

## 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>Update to acknowledge new company requirements and CLC SOP Rev.7.</i> <i>Addition of the wearing of masks/face coverings on all Russell's Premises and Projects</i> <i>Changed reference from COVID-19 Crisis to COVID-19 Pandemic</i> <i>Added section regarding the suspension of face to face meetings and Face coverings.</i>	HSEQ Department	14/01/2021
4	Additional advice on reporting when an employee feels unwell.	HSEQ Department	21/01/2021

### 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 – <i>The Government has updated its guidelines on how businesses can operate safely during the COVID-19 Crisis</i> <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><i>“Working Safely During COVID-19” Guidance issued for Construction Industry</i></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 them nor any of their household are self-isolating.</p> <p><i>4 – Staff based at Head Office have been limited for the foreseeable future and those that can work from home have been instructed to do so.</i></p> <p>5 – All 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="https://builduk.org/wp-content/uploads/2020/03/Site-Operating-Procedures.pdf">https://builduk.org/wp-content/uploads/2020/03/Site-Operating-Procedures.pdf</a></p> <p><i>6 – Our Russell Homes Sales Office reopen. Separate Home Sales Operating Procedure has been issued with controls in accordance with Government guidance.</i></p> <p>7 – Ongoing measure to be considered to minimise the number of people entering site offices.</p> <p>8 - All face-to-face meetings have been suspended unless they can be carried out with 2m social distancing and in a fully ventilated area.</p> <p>9 – Information and communications to all employees have been sent and information posters have been placed in all work areas.</p> <p>10 – Masks are to be mandatory on all Russell's Projects except with specific exemption.</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</p> <p>Russell Homes Sales COVID-19 Operating Procedures to be continuously updated in line with Government Guidance</p> <p><i>All Russells employees to wear three ply surgical type face masks whilst on Russells projects.</i></p> <p><i>Three ply surgical type face masks that are supplied to employees must be changed at least once per day and used face masks must be disposed of within the bins provided.</i></p>	<p>Russells Employees, Senior Management and HS&amp;E Department</p> <p>Sub-contractors</p>	Until further notice

			11 – Clean desk policy is to be adapted and all DSE/IT equipment to be cleaned regularly.						
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 them 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>	Y			<p>Subcontractors to monitor their workforce and must not send anyone to site who is either showing or reporting symptoms.</p> <p><i>The HSEQ Department must be notified of any subcontractors that are confirmed to have tested positive and who have visited site within the previous 10 days.</i></p> <p>All on site to be vigilant for persons showing symptoms and alert Russells Site Management</p> <p>All persons entering sites must be subject to temperature screening. Anyone showing a high temperature will not be permitted to enter.</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 - <i>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></i></p> <p><i>If the person is a visitor, their organisation will also be contacted.</i></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. <i>All PPE used in treating a person with suspected symptoms is to be disposed of after use.</i></p>	Russells	Continuous
4	<p>Coronavirus (COVID-19) (CV19)</p>	<p><b>Employees, visitors</b></p> <p>A person catches CV19 due to</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>	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.</p>	Russells	Until further notice

	<b>Contaminated workplace</b>	contaminated surfaces.	<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>						
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 <i>Social Distancing</i> 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.)</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 <i>will be gradually re-opened in line with Government Guidance</i>  <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 to.</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 HSEQ Department to proactively monitor sites and record findings which will be reported to Russells senior management</p>	<p>Russells Employees / Sub-contractors</p>	<p>Until further notice</p>
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):  <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:  <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:  <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> <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 - Regular communication from Russells Directors to employees.</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 <i>stated in the Site Rules.</i></p> <p>Site Management to informally monitor welfare and work areas several times per day to ensure welfare facilities are stocked, HS&amp;E to proactively monitor and record findings.</p>	<p>Russells Sub-contractors</p>	<p>Until further notice</p>

7	Coronavirus (COVID-19) (CV19)  <b>Self-isolation</b>	<b>Employees</b>  Employees may not be aware of the need to self-isolate or how to self-isolate.	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> 2 – The need to provide an isolation certificate has been passed to employees. 3 – Advice on how to self-isolate has been passed onto employees.		Y	Upon development of COVID-19 Symptoms employees are required to contact HR.  <i>All employees are to be informed that if they are unwell but do not have the main symptoms listed are to contact HR for further advice before coming to work.</i>  <i>The HSEQ Department must be notified of any subcontractors that are confirmed to have tested positive and who have visited site within the previous 10 days.</i>		
8	Coronavirus (COVID-19) (CV19)  <b>Travel (Travelling abroad)</b>	<b>Employees</b>  Travelling abroad for work to any area.	1 – FCO provides advice for travellers: <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a> (FCO) All travel has been suspended. 2 – Practical alternatives to travel including postponing trips and holding meetings via video conferencing are implemented. 3 – Advice and guidance on travelling has been passed onto employees.		N			
9	Coronavirus (COVID-19) (CV19)  <b>Travel (Returning from travelling abroad)</b>	<b>Employees</b>  Returning to the UK after travelling abroad for work (or otherwise) to an area with a higher risk of CV19.	1 – All non-essential travel abroad is currently suspended.  2 – This assessment will be updated when UK travel restrictions change.		Y	Current restrictions restrict all travel abroad unless you have a legally permitted reason to do so  All employees returning from abroad are to contact their Line Manager and HR before returning to work  Russells request all subcontractors implement similar for their employees and do not send employees who have recently returned from abroad to site.	Russells Employees  Sub-contractors	Until further notice
10	Coronavirus (COVID-19) (CV19)  <b>Booked annual leave</b>	<b>Employees</b>  Employee(s) may become affected due to travelling to an affected area as part	1 – Employee(s) are granted permission to cancel at short notice any pre-booked annual leave to an affected area. 2 – Employees who have booked travel may be prevented from returning to work for 10 days.		Y	<i>All travel is prohibited by law except for legally permitted reasons. No Russells employees should travel aboard at this time.</i>  Russells request all subcontractors implement equal measures to Russells	Sub-contractors	Until further notice

		of booked annual leave.								
11	<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 <i>and asked to book a test via</i> <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 <i>shown symptoms of COVID-19</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> <i>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</i> <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. <i>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.</i></p> <p>6 – This advice or how to access it is passed onto employees.</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 – <i>If a member of staff has 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> <i>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</i> <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.					
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 <i>COVID Champion to each site</i> . 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 <i>COVID-19 Site Checklist has been developed that must be completed weekly</i> 3. A COVID 19 Management system has been produced and will be implemented company wide. 4 – Sharepoint available to maintain accurate central information source for all COVID 19 information.  5. <i>Each workplace will display COVID 19 – 2020 signed compliance declaration confirming adherence</i>  6. <i>Contents of this regularly reviewed COVID RA will be displayed on the business Website and will be effectively communicated to all employees.</i>	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

			7. A Site Specific Covid19 RA will be provided for each workplace and communicated to all						
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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=hYVqF\\_dMu0KxT5427GVVmKaywagd0IBBvwLdNS53fGNUNkJLSE5EMEtWNVpDWTvLRkQwN1pZWFdOSS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=hYVqF_dMu0KxT5427GVVmKaywagd0IBBvwLdNS53fGNUNkJLSE5EMEtWNVpDWTvLRkQwN1pZWFdOSS4u)

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**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.