



Drainline Southern Limited  
Station House South, Mercer  
Road, Warhnam, West Sussex,  
RH12 3SR

Telephone: 01403 261549

## Activity: COVID19 RISK ASSESSMENT

Risk assessments to be carried out in accordance with H&S procedure DLS 16, and only by persons with the appropriate training credentials. Refer to H&S Training Matrix. Consult H&S Manager where there are any doubts or queries

Contacts: Drainline Office Number - 01403 261549

Reference Number: HSS321  
Assessment Date: 07/04/2020  
Assessment Owner: SHEQ Dept  
Checked/Approved By: Health & Safety Team  
Date Last Reviewed: 01/05/2020  
Next Planned Review Date: 01/05/2021

Location: Various

Likelihood		Level of Harm (Consequence - CO)		Risk Rating					
				Consequence CO					
				5	4	3	2	1	
5	Almost Certain	5	Very High - Fatality						
4	Likely	4	High - Serious Injury / Environmental Damage						
3	Moderate	3	Moderate - Injury/Disease leading to 7 days + absence	5	25	20	15	10	5
2	Unlikely	2	Slight - Minor injury or illness under 7 days absence	4	20	16	12	8	4
1	Rare	1	First Aid injury or illness	3	15	12	9	6	3
				2	10	8	6	4	2
				1	5	4	3	2	1

Risk Rating		Required Action
HIGH	10 - 25	Requires immediate action before work starts Action required within 1 month
MEDIUM	6 - 9	Consider additional controls within 3 months
LOW	1 - 5	Review in 1 year or if circumstances change

Any residual risks with a RED rating MUST be reported to the Health & Safety Manager

Area/Process/ Operation	Hazards Identified	Potential Harm	Persons At Risk	Existing Controls	Residual Risk			Comments/Additional Controls Required	Residual Risk		
					Likelihood	CO	Rating		Likelihood	CO	Rating
Travelling to work - risk of COVID infection from others	Surfaces, handrails	Illness, Diseases	Operators	<ul style="list-style-type: none"> <li>Staff to only travel to work where work cannot be performed at home</li> <li>Personal vehicle, bike or walking to be conducted where possible to complete your commute to and from work</li> <li>Aim to minimize the frequency and amount of time using public transport</li> <li>If using public transport, face covering is recommended</li> <li>Look to travel outside rush hour periods where possible and to review starting / finishing times for staff to limit</li> </ul>	4	3	12	To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating. Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also 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. Use of Dynamic Risk Assessments daily. Follow HSS321 Protecting Our Workforce v4.	1	3	3
Getting in / out of cab / vehicle	Surfaces, handrails	Illness, Diseases	Operators	<p>Hand Washing</p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and hot water in place.               <ul style="list-style-type: none"> <li>Stringent hand washing taking place.</li> </ul> </li> <li>Paper towels/hand dryers for drying of hands               <ul style="list-style-type: none"> <li>See hand washing guidance.</li> </ul> </li> <li>Gel sanitisers in any area where washing facilities not readily available</li> </ul>	5	3	15	Tiny airborne particles can travel further than droplets and in poorly ventilated spaces this can lead to viral particles spreading between people. Good ventilation can reduce this risk. Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also 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. If people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. Aim to sanitise the vehicle at least 3 times a day – start of shift, before lunch and end of shift. Use of Dynamic Risk Assessments daily	1	3	3
Work Planning to Avoid Close Working / Site Conditions	Surfaces, handrails	Illness, Diseases	Operators	<p>Hand Washing</p> <ul style="list-style-type: none"> <li>Additional PPE issued to staff will comprise of face masks, gloves, hand gel sanitizer and sanitizing wipes.</li> <li>Due to the nature of works it is not necessary to wear face masks whilst working outside carrying out drainage works.</li> <li>Operatives are to arrive at work in separate vehicles at staggered start times if applicable.</li> <li>Operatives to undertake mandatory 'Coronavirus' e-learning module.</li> <li>Operatives are to maintain 2m social distance whilst collecting tablet and having daily briefing, all work to be sent electronically with minimum human interface.</li> </ul>	5	2	10	<ul style="list-style-type: none"> <li>Take part in NHS Test and Trace by keeping a record of all staff, customers, visitors and contractors for 21 days. From 18 September, this will be enforced by law. Some exemptions apply. Check 'maintaining records for staff, customers and visitors to support NHS Test and Trace' for details.</li> <li>Where practicable, social distance of 2m must be maintained whilst carrying out jetting operations.</li> <li>If a member of the public approaches the work area they are to be warned about social distancing requirements, PPE to have additional text on stating "KEY WORKER Please respect social distancing" to remind the public about social distancing and not to approach the workforce. Use of Dynamic Risk Assessments daily</li> </ul>	2	2	4



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Risk Rating		Required Actions
HIGH	10 - 25	Requires immediate action before work starts Action required within 1 month
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Suspected case whilst working within the office / on site	Spreading of Virus	Illness, Diseases	Operators and all staff	<ul style="list-style-type: none"> <li>Stop all non-essential visitors</li> <li>Any worker that has the ability to work from home shall continue to do so</li> <li>Introduce staggered start / finish times and lunch breaks to reduce congestion</li> <li>Operate the office at minimum capacity to avoid exposure to others</li> <li>Where possible, remove any touch points to limit contact around the office               <ul style="list-style-type: none"> <li>Require all workers to wash their hands regularly (20 seconds)</li> </ul> </li> <li>Continue social distancing (2m) whilst walking around the premises</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>Business to nominate a single point of contact (SPOC) where possible who should lead on contacting local Public Health teams. Contact your local PHE protection team. Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times</li> <li>The use of stairs is preferred than use of lifts to limit close contact with persons</li> <li>One way systems are encouraged to be implemented where possible</li> </ul>	1	3	3
All	Bad Hygiene	Illness, Diseases	Operators and all staff	Operatives are briefed for COVID19 and should be aware of the nature of the work that they are carrying out (stated in the 'brief outline of work to be carried out' in the methodology). PPF3 Masks are to be worn at all times, PPE should be worn and the operatives should also follow the 'maintaining good personal hygiene' guidance	4	3	12	Any workers who are in contact of individuals who test positive for COVID-19 self-isolate for a period of 10 days. Contacts will need to self-isolate for 10 days from the day after contact with the individual who tested positive has taken place.	1	3	3
All	Social Distancing	Illness, Diseases	Operators and all staff	Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings. Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in canteen area and smoking area.	4	3	12	You must maintain social distancing in the workplace wherever possible. Where the social distancing guidelines cannot be followed in full in relation to a particular activity, sites should consider whether that activity can be redesigned to maintain a 2m distance or 1m with risk mitigations where 2m is not viable. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Use of Dynamic Risk Assessments daily	1	3	3



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Welfare & hygiene - sanitary conveniences, rest areas and eating areas	Housekeeping	Illness, Diseases	Operators and all staff	<ul style="list-style-type: none"> <li>Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</li> <li>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.               <ul style="list-style-type: none"> <li>Increase cleaning rota / schedule in your work area</li> <li>Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush</li> </ul> </li> <li>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>Ensure sufficient supplies of soap, hand sanitiser and paper towels remain in place</li> <li>Restrict the number of people using toilet facilities where possible</li> <li>Staff should be asked to bring pre-prepared meals and refillable drinking bottles from home</li> <li>Workers to wash hands prior to handling / eating food and to stay 2m away from one another               <ul style="list-style-type: none"> <li>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced</li> <li>Tables should be cleaned between each use</li> </ul> </li> </ul>	4	3	12	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Frequent cleaning of work areas and equipment between uses, using your usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as buckets, site equipment and control panels, and making sure there are adequate disposal arrangements for cleaning products. Clearing workspaces and removing waste and belongings from the work area at the end of a shift. Sanitisation of all hand tools, controls, machinery and equipment after use. If you are cleaning after a known or suspected case of COVID-19 then you should seek further guidance. Dynamic Risk Assessment to be used daily	1	3	3
Cleaning	Use of display Screen Equipment (DSE)	Illness, Diseases	Operators and all staff	<ul style="list-style-type: none"> <li>DSE assessment in the office to be reviewed to ensure controls in place remain effective and that 2m social distancing remains in place</li> <li>Occupational health information available upon request should any new difficulty arise from previous home working</li> <li>Regular breaks away from the screen are encouraged with regular stretching</li> <li>Equipment to be checked to ensure ongoing operation and to report concerns to line management</li> <li>Any hot desking arrangements used must be suitably set up by the individual user before use. Seek H&amp;S advice as required</li> <li>Shields / barriers to be considered</li> </ul>	4	3	12	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Frequent cleaning of work areas and equipment between uses, using your usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, such as buckets, site equipment and control panels, and making sure there are adequate disposal arrangements for cleaning products. Clearing workspaces and removing waste and belongings from the work area at the end of a shift. Dynamic Risk Assessment to be used daily	1	3	3
Cleaning	Housekeeping	Illness, Diseases	Operators and all staff	Frequently cleaning and disinfecting objects and 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.	4	3	12	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Carrying out cleaning procedures and providing hand sanitiser, before restarting work. Clean more often. Increase how often you clean surfaces, especially those that are being touched a lot. Ask your staff, customers, visitors or contractors to use hand sanitiser and wash their hands frequently. Dynamic Risk Assessment to be used daily	1	3	3



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Wearing of Gloves	Spreading of Virus	Illness, Diseases	Operators and all staff	PPE at all times. 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.	4	3	12	1	3	3
Handwashing	Spreading of Virus	Illness, Diseases	Operators and all staff	Where Risk Assessment identifies good hygiene as a requirement of the job, handwashing facilities are provided or anti bac wipes are provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. PPE at all times.	4	3	12	1	3	3

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Working From Home	Spreading of Virus	Illness, Diseases	Staff	Clinically extremely vulnerable individuals are strongly advised to work from home during the period of national restrictions. If they cannot work from home, they should not attend work for this period	3	3	9	Businesses and workplaces should make every reasonable effort to ensure their employees can work safely. It is also important that people from different households or support bubbles meeting in a single group remain socially distanced.	1	3	3
RPE	Contracting of Virus	Illness, Diseases	Operators and all staff	PPE at all times. 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 Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed. Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face.	5	3	15	To minimise the risk of transmission of COVID-19 additional measures should be carried out – Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. 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. Dynamic Risk Assessment to be used daily	1	3	3
Lifting or replacing the manhole cover	Excessive weight of cover, incorrect lifting of cover, dropping the lid/cover. Proximity.	Cuts, Strains & Sprains, Fractures. Musculoskeletal injuries.	Operators	PPE to be worn, mechanical aids to be used else the operators to assess lid before lifting it. If it is broken or damaged it must not be lifted and the Divisional manager is to be informed immediately for further instructions. Operators must wear FFP3 masks where practicable, reverse standing to lift any stuck manhole covers.	4	3	12	Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). Dynamic Risk Assessment to be used daily	1	3	3



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Drivers	Social Distancing	Illness, Diseases	Everyone in working zone	PPE to be worn. Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.	5	3	15	Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. Where possible supply extra vans to split crews. Crews are to travel separately whilst operations continue. FFP3 masks to be worn where practicable. Drivers must be provided with access to suitable toilet and hand-washing facilities and made aware of the social distancing measures in place. Dynamic Risk Assessment to be used daily	1	3	3
First Aid	Stress, sickness	Illness, Diseases	Everyone	<ul style="list-style-type: none"> <li>First aid contents to be monitored to ensure adequate supplies remain</li> <li>First aid and cover arrangements to be reviewed</li> <li>First aider certificates to be checked for validity and understand amended practices in regards to attending a casualty during COVID</li> <li>Emergency plans on site and communicated so all staff understand what action to take in the event of a suspected or confirmed case of COVID 19</li> <li>Mental health first aiders to be considered</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>Communicate any occupational health service available to the workforce including any available employee assistance programme (EAP) or public support</li> <li>Line management to regularly communicate to their team(s)</li> <li>Effective reporting system established on site in order to rectify any raised issues or incidents in a timely manner. Avoid direct contact with bodily fluids and respiratory secretions.</li> <li>If you think the injured person has coronavirus, place the person in a safe place away from others</li> <li>Try to maintain a 2m gap with the injured person by supplying first aid equipment and instruction from a distance. If the injured person requires an ambulance, inform the call handler of your concerns about coronavirus.</li> <li>It is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only.</li> <li>While you are undertaking chest compressions. Place a loose fitting cloth over the injured persons mouth and nose.</li> <li>If you decide to perform rescue breaths in addition to chest compressions, use a resuscitation face shield.</li> </ul>	1	3	3

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Mental Health	Stress, sickness	Illness, Diseases	Everyone	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Providing support for workers around mental health and wellbeing. This could include advice or telephone support.	5	3	15	<ul style="list-style-type: none"> <li>Remote staff to receive periodic contact via online team meeting or line management calls</li> <li>Advise staff of technology apps that can assist with stress management and / or mental health</li> <li>Where enrolled, advise employees about occupational health advice available, including any confidential employee assistance               <ul style="list-style-type: none"> <li>Stress assessments available from H&amp;S / HR specialists</li> <li>Offer flexible working arrangements where possible</li> <li>Review any mental health first aider support</li> </ul> </li> </ul>	1	3	3

Authorisation & Checking  
by Health & Safety  
Manager or Director

Authorisation			
Authorised By	Position	Date	Signature
Tristan Miles	Managing Director	01 May 2020	

Additional Controls Implementation Record						
Action No.	Responsibility for Action	Position	Target Completion Date	Date Implemented	Signature	Comments
1	Paul Monck	SHEQ Director	30/10/2020	30/10/2020		Updates to RA
2	Paul Monck	SHEQ Director	12/01/2021	12/01/2021		Updates to RA Tier5

All Actions Checked Implemented and Effective:

Signed: Paul Monck

Position: SHEQ Director

Date: 01-05-2020