

Hazard	Persons in danger	Risk rating			Control measures	Final risk rating
		Severity	Likelihood	Rating		
<p>Illness caused by exposure to Covid 19.</p> <p>Applicable both to:</p> <ul style="list-style-type: none"> Your illness caused by exposure to others who have the virus Illness caused by passing the virus to others 	<p>All staff working on or visiting SPL premises, subcontractors, delivery drivers, cleaners, service staff.</p> <p>All SPL staff working on third party premises.</p> <p>Family and friends.</p>	H	H	H	<p>It is vital that you protect your own health, Social Distancing is the #1 control.</p> <p>All but a few named staff work from home.</p> <p>Do not report for work if you or any one you live with have any virus symptoms.</p> <p>Self-Isolate for 7 days if you have symptoms or 14 days if someone you live with has symptoms. Carry out an on-line assessment on www.111.nhs.uk or www.nhsinform.scot and advise your manager.</p> <p>This COVID19 Risk Assessment to be fully briefed to all persons on site and recorded.</p> <p>Avoid car/van sharing (1 person per car) unless travelling with members from the same household or where the vehicle is permitted to carry passengers (refer to RAIL-PRO-0008A), use own vehicle if necessary.</p> <p>Face masks shall be worn at all times when working on SPL Controlled sites or when SPL staff are working on sites controlled by other parties.</p> <p>Security guards sign staff in (staff name, employer and registration, no staff signature). Only pre-authorised named staff will be admitted to site.</p> <p>Wash hands with soap and water regularly, for at least 20 seconds. Use sanitiser and wear latex/nitrile (allergy risk) gloves under task gloves. Don't share PPE.</p> <p>Avoid touching your face whenever possible.</p> <p>Bring your own food and drink (and cup, cutlery etc) to work. Wash hands before and after eating. Don't share food. Stagger breaks when possible.</p> <p>Avoid gathering in cabins, maintain 2m distance from others as far as possible (this includes at the smoking shelter). Consider marking out distances with tape.</p> <p>Facilities for making tea and coffee and for heating food continue to be provided, but eating of food in mess rooms is not encouraged. Consider eating alone in your car or outside.</p>	L

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		H	H	H	Consider the use of a Social Distancing Marshall to discourage staff from gathering together. Avoid passing cards, pens, tablets and paperwork from one person to another. Maintain clean toilets and mess rooms, clean contact surfaces, door handles, switches, control panels, desk surfaces etc regularly (twice a day). Wipe down plant control panels, seats, door handles, plant and equipment etc with sanitiser before and after use. Note that sanitiser or dilute bleach may cause skin irritation, wear gloves and protect eyes. Remove unnecessary equipment (to make cleaning easier) and remove rubbish regularly. Deliver briefings in small groups, ideally outside (weather permitting)	L
Mental health and morale	All staff	M	L	M	Regular phone calls and virtual meetings, briefings and updates to be provided. All personnel encouraged to ask any questions and answers to be provided promptly. Regular Newsletter published sharing of good news to be encouraged. Staff to be involved in planning and decision making. If a colleague appears to be struggling, please report this. Staff may be worried about the health of others. Remind staff of charities such as Samaritans or Mind that can offer support and assistance. Support to be given by those trained to manage and assist with mental health related issues. Additional resource to be brought in to cope where necessary Reporting of observations to be encouraged, along with prompt action. Staff working fewer shifts will be under financial pressure, provide information where possible. Provide permission letters to key staff to avoid potential Police action.	L

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Resources, material, plant & equipment availability	All site personnel	M	M	M	Resources Conference Call to confirm availability of vehicles, plant and equipment with reference to working practices allowing for Social Distancing. Shared learning to be encouraged throughout region, business and industry. Materials, plant & equipment to be brought to site early to reduce likelihood of aborting works. Additional parking to be provided if existing space is inadequate due to fewer shared vehicles Additional office space to be utilised (use meeting rooms as additional office space) Additional kitchen facilities may be provided, stagger breaks to maintain social distancing. Central register of those ill and/or in isolation to be maintained by Head of HR Monitor competency matrix to ensure capability is maintained. Named staff may change at short notice due to health, isolation or childcare limitations. Negotiate hotel arrangements for key workers (include food provision) where necessary.	L	
Lack of focus as controls become more familiar	All persons	M	M	M	Regular conference calls to manage developing situation. Social Distancing Marshall to be appointed to monitor and enforce COVID19 controls where large groups of staff are planned to work.	L	
Prepared by:	Fiona McMahon	Reviewed by:			Andrew Adams	Valid until:	Weekly review