LOVELL

RISK ASSESSMENT

TITLE	**Working safely in construction during COVID-19 (Rev 11)**

HAZARD	COVID-19 is an infectious disease caused by a newly discovered coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.

AREAS ASSESSED	
1	Who should go to work
2	Protecting those at higher risk
3	People who need to self-isolate
4	Equality in the workplace
5	Work-related travel - to work and whilst at work
6	Coming to work and leaving work
7	Managing site visitors
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9	Making site offices safe
10	Hygiene - handwashing and toilets
11	Canteen and rest areas
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13	Cleaning the workplace
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15	Moving around the workplace
16	Personal protective equipment (PPE) and face coverings
17	Shift patterns and working groups
18	Managing deliveries
19	Accidents and other incidents
20	Providing information and guidance
21	Communications and training

WHO/WHAT MAY BE HARMED	
EMPLOYEES	☑
SUBCONTRACTORS	☑
OFFICIAL VISITORS	☑
GENERAL PUBLIC	☑
THE ENVIRONMENT	☐

This risk assessment details key controls for all our projects. Individual projects will have Project Remobilisation and Operating Procedures (PROP(R)) or Project Management Plan (PMP) documents detailing site specific controls.

All control measures detailed are to be regularly monitored and improved accordingly.

CONTROL MEASURES	
1	**WHO SHOULD GO TO WORK**

Support staff that can work from home should continue to do so until instructed otherwise by line management.

Each project will continue to plan for the minimum number of people needed to be on site to operate safely and effectively, for example, workers deemed necessary, and competent, to supervise work in order to operate safely, and those to carry out physical construction works. Local restrictions must be adhered to in accordance with Government rulings.

The wellbeing of employees who continue to work from home is to be regularly monitored and technology is to be operational to allow them to stay connected to site, especially if the majority of their colleagues are on-site.

Managers are to keep in regular contact with homeworkers to make reasonable checks on their working arrangements including their equipment needs, welfare, mental and physical health and personal security. The wellbeing of furloughed workers should also be monitored.

Those working from home are to refer to the Lovell Wellbeing considerations for home working document for further guidance.

Local COVID-19 restrictions imposed must be adhered to.

2	**PROTECTING THOSE AT HIGHER RISK**

Those deemed clinically extremely vulnerable should not attend work and should follow current advice.

Clinically vulnerable individuals (further current information England, Scotland, Wales), can return to the workplace following consultation with management - this may be in an alternative role or with a temporarily adjusted work pattern.

In each case, if they have to spend time within 2m of others, we will carefully assess whether this involves an acceptable level of risk.

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We will consider specific duties to those with certain characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found.

Anyone with concerns about health and safety at work should raise them with their line manager or regional health and safety team.

3	PEOPLE WHO NEED TO SELF-ISOLATE

Only workers who are well with no COVID-19 symptoms and do not have any member of their household in self-isolation will be permitted entry to the workplace. Those returning from relevant countries abroad must adhere to current quarantine requirements.

See current guidance (England, Wales) for people who have symptoms and those who live with others who have symptoms.

We will enable workers to work from home while self-isolating if appropriate.

Workers will be asked if they have COVID-19 symptoms each time they arrive for work.

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If workers feel unwell with COVID symptoms while at work, they must inform their manager or supervisor and return home as soon as possible. They should avoid touching anything and cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They should get a Coronavirus (Covid-19) test and follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and not return to work until they have received a negative test result or, in the event of a positive test result, until they have completed their period of self-isolation and are no longer unwell.

Sites that are informed of more than one confirmed case within 14 days will need to contact their local Public Health England protection team.

Further information can be found in the 'What to do if a worker has Covid-19 or has to self-isolate' flowchart (England only).

Workers told to self-isolate by NHS test and Trace or the NHS COVID-19/Protect Scotland app must follow current guidance

Workers are encouraged to download and use the NHS COVID-19 and/or Protect Scotland contact tracing app on their phones.

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See current guidance for employees and employers relating to statutory sick pay due to COVID-19.

4	EQUALITY IN THE WORKPLACE

We will treat everyone in our workplace equally, being mindful of particular needs of different groups of workers or individuals, considering whether any particular measures or adjustments may be required.

We will communicate appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any our controls inappropriate or challenging for them.

We will make reasonable adjustments to avoid disabled workers being put at a disadvantage and assess the health and safety risks for new or expectant mothers in our usual procedure.

5	WORK-RELATED TRAVEL - to work and whilst at work

Using Private Vehicles

Wherever possible workers should try not to share a vehicle with those outside their household or support bubble. If workers have no option but to share transport, they should try to:

• Share with the same individuals and with the minimum number of people (up to a maximum of 6) at any one time

• Keep the windows open

• Travel side by side or behind other people, rather than facing them, where seating arrangements allow

• Maximise the distance between people

• Wear a face covering

• The vehicle should be cleaned between journeys, especially touch points, using gloves and standard cleaning products.

Using Public Transport

Where public transport is the only option for workers, they:

• Should try to avoid travelling during peak times; and

• Must wear a face covering.

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See current guidance ([England](#), [Scotland](#), [Wales](#)) for safer travel guidance.

Non-essential travel whilst at work is minimised by considering whether remote technology can be used first.

6	COMING TO WORK AND LEAVING WORK

Site entry points are arranged to enable social distancing allowing plenty of space between people waiting to enter.

Site entry must be attended at all times - entry to be securely locked where unexpected absence is unavoidable until attended.

One way routes are in force where possible.

Signage and floor markings are in use to guide people entering site to ensure 2m distance, (or 1m with risk mitigation where 2m is not viable in England), is maintained between people when queuing.

To reduce crowding in and out of the workplace, we will stagger arrival and departure times if necessary, taking account of the impact on those with protected characteristics.

Entry points are monitored for congestion and if possible, we will consider creating additional access points to ease crowding

Our workforce is encouraged to intervene where unnecessary congregations are observed.

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Handwashing facilities, or hand sanitiser where not possible, are provided at entry and exit points and all site attendees are instructed to wash their hands for 20 seconds using soap and water on entry and exit. Clear signage is displayed to remind workers of this requirement.

Alternative arrangements for recording site attendance are in use including designated gate attendants logging workers in and out to avoid document handling, shared pens and close contact.

Entry systems that require skin contact (biometric fingerprint scanners) have been disabled.

7	MANAGING SITE VISITORS

Wherever possible, the use of remote technology will be used to avoid the need to receive visitors.

Site visits are by appointment only, cold callers are refused entry.

Visitors are provided with site guidance on social distancing and hygiene measures in place and compliance expectations explained on or preferably before arrival.

Visitor numbers are limited to a manageable number at any one time with schedules developed for regular essential visitors such as building inspectors, etc.

All site entry/exit is managed as described in section **6 COMING TO WORK AND LEAVING WORK.**

Customers to sales marketing suites are by appointment only.

Agreed Marketing Suite Remobilisation and Checklist (MSRC) documents are being developed to facilitate a safe and secure reopening of certain marketing suites.

Lovell HSE team inspections are undertaken as normal, ensuring 2m separation from trade operatives and host throughout the visit although administration is audited remotely and report writing completed off site.

Inspections are hosted by one site management team member only.

Additional support visits by the Lovell HSE team to be reduced by utilising remote technology (Teams, Skype, etc.) whenever appropriate.

Physical visits may be required for adverse event investigations, supporting site challenges etc.

Enforcement authority visits will be facilitated maintaining 2m social distancing, (or 1m with risk mitigation where 2m is not viable in England), and hygiene measures.

8	MEETINGS

Meetings are conducted using remote technology such as Microsoft Teams or Skype, etc. whenever practical.

Where face to face meetings are unavoidable, they are held in the open air when weather permits, maintaining 2m social distancing, (or 1m with risk mitigation where 2m is not viable in England), from each other.

In poor weather, carefully selected rooms with seating arranged to optimise separation are used with only absolutely necessary participants invited.

Selected rooms are capable of being well ventilated by opening windows for example and are cleaned after use.

Electronic document viewing is encouraged instead of paper document issue to avoid transmission.

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The sharing of equipment, such as stationery, is not permitted.

Signage and floor markings are in use to remind and guide workers of social distancing requirement.

Hand wash or sanitiser stations have been positioned at entry points to meeting and briefing rooms.

9   MAKING SITE OFFICES SAFE

Site office seating plans have been reviewed to optimise 2m separation, (or 1m with risk mitigation where 2m is not viable in England).

Work stations and other furniture have been moved at least 2m apart, (or 1m with risk mitigation where 2m is not viable in England), and have been arranged for ease of regular cleaning. Surplus seating has been removed to avoid accidental or habitual use.

Workstations are assigned to individuals with no sharing permitted.

Hot desking is no longer permitted.

As already mentioned, site office restrictions are in place to reduce contact, instead using phones or communication app groups for 'send to many' communications.

Hand wash or sanitiser stations have been positioned at entry points to site offices.

10   HYGIENE - HANDWASHING AND TOILETS

Additional handwashing facilities have been provided, whether additional sinks or hand sanitiser stations.

Regular breaks to wash hands are allowed for.

Adequate pictorial signage is displayed throughout the site to remind all to regularly wash their hands and to avoid touching their face with gloved or unwashed hands.

Good handwashing technique signage is displayed at wash stations.

Hand wash stations are routinely checked to ensure adequate supplies are kept topped up at all times - workers are instructed to inform our management when supplies are running low.

Hand washing facilities are regularly cleaned.

Suitable and sufficient rubbish bins for hand towels are provided with regular removal and disposal.

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Toilet facilities have been reviewed to limit the number of people using them at any one time - some smaller units are limited to one person at a time.

Some urinals and basins have been disabled to optimise 2m social distancing, (or 1m with risk mitigation where 2m is not viable in England).

Due to user restrictions, additional facilities may have been provided as necessary to suit numbers on site.

Signage and floor markings are in use to guide users to maintain 2m, (or 1m with risk mitigation where 2m is not viable in England), distance between people when queuing.

Workers are instructed to wash or sanitise hands before and after use.

Enhanced toilet facility cleaning regimes are in place particularly door handles, locks and the toilet flush.

Where portable toilets are used as supplementary facilities, they are cleaned and emptied more frequently.

Suitable and sufficient rubbish bins for hand towels are provided with regular removal and disposal.

Facilities are to be kept clear of materials or equipment to allow thorough cleaning.

11   CANTEEN AND REST AREAS

Seating plans and user numbers have been reviewed to limit numbers at any one time to maintain 2m social distancing, (or 1m with risk mitigation where 2m is not viable in England), and avoid face to face interaction.

The chosen capacity of each canteen or rest area is clearly identified at the entry to each facility, our site management make regular compliance checks.

Break times have been staggered as necessary to reduce congestion and contact at all times.

In good weather, workers are instructed to eat in appropriate outdoor areas or use their own vehicles.

Where practical, and necessary, other spaces have been designated as supplementary canteen facilities ensuring adequate seating, tables and bins are provided to properly dispose of waste to deter vermin.

Drinking water is provided with enhanced cleaning measures of the tap mechanism introduced.

Where possible, workers are encouraged to bring their own pre-prepared food and a refillable drinking bottle from home.

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Facilities are frequently cleaned throughout the day using standard cleaning products focussing on surfaces touched regularly, e.g. kettles, refrigerators, microwaves.

Tables are cleaned between each use.

Waste collection and storage points have been increased and are emptied more regularly throughout, and at the end of each day.

Workers are instructed to dispose of their own rubbish in bins provided rather than leaving for others to clear.

Hand cleaning facilities or hand sanitiser is available at the entrance to any area where people eat, and workers are instructed to clean their hands when entering and leaving the area.

Communal crockery, eating utensils, cups etc. are provided but must be washed and dried by the user after use.

Workplace canteens, where provided, must follow the guidance provided in Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway and use the Food Standards Agency checklist

A face covering must be worn when entering a workplace canteen and may be removed once seated to eat or drink. The face covering must be put back on once finished eating or drinking and may be removed after exit. Those with a legitimate reason not to do not need to wear one and should not be denied entry.

Payments are taken by contactless card wherever possible.

Canteen staff are instructed to wash their hands often with soap and water for at least 20 seconds before and after handling food.

12	CHANGING FACILITIES, SHOWERS AND DRYING ROOMS

Facilities have been reviewed to limit the number of people using them at any one time.

Due to user restrictions, additional facilities may have been provided as necessary to suit numbers on site.

Staggered start and finish times may be in force on busy sites to reduce congestion and contact at all times.

Separate areas may have been established for the drying of clothing away from a changing area to avoid touching clothing.

Dedicated hanging space may be used in large units.

Enhanced cleaning of all facilities throughout the day and at the end of each day has been introduced.

Signage and floor markings are in use to guide users to maintain 2m, (or 1m with risk mitigation where 2m is not viable in England), distance between people when queuing.

Suitable and sufficient rubbish bins are provided in these areas with regular removal and disposal.

Hand wash or sanitiser stations at, or close to, entry points are provided.

Workers are instructed to wash or sanitise hands before and after use.

Workers are asked to take their items home at the end of each day.

13	CLEANING THE WORKPLACE

Enhanced cleaning procedures are being implemented, particularly in communal areas and at touch points including;

Entry and exit points - gate handles, turnstiles and clocking in and out points.
Taps and washing facilities,
Toilet flush and seats,
Door handles and push plates,
Hand rails on staircases, corridors, and work platforms,
Lift and hoist controls,
Machinery and equipment controls,
Tools and equipment being used by more than one person,
Workstations - workbenches,
Welfare units - microwaves, refrigerators and kettles,
Food preparation and eating surfaces,
Chairs, seating areas, door handles, vending machines and payment devices,
Drying rooms - doors, handles, seating and surfaces,
Telephone equipment,
Keyboards, photocopiers and other office equipment,
Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

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We do not encourage the precautionary use of respiratory protection equipment (RPE) to protect against COVID-19 where

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2m, (or 1m with risk mitigation where 2m is not viable in England), social distancing can be achieved unless for a specific work activity, such as when instructed by a CoSHH assessment for certain cleaning chemicals.

All cleaning substances are used in accordance with specific CoSHH assessments.

Irrespective of CoSHH assessment findings, cleaners are to wear suitable impervious gloves and a disposable apron when cleaning common high touch areas.

Doors and windows are to be opened when cleaning inside site cabins to ensure adequate ventilation is generated and maintained.

Single use PPE is disposed of in a dedicated double bagged bin - reusable PPE is thoroughly cleaned and dried at the end of each shift.

Hands are washed thoroughly after PPE removal.

Dedicated cleaning equipment (mops, buckets, cleaning cloths, etc) for COVID-19 cleaning purposes are used.

Equipment should be easily identified e.g. by colour coding to remove doubt.

COVID-19 equipment is not to be used for general cleaning purposes.

All COVID-19 equipment and products used are to be cleaned, sanitised and suitably stored at the end of each shift.

A regular cleaning plan should be established to ensure all required facilities are appropriately cleaned avoiding times of congestion.

Suitable signage is displayed outside work area to warn others not to enter until complete.

See current guidance when cleaning after a known or suspected case of COVID-19

14	SOCIAL DISTANCING AT WORK

We will endeavour to maintain 2m social distancing in the workplace wherever possible.

Tasks that would normally be carried out closer than 2m are now properly planned to see if alternative methods can be used to keep workers 2m apart.

The health and safety requirements of any construction activity must not be compromised. If an activity cannot be undertaken safely, it should not take place.

If unable to work whilst maintaining 2m distance, we will strongly consider whether the activity should continue and, if so, will require it to be risk assessed using the hierarchy of controls below, referring to any sector-specific guidance;

ELIMINATE

Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace.

Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres).

Prioritise alternative methods or additional mechanical aids to reduce worker interface.

Avoid skin to skin and face to face contact.

Use stairs in preference to lifts or hoists and considering one ways systems in corridors or pedestrian routes.

REDUCE

Where the social distancing measures (2m) cannot be applied;

- Minimise frequency and time workers are within 2m of each other.
- Minimise the number of workers involved in these tasks.
- Instruct workers to work side by side, or facing away from each other, rather than face to face.
- Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times.
- Regularly cleaning common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
- Increase ventilation in enclosed spaces.
- Instruct workers to wash their hands before and after using any equipment.

ISOLATE

- Keeping groups of workers that must work within 2m together in teams, keeping those teams as small as possible and away from other workers where possible.
- Using screens or barriers to separate people from each other where practical.

CONTROL

Where face to face working is essential to carry out a task when working within 2m;

- Keeping the activity time involved as short as is possible.

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- Considering an enhanced authorisation process for these activities, such as a permit to work.
- Providing additional supervision to monitor and manage compliance.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Our standard non COVID-19 site PPE requirements remain in force - safety helmet, safety footwear with toe and midsole protection, hi-vis vest or coat and task suitable gloves.

Other PPE must be worn in accordance with individual activity risk assessments, e.g. (FF)P3 for construction dust hazards.

Washable PPE (hi-vis vest, gloves etc.) is to be washed regularly in accordance with the manufacturers' instructions and replaced when necessary.

We do not encourage the precautionary use of PPE to protect against COVID-19 where 2m social distancing can be achieved.

Where, after working through the hierarchy of controls, other measures prove unsatisfactory, COVID-19 PPE can be considered.

Where this is the case (FF)P2 (minimum) respirators are to be worn.

Normal face fit testing and clean shaven rules apply.

Workers with facial hair to wear APF 10 (minimum) powered hood.

Workers must be briefed on how to properly wear and remove RPE.

Re-usable PPE is to be thoroughly cleaned after use and not shared between workers.

Single use PPE is to be disposed of so it cannot be reused.

Hands are to be thoroughly washed following removal and cleaning of reusable PPE.

BEHAVIOURS

Everyone at work is responsible for adhering to agreed methods of working to minimise the risk of spread of infection.

An open and collaborative approach between workers and employers on site is encouraged so issues can be openly discussed and addressed.

Any person observed not working in accordance with agreed methods of working will be prevented from working.

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Sites are to remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

15	MOVING AROUND THE WORKPLACE

Programmes have been reviewed to optimise separation working for all build stages acknowledging output may reduce.

Separation measures are arranged using spray paint and physical markers such as barriers, flags and fixed traffic cones, etc. to guide our workforce throughout the site.

Clear pictorial signage is also displayed.

One-way flows have been introduced where possible in welfare compounds and other high traffic areas such as pedestrian walkways and corridors.

Passing places have been introduced on walkways where possible where one-way systems are impractical.

Entry into individual plots is planned to avoid multiple trades working simultaneously.

Signage is displayed outside and/or in windows informing of occupation

Separate working zones to keep different groups of workers physically separated as much as practical are used where possible.

Workers are asked to use stairs in preference to lifts or hoists where provided.

16	PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FACE COVERINGS

Our standard non COVID-19 site PPE requirements remain in force - safety helmet, safety footwear with toe and midsole protection, hi-vis vest or coat and task suitable gloves.

Other PPE must be worn in accordance with individual activity risk assessments, e.g. (FF)P3 for construction dust hazards.

Washable PPE (hi-vis vest, gloves etc.) is to be washed regularly in accordance with manufacturers' instructions and replaced when necessary.

We do not encourage the precautionary use of PPE to protect against COVID-19 where 2m social distancing can be

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achieved.

Where, after working through the hierarchy of controls as detailed in **14. SOCIAL DISTANCING AT WORK**, other measures prove unsatisfactory, COVID-19 PPE can be considered.

Where this is the case (FF)P2 (minimum) respirators are to be worn.

Normal face fit testing and clean shaven rules apply.

Workers with facial hair to wear APF 10 (minimum) powered hood.

Workers must be briefed on how to properly wear and remove RPE.

Re-usable PPE is to be thoroughly cleaned after use and not shared between workers.

Single use PPE is to be disposed of so it cannot be reused; a suitably sized, double bagged bin is provided for this purpose.

Hands are to be thoroughly washed following removal and cleaning of PPE.

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Face coverings must be worn before entering and when moving around enclosed workspaces and not be removed unless seated in welfare units or others are not present (unless there is a legitimate reason not to).

Those who are exempt should not be denied entry for not wearing one.

Examples of enclosed workspaces include but are not limited to;

- Site offices, canteens, toilets, drying rooms, storage containers etc.
- Staircases and common areas (apartment blocks etc.)
- Inside plots with more than one trade
- When travelling in hoists where more than one person permitted

FACE COVERINGS ARE NOT REGARDED AS PPE/RPE AND MUST NOT BE USED TO MANAGE RESPIRATORY RISKS

When wearing a face covering the following must be adhered to;

Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.

When wearing a face covering, avoid touching face or face covering, as this could contaminate them with germs from hands.

Change the face covering if it becomes damp or has been touched.

Continue to wash hands regularly.

Change the face covering at least daily.

If the material is washable, it must be washed in line with manufacturer's instructions - if not washable, dispose of it carefully in usual waste.

FACE COVERINGS ARE NOT A SUBSTITUTE FOR PRACTISING SOCIAL DISTANCING AND GOOD HYGIENE.

17	SHIFT PATTERNS AND WORKING GROUPS

As far as possible, where people have been split into teams, these teams will be fixed so where close working is unavoidable, this happens between the same people.

Teams created for this purpose are kept as small as possible and away from other workers where possible.

We advise our contractor workforce who are required to travel and stay away from home to create fixed groups of workers so that where close working is unavoidable, this happens between the same people.

18	MANAGING DELIVERIES

Where space allows, vehicle holding areas are in place on site for deliveries to wait for access.

All deliveries to site are treated the same as site attendees as detailed in section **6. COMING TO WORK AND LEAVING WORK.**

Goods delivered are to be removed by mechanical means where possible.

2m, (or 1m with risk mitigation where 2m is not viable in England), separation is to be maintained from drivers and co-drivers.

Drivers are instructed to remain in their vehicles, if the load will allow, and to wash or clean their hands before unloading goods and materials.

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Drivers are requested to self-record delivery/collection to avoid close contact using e-forms - note that some may not have this facility and may still issue delivery notes.

Hands are to be washed directly after handling materials and delivery notes.

Delivery drivers are to be instructed to wash/sanitise their hands before leaving site.

19	ACCIDENTS AND OTHER INCIDENTS

Workers are informed they may be required to treat minor injuries themselves under instruction from a First Aider to maintain social distancing.

For more serious situations see our current guidance for safe first aid practices including adult CPR without mouth to mouth.

When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site.

Emergency plans including contact details are being kept up to date.

An (FF)P2 (minimum) respirator is required when within 2m of an injured person.

First aiders are to be face fit tested and RPE is to be kept with First Aid kits.

In the event of a site evacuation, workers are asked to stay 2m apart from others but **only** where safe to do so.

Assembly points have been reviewed to allow gatherings to stay 2m apart, (or 1m with risk mitigation where 2m is not viable in England), wherever possible, with additional assembly points established as necessary.

20	PROVIDING INFORMATION AND GUIDANCE

Clear signage and notices are displayed in prominent locations at site entry and throughout the site to remind and inform all of the COVID-19 measures we are taking on site.

Short induction films and booklets have been produced to brief returning and new workers and visitors.

The HBF Charter for Safe Working Practice - COVID-19 is also displayed at site entrances providing contact details in case of concern.

21	COMMUNICATIONS AND TRAINING

We will provide our workforce and those affected by our works with regular, clear and consistent information.

We will continue to consult our workforce and they are encouraged to raise any concerns or ideas for improvement with our management as soon as possible.

We will continue to develop our communication and training materials as new guidance is received.

Our workforce will be provided with awareness and focus on the importance of mental health at times of uncertainty. The government guidance guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). will be offered as a trusted source of advice.

Simple, clear pictorial signage and notices will continue to be displayed throughout the site, with consideration of groups for which English may not be their first language.

We will continue to collaborate and share good practice with our sister Companies and external bodies as appropriate.

SUPPORTING DOCUMENTS REQUIRED Tick all as appropriate ✓			
Project Remobilisation and Operating Procedures (PROP)	☑	First aider guidance	☑
Project Remobilisation and Operating Procedures Refurb (PROPR	☑	Lovell Wellbeing considerations for home working	☑
Marketing Suite Remobilisation and Checklist (MSRC)	☑	NHS Test and Trace - How It Works	☑
Various COVID-19 notices and signage	☑		

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RISK ASSESSMENT REVIEW		
Changes made	Revision	Date of change
Initial assessment	01	12.05.20
The loss of or a change in normal sense of smell and or sense of taste added to **3. PEOPLE WHO NEED TO SELF-ISOLATE** as a key symptom following government guidance update.	02	18.05.20
Testing eligibility for all in the UK amended in **3. PEOPLE WHO NEED TO SELF-ISOLATE**	03	18.05.20
NHS Test and Trace (England and Scotland only) service added to **3. PEOPLE WHO NEED TO SELF-ISOLATE** and link to an 'NHS Test and Trace - How it Works' guide added to **SUPPORTING DOCUMENTS** section.	04	28.05.20
Current guidance link for contacts of people with possible or confirmed COVID-19 infection who do not live with the person added.	05	02.06.20
'England and Scotland only' deleted from **3. PEOPLE WHO NEED TO SELF-ISOLATE** as now applies to whole UK	06	26.06.20
'2m or 1m with risk mitigation where 2m is not viable in England' added to sections **6, 7, 8, 9, 10, 11, 12, 13, 18** and **19 only.** Hyperlinks updated to accommodate differing Administration requirements in sections **2. PROTECTING THOSE AT HIGHER RISK, 3. PEOPLE WHO NEED TO SELF-ISOLATE** and **5. WORK-RELATED TRAVEL.** Canteens reopening with mandatory reference and links to Government guidance and Food Standards Agency checklist added to **11. CANTEEN AND REST AREAS**	07	04.07.20
Local restrictions must be adhered to in accordance with Government rulings added to **1. WHO SHOULD GO TO WORK and 2. PROTECTING THOSE AT HIGHER RISK.** Those returning from relevant countries abroad to adhere to current isolation requirements added to **3. PEOPLE WHO NEED TO SELF-ISOLATE.**	08	31.07.20
Clinically extremely vulnerable individuals wording updated to mirror current guidance in **2. PROTECTING THOSE AT HIGHER RISK.** Test and Trace service updated and NHS COVID-19 and Protect Scotland tracing app added to **3. PEOPLE WHO NEED TO SELF-ISOLATE.** The wearing of a face covering, unless exempt, when in a workplace canteen (i.e. those preparing and serving food to eat in or takeaway) added to **11. CANTEEN AND REST AREAS.** The wearing of face coverings where certain criteria exists in line with CLC guidance added to **16. PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FACE COVERINGS.**	09	30.09.20
Clinically extremely vulnerable individuals wording updated to mirror current guidance in **2. PROTECTING THOSE AT HIGHER RISK.** **3. PEOPLE WHO NEED TO SELF-ISOLATE** amended to follow CLC SOP V6 wording **5**. **WORK-RELATED TRAVEL - to work and whilst at work** amended to follow CLC SOP V6 wording	10	20.10.20
Clinically extremely vulnerable individuals wording updated to mirror current guidance in **2. PROTECTING THOSE AT HIGHER RISK.** Mandatory use of face covering in the workplace unless seated or alone added to **16. PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FACE COVERINGS**	11	05.01.21

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