



RISK ASSESSMENT

TASK:	COVID-19 Pandemic Response Plan Risk Assessment (to be read in conjunction with full Pandemic Response Plan V006 Aug 2020)	RA No:	ATMRA2020/105				
EQUIPMENT / MATERIALS USED	All vehicles, plant & equipment (including facilities / IT resources) used in the activities of the business.						
PERSONS AT RISK:	CORPORATE STAFF, WORKSHOP OPERATRIVES, OPERATIVES, MEMBERS OF THE PUBLIC, MEMBERS OF STAFF FROM OTHER COMPANIES						
HAZARD / RISK	RISK LEVEL			CONTROL MEASURES	RESIDUAL RISK		
	S	L	RL		S	L	RL
Transmission of virus through close contact with potential infected individuals – office environment (general)	5	3	15	Pandemic Response Plan reviewed and communicated where changes occur to all staff Social Distancing encouraged / enforced within depot / office scenarios Staff to work from home where possible Rota System in place for essential depot staff / between depots to ensure numbers are down to a minimum Professional Deep Clean instigated within all depots Clear Desk Policy implemented to allow for better deep clean Clear and defined self-isolation process communicated to all staff in line with current NHS / WHO guidance All meetings to be held virtually where possible Sanitisation advice / hand gel and hand wash available in all depots with educational signage	5	2	10

ATMRA2020/105	Original Author:	Jim Dawson	Date of current update:	29-09-2020
	Reviewed By :	Rob Whamond	Next Review Date:	12-10-2020
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			Page 1 of 8	



Transmission of virus through close contact with potential infected individuals – office environment (return to work specific requirements)	5	3	15	<p>As per COVID-19 Depot 'Golden Rules' (displayed throughout depot and briefed in separate TBT):</p> <ul style="list-style-type: none"> • Hands must be sanitised on each entry and prior to exit at each depot • Adhere to displayed distancing markers whilst moving around depots • Mini-welfare stations are positioned throughout the depots to avoid pinch points around kitchen – please use nearest station and use cleaning materials to wipe down all items touched (single person use) • Single occupancy offices, 2 persons MAX allowed per office where required and maximum spacing is adhered to. Bluetooth technology screens in use for information sharing between computers between offices / TEAMS available at all times • Meeting room is set out to 4 people maximum, screens in place between all occupants and 2m+ spacings. Please adhere to these, and ensure that equipment used (tv, remote, air con etc) is sanitised after use with cleaning equipment provided. Hands to be sanitised on entry and exit • Outdoor meetings encouraged where possible • Office doors to remain open to reduce amount of touching of handles etc • Please bring in own cups and cutlery and take home to wash each night rather than using communal areas • Meals to be taken in offices or outside within socially distanced area • Toilets – male toilet block created outside, female toilet area inside to reduce pinch points • Do not share vehicles when travelling to shops at break times 	5	2	10
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Mass infection at office environment	5	3	15	<ul style="list-style-type: none"> • Report any sickness / symptoms via telephone rather than coming in to work • Robust absence monitoring / return to work process in place and communicated • Emergency depot protocol created and communicated / displayed in all depots to allow for emergency response to employee becoming sick during work etc – fogging machine emergency clean followed by deep clean and all staff returning home scenario in operation to reduce risk of mass infection events 	5	2	10
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<p>Transmission of virus through close contact with potential infected individuals – operations / site environment</p>	5	3	15	<p>Social Distancing encouraged / enforced within depot / office scenarios – strict policy to not enter depot environment unless prior agreed to pick up equipment / paperwork and this will be time limited and 2m rule enforced Clear and defined self-isolation process communicated to all staff in line with current NHS / WHO guidance Fixed crew makeup to avoid a potential outbreak spreading across workforce Personal hygiene information and hand sanitisers / handwash and flasks of hot water / bowls / soap available for all site staff in vehicles and within compounds Inductions to be held either virtually or in outdoor setting observing distance rules of 2m. Where welfare vehicles are insitu, sanitisation facilities must be used and 2m rule to be enforced within Each individual site to be dynamically risk assessed by leading hand / site manager to ensure 2m rule can be safely enforced and identify any further issues Where possible activities are to be mechanised Daily briefings to be held with minimum possible number of staff within outdoor setting and observing distance rules of 2m All meetings where possible to be held virtually Do not congregate in vehicles for breaks / meals – meals and breaks are to be taken in separate vehicles Any food is to be contained in secure container and not opened within vehicles Advisory not to purchase food from fuel stations and to instead bring own food and maintain safe food hygiene Segregation of site / depot staff within depot environment. Agreed transfer of information done virtually of in fixed neutral location within depot Agreed process for illness on site / travel home / self-isolation / quarantine of potential contaminated vehicle / equipment agreed and communicated to all staff Regular updates of policy / process communicated to site teams via SMT</p>	5	2	10
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Risk of transmission through use of company / private vehicles	5	3	15	<p>Maximum number of 1 person per vehicle with immediate effect, window slightly ajar at all times (unless using pre-authorised and risk assessed segregated multi-occupancy vehicle with correct external COVID signage)</p> <p>Vehicles are to be taken direct to home address after work rather than back to the depot environment to limit interaction with other staff</p> <p>Adhere to ATM vehicle sanitisation process before and after vehicle journeys</p> <p>Personal Vehicle sanitisation packs in each vehicle to clean inside / outside handles and multi-use areas</p> <p>Do not congregate in vehicles for breaks / meals – meals and breaks are to be taken in separate vehicles</p> <p>Any food is to be contained in secure container and not opened within vehicles</p> <p>Advisory not to purchase food from fuel stations and to instead bring own food and maintain safe food hygiene</p> <p>Use of gloves and face masks when re-fuelling and sanitisation after re-fuelling is adhered to</p> <p>ATM Quarantine Process is to be enacted with all vehicles where a potential COVID-19 is identified</p>	5	2	10
Transmission of virus through potentially contaminated PPE	5	2	10	<p>Education and advice around enhanced wash requirements for multi-use PPE after shifts</p> <p>Used / Single use PPE to be disposed of in a safe and contained manner</p>	5	1	5
Potential of transmission of virus through operatives / subcontract staff attending site whilst unwell	5	3	15	<p>Clear reporting requirements communicated to all staff and sub-contract staff to not attend depot / site environment if they display any of the symptoms identified in the guidance</p> <p>Potentially unwell members of staff to follow reporting line management chain as early as possible to ensure cover / alternative arrangements can be made – all communication on this matter must be carried out over the telephone rather than face to face. Potentially unwell staff displaying COVID-19 symptoms not to attend site / depots in any circumstances</p> <p>Strict adherence to quarantine periods including family members etc</p>	5	2	10

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Potential infection of operatives when staying away for work purposes / travelling back home to family environment at weekend	5	3	15	<p>All overnight accommodation stays are where absolutely necessary with immediate effect</p> <p>Operatives will travel from site direct to home now in single use vehicles rather than returning to a depot first (or in approved multi-occupancy COVID vehicles) Where essential accommodation is required, the following scenarios will apply:</p> <p>1) single occupancy Airbnb or similar rooms will be used. Operatives to travel in single use vehicles and ensure that 2m rule is applied at all times within accommodation setting. Operatives encouraged to safely source food and not to eat in canteen or similar environments</p> <p>2) where required, prior agreement has been made that long-term operatives staying away from home for work purposes will be sourced a multi-occupancy house or similar with cooking facilities and single occupancy rooms. These crews with prior agreement will not return home at weekends etc and will stay away for the foreseeable future and be reviewed periodically. Strict adherence to the isolation rules will apply should anybody show symptoms of COVID-19</p>	5	2	10
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First Aid scenarios	5	3	15	<p>First Aiders must keep themselves safe, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.</p> <p>Where possible, advise self-administered First Aid for the casualty. Where this is not possible and a life-threatening situation has occurred, the following applies:</p> <ul style="list-style-type: none"> • Ensure emergency services are called • Wear PPE (clean gloves) when dealing with open wounds • OR cover cuts and grazes on your hands with waterproof dressing • Dispose of all waste safely • Do not touch a wound with your bare hand • Do not touch any part of a dressing that will come in contact with a wound. • Make patient safe and move back to 2m distance ASAP afterwards <p>Current Resuscitation Council UK guidelines as are follows:</p> <ul style="list-style-type: none"> • Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. • Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast. • Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection. • After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser. 	5	2	10
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Possible transmission of virus in training settings	5	3	15	All training carried out internally or externally must adhere to ATM COVID-19 requirements. Arrangements will be scrutinised by HSQE Manager prior to agreement, and all visitors for training at ATM depots will receive a site briefing and COVID-19 rules	5	1	5
Mental Wellbeing of all staff	3	3	9	ATM have 3 qualified mental health first aiders who can be contacted at any point for any concerns. Information has been shared for external resources such as Construction Industry Helpline	3	2	6
Home working - Feeling isolated, disconnected, or abandoned impacting on stress levels and mental health of the workers	3	3	9	Line Managers to maintain regular contact with remote workers to check on their mental health and how they are coping – either by teams / email or phone contact	3	1	3
Home working - Working with display screen equipment from home on a temporary basis leading to muscular skeletal disorders	3	3	9	There is no increased risk from display screen equipment (DSE) for those working at home temporarily. Home workstation assessments are not required. Workers can be encouraged to try other ways of creating a comfortable working environment (e.g. supporting cushions, regular breaks, ensuring monitors where used are at a suitable height)	3	1	3
Home working - Risks associated with lone working	3	3	9	Maintain good communication with line management during working from home, ensure that line manager is aware of any trips to the depot that worker is making and that they have returned home safely	3	1	3
Home working - Illness during working from home	3	2	6	As per standard procedure – advise line manager of any new symptoms linked to COVID-19 and follow NHS guidance. Where illness is not related to COVID-19, line manager must be informed as per standard process to ensure HR records are maintained	3	1	3
Fatigue / working hours / breaks not being adhered to	3	2	6	Ensure that all staff working from home understand the need to continue to work to standard hours and break practices	3	1	3
Changes to working practice	2	2	4	Line Managers and Top Management to ensure that all new information is communicated when available. Disaster Plans to be reviewed weekly by Top Management and any changes to be communicated across all available formats where possible	3	1	3

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