morning briefings etc. Using toilet facilities Using kitchens / food areas / storage areas Entering or exiting premises <p>NB: Face coverings do not offer protection for longer duration interactions therefore all conversations must be held socially distanced.</p> <p>In situations where wearing a face covering is not immediately possible e.g. for practical or hygiene reasons i.e. removing wet clothing, hard hats, face shields or handwashing required etc. social distancing must be maintained and face coverings fitted as soon as is practicable.</p> <ul style="list-style-type: none"> The position of the tables in the office and canteen may need to be modified to increase distance between seats/individuals. Always ensure social distancing even during breaks (2m rule or greater than 1m with suitable barrier) The use of desk work stations and canteen eating areas must consider the hierarchy of control detailed in clause 2.15 of the OHS Avoid causing congestion in communal areas both on site and in the office, amend and modify the site accordingly Avoid pinch-points on walkways, consider using a one-way system or having recessed passing points allowing 2m distance to be maintained 	
<p>Face masks are not required for general construction site activities where the 2m rule is being followed. They should still be worn as required for task specific hazards e.g. respirable silica.</p>				

			<ul style="list-style-type: none"> • One person per welfare table, designate chairs, cups, plates, cutlery etc. • Additional welfare facilities will be provided if needed. • Calculate the maximum number of occupants for each site unit (including toilet blocks) and clearly mark this on the entrance and manage occupation in line with social distancing. • If unit has more than one entrance, consider establishing a one-way system to avoid passing • Site Supervisor to organise working hours, including starting times for subcontractors and breaks for each individual. Breaks may need to be staggered. • The 2m rule will need to be observed during Daily Briefings and may require briefings to be spilt or staggered. Where possible these should take place outside • Meetings that involve non-site-based staff should be held remotely using Skype or Teams • Visitors to be kept to a minimum. • Site visits must be booked in advance. • Visitors will be asked to wash or sanitise their hands upon arrival to site and follow the guidance and sign onto these RAMS (It's YOUR Responsibility). • When travelling in vehicles and the vehicles permits, stay 2m apart. • If the vehicle is of an insufficient size to maintain the 2m distance then additional controls will be required e.g. extra vehicles, use of own vehicles, Site Supervisor to liaise with Plant department • Where vehicles are fitted with Covid-19 screens, a maximum of 2 occupants are allowed per van, occupants must be separated by the fully fitted screen, good ventilation to be maintained, screen must be checked to ensure correct fitting, 	
--	--	--	---	--

			<p>sanitised before each use, any refitting must be done with only one person in the vehicle and they must wear disposable gloves to refit the screen and dispose of the gloves after refitting</p> <p>You can still be infectious with no symptoms, so it is vital you stick to the distancing and hygiene guidelines.</p>	
<p>Potential of surfaces/facilities contaminated with COVID-19</p>  	<p>Site Management, Site Operatives, Delivery Drivers, Visitors, Members of the public</p>	<p>High</p>	<ul style="list-style-type: none"> • Hand washing should be for 20 seconds with warm/hot soapy water or with hand sanitiser • Maintain good hygiene practices: <ul style="list-style-type: none"> ○ Wash your hands regularly ○ When you cough or sneeze cover your mouth and nose with your hands or a tissue and dispose of any tissues in the bin immediately and wash your hands. • Avoid touching your eyes, nose, and mouth. • Wash your hands with soap and hot/warm water or use sanitiser immediately upon arrival to your site and prior to leaving the site. • Regularly wash or sanitise your hands throughout the working day and especially after using the toilet and prior to eating, smoking, and vaping. • Allocate table positions, mugs, cutlery, and plates to individuals. User to ensure these are kept clean after each use • Increase the frequency of cleaning of surfaces in welfare units and site offices + equipment (e.g. kettles, microwaves, laptops, and printers, etc). Specific cleaning rota to be developed for the site • Protective gloves to be worn when cleaning and disinfecting the site facilities • Handles on doors, kettles, microwaves and tools (i.e. any regularly contacted surfaces) to be disinfected daily 	<p>Medium</p>

			<ul style="list-style-type: none"> • Keep toilet facilities clean, sanitising door handles, flush levers and locks etc after each use • Avoid passing any potentially contaminated objects (consider pens, files, competence cards, plant check-sheets, delivery tickets etc.) • Do not share any PPE and ensure all your reusable PPE is kept clean and is left in the dry room overnight. • Plant and vehicle door handles, gear stick, controls, steering wheel, indicators and any other points of contact within the vehicle should be wiped down and disinfected before use and prior to leaving site. 	
<p>Lack of availability of cleaning products, paper towels, water, etc</p> 	<p>Site Management, Site Operatives, Delivery Drivers, Visitors, Members of the public</p>	<p>High</p>	<ul style="list-style-type: none"> • Check and maintain stocks of cleaning products, water and personal hygiene related consumables on a daily basis, immediately inform Site Supervisor of any shortages • Site Supervisors to monitor daily usage and place orders accordingly 	<p>Medium</p>
<p>Deliveries from site and collections from site.</p>	<p>Site Management, Site Operatives, Delivery Drivers, Visitors,</p>	<p>High</p>	<ul style="list-style-type: none"> • When placing orders, ensure that updated delivery instructions are sent out to suppliers • Keep main gates to the site locked to prevent unauthorised entry to site • Erect clear signage at the gate with contact numbers of the site team to call to receive instructions for delivery or collection • Once understanding has been confirmed, the site team will open the gates and allow delivery ensuring safe distancing is achieved at all times • If signatures are required these should be done while maintaining social distancing and avoiding sharing pens • No delivery personnel should access welfare cabins or offices • Ensure gates are locked after any delivery 	<p>Medium</p>

<p>Vulnerable Workers – People at increased risk of severe illness</p>	<p>Site Management, Site Operatives, Delivery Drivers, Visitors, Members of the public</p>	<p>High</p>	<ul style="list-style-type: none"> Vulnerable workers should follow government recommendations and stay home. If you work for JN Bentley and fall into the government-defined “extremely vulnerable” group contact your site supervisor who will provide further information from the latest Compass update Link to Compass Covid19 Updates The Site Supervisor should inform HR immediately if any staff member raises concerns of being in the “at risk” group Site Supervisor to review Site Inductions forms and/or Personal Risk Assessments of all persons currently on site to ascertain whether this person is in the “at risk” category and inform HR accordingly JNB Human Resources to be contacted on covid-19@jnbentley.co.uk if you believe you fall into the government’s vulnerable people group (link) and decide to self-isolate 	<p>Medium</p>
<p>Dermatitis from using alcohol-based sanitisers and frequent washing of hands.</p>	<p>Site operatives, Site management, Visitors.</p>	<p>Medium</p>	<ul style="list-style-type: none"> After washing hands consider using the restorative cream to avoid dryness and cracking of the skin Dispensers to be wiped down after use 	<p>Low</p>
<p>Ignition of alcohol-based hand sanitiser</p> 	<p>Site operatives, Site management, Visitors.</p>	<p>Medium</p>	<ul style="list-style-type: none"> Use soap and water wherever practicable If using alcohol-based hand sanitiser, make sure all liquid has evaporated before touching any surfaces Do not smoke when/ immediately after using alcohol-based hand sanitiser Do not use alcohol-based hand sanitiser during or immediately before hot working 	<p>Low</p>

Section 3 - Risk Assessment - Quality

SEVERITY	Severe	MEDIUM	HIGH	VERY HIGH	VERY HIGH
	Moderate	LOW	MEDIUM	HIGH	HIGH
	Minor	LOW	LOW	MEDIUM	MEDIUM
J N Bentley Risk Matrix		Remote	Possible	Likely	Very Likely
PROBABILITY					

Quality Aspect	Quality Impact	Risk level	Control Measures	Residual risk
Note: list in descending order of risk level				
'SHOW STOPPERS' (Initial Risk Level Very High or High)				
Works to stop due to not having enough resources (individuals in quarantine)	Compliance dates missed.	High	<ul style="list-style-type: none"> Critical sites/activities to be assessed by OMs/CMs and client representatives and appropriate resources allocated. 	Medium

Section 5 Hazardous Substances		
The following substances will be used or may be encountered during this activity. Detailed COSHH assessments are held in the site safety file; the control measures required will be briefed to the personnel involved prior to work commencing.		
Hazardous Substance	COSHH Assessment Ref	Precautions / Risk Controls
Bleach	022	Refer to CoSHH assessment on file
Detergent	023	Refer to CoSHH assessment on file
Disinfectant	270	Refer to CoSHH assessment on file
Washing up liquid	450	Refer to CoSHH assessment on file

Top CoSHH Items (Control of Substances Hazardous Health)

Substance	State	Use on site	Potential harm to health that could occur	When are you at risk?	Hazard Labels	PPE Requirements*
Concrete products (inc. grout)	Ready-mixed concrete	Liquid	Pouring, Pumping, Spreading	Allergic skin reaction, serious eye irritation, ingestion may result in irritation to the internal organs.	Application of the substance	
	Dry cement, cementitious grouts etc.	Powder	Preparation of grout, concrete etc.	Serious eye damage, skin irritation, allergic skin reaction, respiratory irritation	Mixing (dust creation)	
Concrete mould oil	Emulsion	Shuttering	Skin irritation, may be fatal if swallowed and enters airways	Pouring, manually applying or spraying		
Bleach	Liquid	Disinfection/cleaning	Severe skin burns and eye damage, digestive tract burns, irritation to the respiratory system	When diluting, during application		
Line Marking Paint	Aerosol	Marking lines	Serious eye damage, drowsiness or dizziness	Spraying		
Anchor Resin	Mixture	Fixing bolts	Serious eye irritation, allergic skin reaction, very toxic to aquatic life, may be fatal if swallowed and enters airways, suspected of damaging fertility of the unborn child	Squeezing material into cartridge gun, prolonged exposure		
Fuels:	Gas oil, diesel	Liquid	Fuelling of plant and equipment	Skin irritation, may be fatal if swallowed and enters airways, harmful if inhaled, damage to organs through prolonged or repeated exposure, suspected of causing cancer	Decanting	
	Petrol			Skin irritation, may damage an unborn child, harmful if swallowed and enters airways, may cause cancer	Decanting	
Expanding Foam	Aerosol	Filling of voids	Skin and eye irritation, allergy or asthma if inhaled, suspected of causing cancer, may damage organs through prolonged or repeated exposure, may cause harm to breast-fed children	During application		
Sika 4	Liquid	Sealant	Severe skin burns and eye damage, respiratory irritation	Squeezing material into cartridge gun		
Mastic sealant	Uncured paste/ cured rubber	Sealing compound	Harmful if swallowed, skin irritation, oxidiser, may damage an unborn child	During application		

CoSHH Assessments help to prevent harm – BUT ONLY IF YOU READ THEM

All hazardous substances must have a CoSHH assessment completed using a current MSDS and the assessment must be briefed to the site operatives prior to work starting.

Please see CoSHH assessment and task specific RAMS

Hard Hat & Hi-Vis Remain Compulsory PPE at ALL Times

Symbol	Meaning
	Environmental Damage
	Flammable
	corrosive
	Toxic
	Oxidising
	Harmful/Irritant
	Explosive
	contains Gas Under Pressure
	Serious Longer Term Health Hazards

Is a Methodology required?	Yes	No
Following the detailed assessment of Hazards, risk and control measures, is a written Methodology required?		X
<p>If the answer is No the severity and consequence of an injury, environmental or quality incident must be low and control measures in the form of Site Rules, Golden Rules etc must be sufficient and adequately briefed to those involved in the task.</p> <p>If a written Methodology is not required then omit Section 9 (Approach / Methodology), only.</p>		

Method Statement

Section 6	Scope of Works
------------------	-----------------------

- N/A

Section 7 Related Documentation

This method statement is to be read in conjunction with the following documents:

- OSS 002 Preparation, Communication and Use of Risk Assessments and Method Statements (RA/MS) Rev C

Section 8 Critical Pre-start Activities

Prior to work commencing on the activity, the following items must be completed:

Section 9 Approach / Methodology

- N/A

Section 10 Emergency procedures

If in the event of an emergency a person requires first aid treatment the first aider will meet the following requirements:

First aid treatment (cuts, burns, etc):

- 1) Wash hands immediately as per government guidelines.
- 2) Put on a pair of disposable gloves and disposable face mask (see above).
- 3) Remove the items you will require from the first aid box and close the lid.
- 4) You will now be able to enter the 2-metre safe distance to treat the injured person.
- 5) After treatment dispose of all items used (including PPE) including unused first aid equipment, into refuse bags and then into the outside bin/skip. **Do not** return any items back to the first aid box.
- 6) Immediately wash your hands as per government guidelines.

Resuscitation:

- 1) Contact 999.
- 2) Wash your hands immediately as per government guidelines.
- 3) Put on a pair of disposable gloves and disposable face mask (see above)
- 4) Remove the items you require from the first aid box and close the lid.
- 5) You will now be able to enter the 2-metre safe distance to treat the injured party.
- 6) If they have stopped breathing and unless you have a defibrillator on site you will have to start compressions to the chest.
- 7) Utilise an FFP3 valved face shield if available (Procurement team is arranging for these to be delivered to each site, delivery is pending)
- 8) NB. You are not obliged to give mouth to mouth resuscitation if the above is not available. If you do choose to give rescue breaths use the mouth cover sheet contained in the first aid box.
- 9) You may have to do compressions for some time depending on the response of the emergency services, so ensure other first aiders on site have washed their hands and are ready with appropriate PPE to take over if required.
- 10) If breathing is restored put them into the recovery position and keep them warm and wait until the emergency services arrive and take over before removing all your PPE.
- 11) After treatment dispose of all items used (including PPE) including unused first aid equipment, into refuse bags and then into the outside bin/skip. **Do not** return any items back to the first aid box.
- 12) Immediately wash your hands and face as per government guidelines.
- 13) If you have used the defibrillator this will require sanitising before being replaced at the first aid point.

Section 11 Personal Protective Equipment

In accordance with Company site rules, personnel must wear hard hats, safety boots and high visibility jackets / vests and gloves at all times in work areas. On some of our Frameworks; light eye protection is also mandatory. In addition to mandatory PPE; the work covered by this method statement also requires:

Disposable Gloves	X	FFP2/3	X	Other (describe)	
-------------------	---	--------	---	------------------	--

Section 14 Management and Supervision

Implementation of the approach / methodology and various risk control measures identified in this risk assessment and method statement will be monitored by the Site Supervisor with the assistance (where applicable) of the Site Engineer / Works Manager / Foreman / Lead Hands. Details as below:

Site Supervisor Name:		Role:	
------------------------------	--	--------------	--

Section 15. Briefing

Before any work commences, the Site Supervisor will ensure that a briefing is provided for all personnel involved in carrying out this work activity.

The work activity briefing is intended to be a two-way process and all operatives are expected to challenge the proposed approach, particularly if they feel that a safer and more practical work method can be adopted.

All personnel will sign below to confirm that they understand the content of this risk assessment and method statement.

Name (Print)	Name (signature)	Company	Date

Section 16 Management of Change Record

Date	Details of change to methodology / environment	Additional Hazards and Control Measures documented in RA (Sections 1 / 2 / 3) (Y / N)	Changed Approved by (sign)
