



Ref:	F9.1.2
Issue Number:	1
Reviewed/ Approved By:	<b>R Carrington</b>

**Site Name:**

**Contract Number:**

**Assessed on site by:**

**Date:**

**Site Address:**

# WSL-RA Site Works - Covid-19

**Equipment Required:**

- Hand wash stations
- Anti-bacterial soap
- Anti-bacterial sanitiser

**Additional Equipment Required:**

Face shields for short duration permitted works.

**MINIMUM PPE**



**Tick the box alongside any ADDITIONAL PPE that applies to this task**



**List any additional PPE required for this task:**

Note: Gloves are not to be part of the minimum PPE but are now to be task specific whilst Covid-19 is being managed. Each task must be specifically assessed for glove requirements i.e. cut level 5 for handling sharps, anti-vibe gloves etc. *This will be continually reviewed.*

Certain clients still require their 5-point PPE to be donned at all times. Site managers are to contact the HSE Manager for clarification.

**RISK RATING MATRIX**

1 – 6	Low - no further action
7 – 11	Medium
12 – 25	High – don't start until risk level reduced

Severity	x	Probability
1 – Minor injury – no first aid required	<b>S x P = R</b>	1 – Improbable
2 – Minor injury – first aid required		2 – Possible
3 – Injury required medical attention		3 – Occasional
4 – Major injury		4 – Probable
5 – Fatality		5 – Frequent

**Who May Be At Risk:**

EMP – Employee                      CON – Contractor                      VIS – Visitor  
 UAV – Unauthorised Visitor      PUB – Public

Will the work involve any of the activities below? (✓ any that apply) <span style="color: red;">If 'YES' a Permit must be obtained</span>				
Hot Work in Hazardous Area		Inert or Gas Freeing of Tanks or Pits/Sumps Containing Flammable Liquids or Gases		Asbestos Work
Confined Space Entry		Work on Flammable Gas Systems (CNG, LPG, LNG)		Activity Involving Explosive Blasting
Excavation >= 1.2m		Live Electrical Work		Any other activity that requires a Permit as determined necessary by a Market Unit
Work on Flammable Gas Systems (CNG, LPG, LNG)		Critical lifts by Cranes		Other permits applicable (see section 7) <span style="float: right;">X</span>

<b>1.0</b>	<b>Introduction</b>
<b>1.1</b>	<b>The principal aims of the document</b>
To describe a safe system of work whilst dealing with Covid-19	
<b>1.2</b>	<b>Brief Description of Task</b>
To manage safe systems of work in line with the Site Operating Procedures V3	
<b>1.3</b>	<b>Specific Location of Work</b>
<b>2.0</b>	<b>Method Of Work / Job Steps</b>
<b>Refer to Risk Assessment – Section 10</b>	
<b>3.0</b>	<b>Manual Handling</b>
Avoid hazardous manual handling operations so far as is reasonably practicable. Assess any hazardous manual handling operations that cannot be avoided. Reduce the risk of injury so far as is reasonably practicable.	

**4.0 Materials**

Hand wash stations:

Depending on the size/scope of the project, either a hand wash station or sanitiser station will be placed at the entry of every site. Where footprint allows, additional sanitising stations will be placed on the site for ease of access/use.



**Signage pack**



**Wipe down pack**



**Cleaning/sanitising products**



**5.0 Personnel**

All Covid-19 Marshal – Blue Viz vest to be worn



**6.0 Waste Management**

Williams Southern Limited have red bin liners which should hold all materials used from cleaning i.e. wipes and towels.

**7.0 Other Permits Applicable**

Client.....(Please specify)

Local Authority.....(Please specify)

**WSL F9.3.2Cov permit to be issued for short term/close proximity works only – See notes within section 3 of RA.**

**8.0 Other Issues/ General Considerations**

Should any entries be made in this section risk control measures must be entered onto the **Additional Risk Assessment – Section 11**



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**9.0 Emergency Response**

Works will need to be considered as to how emergency response can be suitable managed especially during lockdown and additional pressures on the emergency services.

In the event of someone reporting Covid-19 symptoms to the site manager (preferably via phone), the site will be temporarily stood down. No-one will need to leave site however, all high touch areas will be immediately sanitised using the antibacterial wipes and sprays. This will include the gates, canteen, toilets, handrails and any plant/machinery the operative may have touched. **The scenario is to be reported immediately to the HSE Manager and Contracts Manager using the F5.2.1 Near Miss/Potential Incident form.**


10.0 Risk / Hazard Assessment				
RISK ASSESSMENT TITLE	<b>WSL-RA Site Works - Covid-19</b>			
ASSESSED ON SITE BY				
Who May Be At Risk:	EMP – Employee                      CON – Contractor                      VIS – Visitor UAV – Unauthorised Visitor      PUB – Public			
		RISK RATING MATRIX		
		1 – 6	Low - no further action	
		7 – 11	Medium	
		12 – 25	High – don't start until risk level reduced	
		Severity	x	Probability
		1 – Minor injury – no first aid required	<b>S x P = R</b>	1 – Improbable
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		3 – Injury requires medical attention		3 – Occasional
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No.	Job Step	Hazard Identification	Without Controls			Persons at Risk	Control Measures	With Controls			Risk Status
			S	P	R			S	P	R	
1.	Travel	Number of people traveling in any one vehicle.  Cross contamination between occupants	4	3	12	EMP CONT PUB	Limit one person to one vehicle where possible. Limit multiple occupancy to one additional person where no alternative is available. Ensure occupants are positioned as far apart as the vehicle will permit. Maintain the two same occupants in the vehicle, do not switch between occupants. Where more than one occupant ensure vehicle is well ventilated. Do not undertake any unnecessary travel/movements apart from commuting to and from site.	4	1	4	LOW
		Moving through different regions/countries.  Being stopped by police, on the spot fines.	4	3	12	EMP CONT PUB	Obtain letter of approval from presiding governments/authorities allowing movement/travel for work through their respective areas. Obtain official letter from client/client representative.	4	1	4	LOW
		Stopping to refuel, rest or have comfort breaks. Cross contamination between other facility users and operating staff.  Contamination from facilities equipment i.e. fuel dispensers.	4	3	12	EMP CONT PUB	Maintain the required 2 metre social distancing rule when in the facilities Limit time spent within the facilities, only go in if absolutely necessary. Use disposable gloves when operating fuel dispensing equipment. Wash hands or sanitise if washing facilities are not available before entering company transport.	4	1	4	LOW



		<p>Use of public transport including Air and Rail travel. Cross contamination from other users.</p> <p>Exposure to multiple potential sources of contamination such as other passengers, facilities, hard surfaces, handles, switches.</p> <p>Exposure to confined/limited area impacting possibility of maintaining 2 meter social distancing.</p>	4	3	12	EMP CONT PUB	<p>Use of public transport to remain suspended until further notice when conducting company business, company supplied transport to be used to attend essential sites and meetings.</p> <p>Additional time should be allocated/allowed when travelling to sites for essential purposes only, where travel is of a significant distance suitable stopover accommodation must be pre planned and a journey management plan formalised and made available to senior managers.</p> <p>This item will be reviewed and updated when current lockdown measures are relaxed and further guidance is available.</p>	4	1	4	LOW
2.	Working away from home	<p>Availability of suitable safe accommodation.</p> <p>Cross contamination from other occupants in the same accommodation.</p>	4	3	12	EMP CONT PUB	<p>Source, arrange and pre book the required accommodation well in advance of the proposed site attendance, ensure the availability is constant for the duration/s of site attendance to avoid moving from one to another.</p> <p>Use Stairs in accommodation rather than taking the lift.</p> <p>Request restricted room service in regard to cleaning to avoid potential imported virus on room surfaces, clean down room surfaces using disinfectant wipes by yourself, only request towels and sheets when required.</p> <p>Do not use social areas within the accommodation or mix with other occupants.</p>	4	1	4	LOW
		<p>Contracting symptoms of the virus whilst staying away from home.</p> <p>Having to isolate in hotel or other accommodation away from family support. Anxiety and Stress.</p>	4	3	12	EMP CONT	<p>Arrange for the affected person to travel home as soon as possible as per guidance contained in the travel section of this document.</p> <p>Hire a vehicle for the person to travel home in or arrange for a replacement company vehicle if person takes allocated company vehicle home.</p>	4	1	4	LOW
3.	Site Operations	<p>Initial remobilisation of mothballed sites.</p> <p>Contact with any third parties required to remobilise site including delivery drivers.</p>	4	3	12	EMP CONT	<p>Ensure site rules and additional control measures are communicated to all requested to attend site for remobilisation.</p> <p>Ensure all employees are familiar with the process required to receive deliveries.</p> <p>Programme works to reduce the number of people on site at any one time.</p> <p>Procure all essential services, material suppliers, Hotels, provision of meals etc. prior to reopening site.</p>	4	1	4	LOW



	Initial contact with work colleagues.  Reduced availability/access to essential services i.e. waste removal, emergency services, fuel supplies, materials, PPE, local food outlets.					Suitable arrangements must be in place before operatives are sent away from home to open any projects.				
	Welfare Facilities/Cabins Suitability.  Adequate space to social distance.	4	3	12	EMP CONT VIS	Review all current site set ups and utilise signage below:    All sites to consider additional units to allow 2m distancing. Site Manager to wear FFP3 mask, open all door and windows then turn on all water outlets to flush out any Legionnaires contaminate. This is to be flushed for a minimum of 2 minutes or more. All toilets to be flushed at least 3 times.	4	1	4	LOW
	Number of people on site.  Inability to maintain required 2 meter distancing due to too many people on site.  Cross contamination between operatives.	4	3	12	EMP CONT VIS UAV	Produce programme aligned with reduction of disciplines on site where possibility of clash of work areas. Hold site meetings remotely where possible using video conferencing or other means. If meeting on site is unavoidable a limit to attendees must be imposed. Due to spacing of disciplines it may require the programme to be extended, to this end approval for proposed programme will be required from the client or clients representative.	4	1	4	LOW
	Hygiene on site.  Availability of enough hand sanitiser.	4	3	12	EMP CONT VIS UAV	Arrange signage as per SOPV3 to ensure only essential persons enter site and they know to wash their hands upon entry and exit.	4	1	4	LOW

Availability of remote hand washing stations.

**ALL to wash their hands upon entry and exit to site for at least 20 seconds!**  
WSL have manufactured pop up/remote hand wash stations – see picture below.  
Place hand washing stations at pedestrian site entrance and access, place hand washing station/sanitiser station at main vehicle access and egress gates.



Place hand washing/sanitiser station at canteen door.  
Place additional hand sanitiser in office.

	<p>Inductions.</p> <p>Groups of people in one place – Pre-start discussions, Toolbox Talks etc.</p>	4	3	12	EMP CONT VIS UAV	<p>Conduct in open area where possible to adhere to the 2m distancing. If not possible limit the number of attendees to ensure 2m spacing. Communicate to all contractors and visitors that there may be a delay in getting their operatives started due to the potential extended times required to conduct site inductions.</p>	4	1	4	LOW
	<p>Site meetings.</p> <p>Cross contamination from attendees at meeting.</p> <p>Travel required to attend site meetings.</p>	4	3	12	EMP CONT VIS UAV	<p>Carryout site meetings via video or telephone conferencing. Only attend site meetings if essential.</p> <p>Reduce the number of attendees required to attend any essential meetings. Conduct essential meetings in a large open space or facility where windows can be opened and maintain a minimum of 2m between all attendees.</p> <p>Practice the use of communication platforms such as ZOOM or Skype etc. between managers to assist with remote site meetings and file sharing.</p> <p>All documents will be counter signed by the Site Manager and not to be signed/handled by operatives. This includes inductions, signing in/out of site, WSL permits (Client permits are being reviewed) etc.</p>	4	1	4	LOW
	<p>Welfare Facility usage.</p> <p>Number of people on site for the size of the facilities.</p> <p>Cross contamination from hard surfaces.</p> <p>Contamination from using any crockery and or cutlery.</p>	4	3	12	EMP CONT VIS UAV	<p>2m spacing between occupants must be maintained at all times. If this cannot be achieved, then we must adopt the one in one out policy using the signs shown above. This applies to Toilets, Canteens and stores.</p> <p>Facilities must be cleaned by user and all rubbish and waste disposed of prior to the next use.</p> <p>Each site operative/attendee should bring and keep their own crockery and cutlery.</p> <p>All attending site should bring their own pre prepared meals when possible.</p>	4	1	4	LOW
	<p>Documentation approval and sign off.</p> <p>Cross contamination between parties.</p> <p>Contamination from documentation presented for sign off.</p>	4	3	12	EMP CONT VIS UAV	<p>Team leader/one person to present documentation to site manager. Documentation to be placed on desk 2 metres away from manager, operative to then retreat to 2 metres away to allow site manager to access documentation.</p> <p><b>Always use hand sanitiser or wash hands after handling documentation from contractors and or operatives.</b></p> <p>Its preferred that contractors supply their documentation in advance (minimum 48hrs) of arriving on site. All team members should read and sign documents prior to site arrivals when/where possible and send PDF copies to the site and contracts manager for approval. All site documentation packs must be prepared away from the site office and presented as a complete pack.</p>	4	1	4	LOW

						All documents which need to be signed must be done in an open area where social distancing can be maintained. All to use their own pen and sanitise before and after handling documents.				
	Deliveries. Potential imported virus from third party. Potential for drivers to deviate from requirements and not maintain 2m distancing.	4	3	12	EMP CONT PUB VIS UAV	Driver to stay in cab where possible. Appoint one person to receive and control deliveries and uplifts from site. If drivers do need to exit the cab and assist in loading/off-loading, they must wash their hands using one of the entrance sinks (see picture above).  Communicate expectations to all delivery and haulage companies prior to them attending site.	4	1	4	LOW
	Open sites. Contact with customers and site operating staff.	4	3	12	EMP CONT PUB VIS UAV	Only one person/site manager/ team leader to approach operating site manager/representative with documentation. Utilise the night pay kiosk where possible to communicate with site staff. Ensure work area boundary is extended far enough out to ensure minimum 2m distancing from customers even if it means taking out another dispenser or area of the forecourt. Ensure suitable welfare facilities are on site for number of operatives, avoid using facilities in sales building. Propose a reduced communication system with the operating site manager or arrange to communicate electronically.	4	1	4	LOW
	Plant operations. Contamination for user from surfaces within the cab where used by multiple user.	4	3	12	EMP CONT	All cabs to have an initial clean, where one or more users use the item of plant the cab and controls should be thoroughly cleaned after each operative finish using it. Hand sanitiser and antiseptic wipes should be retained in the cab of each item of plant.	4	1	4	LOW
	Specific Tasks Social Distancing	4	3	12	EMP CONT	Thoroughly risk assess each/any task that requires close proximity working and cannot be done in an alternative process. Avoid face to face activities. Programme works to eliminate/reduce tasks crossing over. If close proximity is unavoidable due to nature of the task and an alternative cannot be implemented PPE should be employed for the duration of the particular task in the form of FFP3 face masks or clear face shields fitted to the safety helmet. If the face shields cannot be impact resistant, the correct PPE will need to be considered i.e. safety glasses, FFP3 masks.	4	1	4	LOW

## WSL-RA Site Works - Covid-19

Williams Southern Integrated Management System

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**NOTE – Working within 2m of others must be on a need to basis only. A risk assessment must be in place for this task and consider the additional precautions such as:**

- Working within proximity must only be done as a last resort. Follow the Hierarchy of control at all times.
- A permit must be requested prior to working in close proximity and documented by the WSL Site Manager or covid-19 Marshal. This permit will be kept in the WSL office and MUST detail who, when, where, PPE to be used such as face shields etc.
- Duration of works – Max 15min
- Form No **F9.3.2COV**



