

## Russell Group COVID 19 Risk Assessment

Rev. No.	Changes	Issued By:	Issue Date:
1	Initial Issue	H&SE Dept.	16/04/2020
2	Update as per CLC Rev.4 document and Government "Working Safely During COVID-19" Guidance	HS&E Department	21/05/2020
3	<i>Updated as per CLC Rev 5 document, plus returning furloughed employees, overseas travel, site temperature screening and local lockdowns</i>	<i>HS&amp;E Department</i>	<i>31/07/2020</i>

## Introduction

This risk assessment has been created to identify Russell WBHO, Russell Homes & Russell LDP controls in place to protect the health and wellbeing of our employees, supply chain, stakeholders and all other interested parties.

The risk assessment include links to the current guidance provided by:

- The UK NHS (National Health Service)
- The WHO (World Health Organisation)
- CIPD (The Chartered Institute of Personnel and Development)
- The UK FCO (Foreign and Commonwealth Office)
- GOV.UK
- The Resuscitation Council (UK)
- Construction Leadership Council (CLC)

**Part 1: Risk assessment for coronavirus (COVID-19)**

Risk assess each hazard and implement the necessary controls as appropriate. Provide awareness briefings to all affected workers and contractors, use the briefing record to capture their names. **Note:** *The assessment has been started – add to the assessment as appropriate.*

Risk No.	Hazard	Who might be affected and how?	1 - Details of recommended NHS / UK Government / FCO / WHO / etc. / General health and safety risk management controls (zoonosis) 2 - What Russells are currently doing	Evaluate current control measures. Do we need to implement additional controls?			1 - New control measures recommended	By who	By when
				YES	NO	N/A			
1	Coronavirus (COVID-19) (CV19)  <b>Someone entering the workplace with CV19</b>	<b>Employees</b>  The workplace remains open as per Government instruction, and someone enters the workplace with CV19 and passes the virus on to employees, who in turn pass CV19 onto family members and those they come into contact with.	<p>1 – The Government has updated its guidelines on how businesses can operate safely during the COVID-19 Crisis <a href="https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance">https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance</a></p> <p>2 – We are following Government advice applicable to our workplace. GOV.UK: <b>“Working Safely During COVID-19” Guidance issued for Construction Industry</b> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> <p>3 – Employees will only be allowed to work if they are well and neither <i>they</i> nor any of their household are self-isolating.</p> <p>4 - Head office will be gradually opened with the numbers of staff attending to be considered in line with current social distancing measures.</p> <p>5 – Viable sites remain open. Extra measures and monitoring will be put in place. We have issued a COVID-19 Site Operating Procedure in accordance with the CLC guidance document for construction sites <a href="http://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/07/Site-Operating-Procedures-Version-5.pdf">http://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/07/Site-Operating-Procedures-Version-5.pdf</a></p> <p>6 – <i>All site personnel will have their temperature checked on arrival as this is a good health indicator</i></p> <p>7 – Our Russell Homes Sales Office reopen. Separate Home Sales Operating Procedure has been issued with controls in accordance with Government guidance.</p> <p>8 – Ongoing measure to be considered to minimise the number of people entering site offices.</p> <p>9 – Information and communications to all employees have been sent and information posters have been placed in all work areas.</p>	Y			<p>Continued monitoring of Government and NHS advice and review of these controls.</p> <p>Continued proactive monitoring of these measures by Russells Senior Management and the HS&amp;E Department</p> <p>Wherever possible workers should travel to work alone and avoid public transport</p> <p>Russells request that subcontractors and supply chain implement these measures wherever possible</p> <p>Russells COVID-19 Site Operating Procedures to be continuously updated in line with Government and CLC Guidance. <i>Additional guidance has been communicated to Temperature screening personnel</i></p> <p>Russell Homes Sales COVID-19 Operating Procedures to be continuously updated in line with Government Guidance</p>	<p>Russells Employees, Senior Management and HS&amp;E Department</p> <p>Sub-contractors</p>	Until further notice

2	<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Someone entering the workplace with CV19</b></p>	<p><b>Employees</b></p> <p>A visitor enters the workplace with CV19 and passes the virus on to employees.</p>	<p>1 – A request has been sent to companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding CV19. We will not work alongside companies who will not provide us this information.</p> <p>2 – As a company we will speak to the parts of our supply chain which could influence the spread of CV19 to discuss arrangements and control measures.</p> <p>3 – A site specific risk assessment will be shared with our supply chain to allow the <i>operatives</i> to understand our requirements and adequately produce their own specific risk assessment.</p> <p>4 - Information posters highlighting the symptoms of CV19 are placed around site on the entry/sign in point. The poster will state that symptomatic individuals will not be allowed entry. Site Management will remain vigilant for people showing symptoms on site.</p> <p>5 - Hygiene requirements (handwashing etc.) and symptoms of CV19 will be included within Induction.</p> <p>6 - CV19 Information posters are placed in designated locations within the workplace (toilets, notice boards etc).</p> <p>7 - This information has been passed onto employees.</p> <p><a href="https://hub.russells-construction.co.uk/DMS/view_document.aspx?ID=517065&amp;Latest=true">https://hub.russells-construction.co.uk/DMS/view_document.aspx?ID=517065&amp;Latest=true</a></p>	Y		<p>Subcontractors to monitor their workforce and must not send anyone to site who is either showing or reporting symptoms.</p> <p>All on site to be vigilant for persons showing symptoms and alert Russells Site Management</p> <p><i>In line with Government requirements a Covid19 Secure Workplace poster outlining our commitment will be displayed in all work locations</i></p>	Russells / Sub-contractors	Until further notice
3	<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Someone becomes ill within the workplace</b></p>	<p><b>Employees, visitors</b></p> <p>Contracted CV19 by any means.</p>	<p>1 – If the person is able then they will be asked to immediately leave site by the shortest routes and go straight home. If too unwell the person will be removed to a designated area which is at least 2 metres away from other people.</p> <p>2 - The individual will be sent home and advised to follow NHS guidance online and request a COVID-19 test via <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p> <p>If the person is a visitor, their organisation will also be contacted.</p> <p>4 – Russells has partnered with a company who can carry out a deep clean of any areas where deemed necessary.</p> <p>5 - This information has been passed on to employees.</p>	Y		<p>First aiders to be issued masks or goggles, aprons and disposable nitrile gloves to be available. Existing infection prevention procedures to be followed during first aid treatment. All PPE used in treating a person with suspected symptoms is to be disposed of after use.</p>	Russells	Continuous

4	<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Contaminate d workplace</b></p>	<p><b>Employees, visitors</b></p> <p>A person catches CV19 due to contaminated surfaces.</p>	<p>1 - An increased formal cleaning regime is underway. Employees are cleaning equipment more often (keyboards, work surfaces, door handles etc.). Cleaning must be carried out daily and on a continuous basis.</p> <p>2 - Hand sanitisers have been placed in the workplace.</p> <p>3 - Extra hygiene requirements (handwashing etc.) are enforced.</p> <p>4 - Multi-use handtowels are not used to dry hands.</p> <p>5 - This information has been passed onto employees.</p> <p><a href="https://hub.russells-construction.co.uk/DMS/view_document.aspx?ID=517065&amp;Latest=true">https://hub.russells-construction.co.uk/DMS/view_document.aspx?ID=517065&amp;Latest=true</a></p>	Y		<p>Monitoring auditing of COVID 19 on going by a COVID Champion who has been nominated and trained has been assigned to each site, and overseen by Lee Hamer as Head COVID Champion</p>	Russells	Until further notice
5	<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Proximity, workplace gatherings</b></p>	<p><b>Employees</b></p> <p>A person catches CV19 due to working closely with an infected person.</p>	<p>1 - A Social Distancing policy has been implemented. All work areas and activities have been evaluated against the possibility to implement social distancing (no handshaking, 2m rule, deferring large meetings etc.). <i>The 'one metre plus' social distancing guidelines require workers to stay two metres apart, or one metre with risk mitigation where two metres is not viable, and it is expected that sites will maintain the social distancing measures in place.</i></p> <p>2 – All subcontractors and suppliers will be required to review all methods of work to assess this recommendation and minimise interaction and instil additional controls wherever necessary.</p> <p>3 - This information has been passed onto employees.</p> <p>4 – Head office will be gradually re-opened in line with Government Guidance</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> <p>5 – Russell Homes Sales and Viewing will reopen. Operational procedures are in place and has been passed onto employees.</p>	Y		<p>Russells to share site specific risk assessments with subcontractors and suppliers to allow them to fully risk assess their work</p> <p>CLC – Hierarchy Of Controls for avoiding close working will adhered too.</p> <p><a href="http://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/07/Site-Operating-Procedures-Version-5.pdf">http://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/07/Site-Operating-Procedures-Version-5.pdf</a></p> <p>Russells Site Management and Subcontractor Supervision to consistently monitor works to ensure control measures stated within risk assessments are being adhered to</p> <p>Russells HS&amp;E Department to proactively monitor sites and record findings which will be reported to Russells senior management</p>	Russells Employees / Sub-contractors	Until further notice
6	<p>Coronavirus (COVID-19) (CV19)</p> <p><b>General</b></p>	<p><b>Employees (including those considered at increased risk)</b></p> <p>Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.</p>	<p>1 – NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts):</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>2 – The WHO (World Health Organisation) provides information and a free 5-minute video on which has been provided to our employees CV19:</p> <p><a href="https://openwho.org/courses/introduction-to-ncov">https://openwho.org/courses/introduction-to-ncov</a></p> <p>3 – Government guidance on hand washing is provided in line with the 20 second rule:</p> <p><a href="https://www.nhs.uk/video/pages/how-to-wash-hands.aspx">https://www.nhs.uk/video/pages/how-to-wash-hands.aspx</a></p>	Y		<p>Subcontractors and Site Managers to deliver information to operatives via toolbox talks.</p> <p>COVID 19 measures and requirements to be included in site inductions and stated in the Site Rules.</p> <p>Site Management to informally monitor welfare and work areas several times per day to ensure welfare facilities are</p>	Russells Sub-contractors	Until further notice

			<p>4 – Additional consideration will be given to those employees who may be deemed to be at increased risk.</p> <p>5 – Advice on risks, symptoms and control measures has been passed onto employees.</p> <p>6. <i>Local/regional lockdown may be implemented by Government to manage the control/spread of Covid19.</i>  <a href="https://www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19">https://www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19</a></p> <p>7 - Regular communication from Russells Directors to employees. <a href="https://hub.russells-construction.co.uk/DMS/view_document.aspx?ID=517065&amp;Latest=true">https://hub.russells-construction.co.uk/DMS/view_document.aspx?ID=517065&amp;Latest=true</a></p>				<p>stocked, HS&amp;E to proactively monitor and record findings.</p> <p><i>Russell's Management will regular monitor any measures/restrictions introduced and/or comply with the requirements or consider the impact on specific sites and take appropriate mitigation measures</i></p>		
7	<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Self-isolation</b></p>	<p><b>Employees</b></p> <p>Employees may not be aware of the need to self-isolate or how to self-isolate.</p>	<p>1 – NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/</a></p> <p>2 – The need to provide an isolation certificate has been passed to employees.</p> <p>3 – Advice on how to self-isolate has been passed onto employees.</p>			Y	<p>Upon development of COVID-19 Symptoms employees are required to contact HR.</p>		
8	<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Travel (Travelling abroad)</b></p>	<p><b>Employees</b></p> <p>Travelling abroad</p>	<p>1 – FCO provides advice for travellers:  <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a> (FCO)</p> <p>2 - <i>The government has released the list of countries that don't require individuals to quarantine upon arrival back to the UK.</i>  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel">https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel</a></p> <p>3 – Advice and guidance on travelling has been passed onto employees. <a href="https://hub.russells-construction.co.uk/DMS/view_document.aspx?ID=517065&amp;Latest=true">https://hub.russells-construction.co.uk/DMS/view_document.aspx?ID=517065&amp;Latest=true</a></p>			Y	<p><i>Employees already booked travel to a country that is not on this list and intend to go, then please notify HR immediately.</i></p> <p><i>Under no circumstances should they return to your place of work if they are required by the government to self-isolate upon return from your travels. Be aware this list will be subject to change, and it is the employee's responsibility to monitor the quarantine status of the country you intend to travel to/ return from.</i></p>		
9	<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Travel (Returning from abroad)</b></p>	<p><b>Employees</b></p> <p>Returning to the UK after travelling abroad.</p>	<p>1 – <i>Upon arrival back in the UK all travellers must comply with Government current requirements</i>  <a href="https://www.gov.uk/uk-border-control">https://www.gov.uk/uk-border-control</a></p>			Y	<p><i>All employees returning from abroad must comply with self-isolation requirements</i></p> <p><i>Russells request all subcontractors implement similar for their employees.</i></p> <p><i>Negative Test results on arrival could still be within the incubation period &amp; therefore a further 7 day test is required before returning to work</i></p>	<p>Russells Employees</p> <p>Sub-contractors</p>	<p>Until further notice</p>

10	<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Symptomatic or exposed employee(s)</b></p> <p><b>Presenteeism</b></p>	<p><b>Employees, general public, family members</b></p> <p>Employee(s) is/are symptomatic of CV19 or has been in close contact with someone with CV19.</p> <p>A person catches CV19 due to another employee continuing to work despite being unwell.</p>	<p>1 – Employee(s) is/are advised to follow NHS online guidance:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>2 – If the employee is symptomatic and unfit for work, they will be treated as off sick as per normal policy.</p> <p>3 – Symptomatic employees will be sent home and asked to book a test via  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p> <p>4 – If a member of staff has helped someone who has shown symptoms of COVID-19  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a>  and they have come in to physical contact with them, then they will be asked to go home and book a COVID-19 test via <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p> <p>5 – Working from home has been considered and implemented where possible. A general DSE assessment has been forwarded to all employees who work from home and a specific homeworking checklist and self-assessment has been undertaken.</p> <p>6 – This advice or how to access it is passed onto employees.  <a href="https://hub.russells-construction.co.uk/DMS/view_document.aspx?ID=517065&amp;Latest=true">https://hub.russells-construction.co.uk/DMS/view_document.aspx?ID=517065&amp;Latest=true</a></p>	N				
12	<p>Coronavirus (COVID-19) (CV19)</p> <p><b>Employee(s) who have contracted CV19</b></p>	<p><b>Employees, general public, family members</b></p> <p>Contracted CV19 by any means.</p>	<p>1 – If NHS 111/online or a GP determines an employee has contracted CV19 they will be treated as off sick as per normal policy.</p> <p>2 – If a member of staff has <i>helped someone who has shown COVID -19 Symptoms</i>  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a> and they have had to come in to physical contact with the person in order to administer first aid, then the first aider should be sent home and asked to book a COVID-19 test via  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p> <p>3 – The workplace will be decontaminated following Governmental guidance:</p>	Y		<p>Site Management and Subcontractor supervision to remain vigilant for symptomatic workers/visitors</p> <p>A Clean down procedure in line with the government guidelines has been provided to all projects.</p>	<p>Russells</p> <p>Sub-contractors</p>	Continuous



			<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> 4 – Personal Protective Equipment has been provided relative to activities. 5 – This information has been passed onto employees. <a href="https://hub.russells-construction.co.uk/DMS/view_document.aspx?ID=517065&amp;Latest=true">https://hub.russells-construction.co.uk/DMS/view_document.aspx?ID=517065&amp;Latest=true</a>					
13	Coronavirus (COVID-19) (CV19)  <b>First Aid</b>	<b>Employees</b>  Employees are exposed to risks from CV19 due to providing First Aid in the workplace, or, from the use of CPR.	1 – Advice on CPR and resuscitation in the workplace is taken from UK Gov & the Resuscitation Council: <a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a>  <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a>	Y		First aiders to be issued masks or goggles, aprons and disposable nitrile gloves to be available. Existing infection prevention procedures to be followed during first aid treatment. First aiders must not share PPE.  First aid to be carried out away from others, ideally in a separate, well ventilated room.  Emergency AED's on larger sites. All AED's and associated packs to be checked regularly  Employees should not engage in mouth to mouth resuscitation when delivering CPR	Russells	Considered as ongoing best practice
14	Coronavirus (COVID-19) (CV19)  <b>Lack of accurate information / a failure to disseminate information</b>	<b>Employees (including those considered at increased risk)</b>  Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.	1 - Monitoring. We have designated a COVID Champion to each site. Responsibilities include: a) Signing up to the UK Gov CP immediate updates: <a href="https://www.gov.uk/email-signup?link=/government/topical-events/coronavirus-covid-19-uk-government-response">https://www.gov.uk/email-signup?link=/government/topical-events/coronavirus-covid-19-uk-government-response</a> b) Monitoring relevant Websites and News outlets. 2 - Reporting. A COVID-19 Site Checklist has been developed that must be completed weekly 3. A COVID 19 Management system has been produced and will be implemented company wide. 4 - <a href="https://hub.russells-construction.co.uk/DMS/view_document.aspx?ID=517065&amp;Latest=true">https://hub.russells-construction.co.uk/DMS/view_document.aspx?ID=517065&amp;Latest=true</a> available to maintain accurate central information source for all COVID 19 information. 5. Each workplace will display COVID 19 – 2020 signed compliance declaration confirming adherence	Y		Russells Site Management and HS&E Department will also hold responsibilities for carrying out continued monitoring of measures and review when new advice is made available.	Russells	Continuous

			<p>6. Contents of this regularly reviewed COVID RA will be displayed on the business Website and will be effectively communicated to all employees.</p> <p>7. A Site Specific Covid19 RA will be provided for each workplace and communicated to all</p> <p>8. <i>Furloughed Employees returning to work may not be aware of various issues relating Covid19</i></p>				<p><i>All returning Furloughed employees will be required to complete an on line training module to enhance their knowledge base</i></p>		
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**Part 2. Health & safety risk assessment - Briefing record**

This document has been communicated and circulated to all direct employees via e mail transmission. Any updates will also be distributed using the same format and highlighting the changes to aid the reader.

Please click on the following link and complete the online form to confirm you have read and understood the risk assessment –

[https://forms.office.com/Pages/ResponsePage.aspx?id=hYVgF\\_dMu0KxT5427GVVmKaywgd0IBBvwLdNS53fGNUNkLSE5EMEtWNVpDWTVLRkQwN1pZWFdOSS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=hYVgF_dMu0KxT5427GVVmKaywgd0IBBvwLdNS53fGNUNkLSE5EMEtWNVpDWTVLRkQwN1pZWFdOSS4u)

**Guidance Note – IMPORTANT:** If you feel your health, safety or security is at risk at any time, you must stop work immediately and seek advice.