



Risk Assessment Guidance & Checklist for Covid-19

Risk assessments are a vital tool to help contractors justify their decisions and actions, this is why the NFRC have developed Covid-19 guidance¹ which sets out a hierarchy of control for planning the works which gives structure to the process of risk assessing a task where working in close proximity of other workers cannot be avoided.

The purpose of this checklist is to support and guide our contractor members through the risk assessment process by highlighting the potential hazards posed by the Coronavirus and the likely control measures they can implement into their own risk assessments. This is **not** a definitive list of control measures and each task will still need to be individually risk assessed by the contractor. In addition to this under the CDM regulations 2015 you should be consulting with your workers when developing task-specific risk assessments. Consultation involves not only the contractor giving information to workers, but also listening to the workers and take account of their views, skills and other capabilities before making health and safety decisions. Issues contractors should be consulting their workers on include:

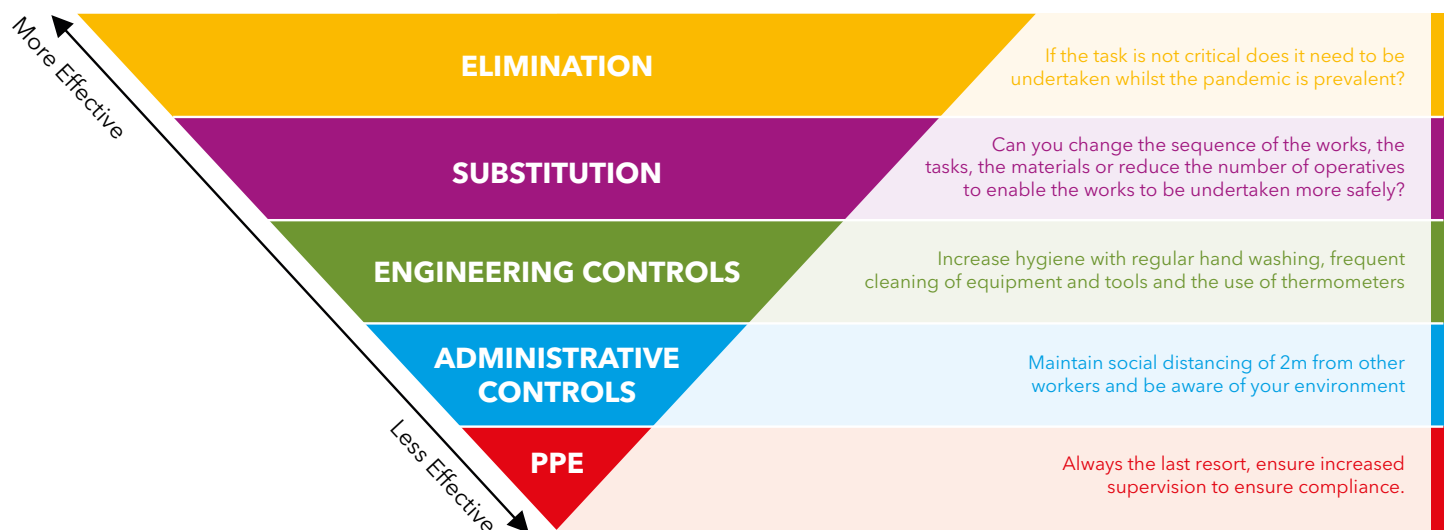
- Risks arising from their work;
- Proposals to manage and/or control these risks;
- The best ways of providing information and training.

By carrying out a robust risk assessment you will ensure the best way of protecting your workers and your business, as well as ensuring you are complying with the law. All risk assessments should be undertaken before you or any of your workers conducts a task which presents a risk of injury or ill-health. **There are five steps to writing a risk assessment which can be followed to ensure that your risk assessments are carried out correctly, these are:**

- 1. Identify the hazards**
- 2. Decide who might be harmed and how**
- 3. Evaluate the risks and decide on control measures**
- 4. Record your findings and implement them**
- 5. Review your assessment and update if necessary**

If you are unsure or require any further information, guidance or support when developing your risk assessments, please contact the NFRC Coronavirus Helpdesk².

Hierarchy of COVID-19 Control Measures



These measures are necessary to minimise the risk of spread of infection and rely on everyone taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.

Potential Hazard	Risk Control/Reduction Measures
<p>Preparing to leave home for work.</p>	<ul style="list-style-type: none"> • Are you or any other members of your household showing signs of having Covid-19? DO NOT GO TO WORK. • If you live with a vulnerable person and you continue to work, then your work tasks need to be assessed to ensure that it can be undertaken whilst conforming with the public health guidelines. • If you are not traveling to a construction site which is being operated by a main contractor does the building owner/tenant know that you are going? <ul style="list-style-type: none"> – NO—Inform the building owner that you will be on site and ask if any occupants of the building are showing signs of COVID-19. – YES—Ensure that you have an agreed process for the works and that you have put measures in place to comply with the Public Health Guidelines. • Keep your PPE in your own vehicle so that no one else uses it. • Clean the inside of your vehicle cab including door handles, steering wheel, gear stick and indicator stalk prior to setting off. • If you are picking up a colleague on the way to the workplace, speak to them before you set off to ensure that they or any other member of their family have not developed signs of Covid-19; if they have symptoms, do not pick them up. • Have a documented procedure in place if you or one of your colleagues develop symptoms of Covid-19 whilst at your place of work.
<p>Travelling to site</p>	<ul style="list-style-type: none"> • If possible, travel to your place of work on your own. • If it is not possible to travel to work on your own, then your journeys should be shared with the same individuals. • Ensure there are parking arrangements for additional cars and vehicles at your destination. • Ensure that all individuals clean their hands with hand sanitiser prior to getting into the vehicle. • It would be prudent not to fill the vehicle to capacity, leave space in the vehicle so that distance between occupants can be maintained. • Maintain as much ventilation as possible whilst traveling by opening the windows. • Have disposable gloves or hand sanitiser available in the vehicle to protect/clean your hands in case you need to fill up with fuel during your journey. • Do not make any unnecessary stops during your journey, ensure that you and your occupants travel to work with what they need. • When arriving at your place of work ensure that you and all the occupants of the vehicle wash their hands for 20 seconds using hand sanitiser before getting out of the vehicle. • Clean the inside of your vehicle cab including door handles, steering wheel, gear stick and indicator stalk. <p>If you need to utilise public transport to get to your place of work, please travel at off peak times and cover your nose and mouth with a cloth face covering whilst on the transport or within a public enclosed space.</p>

Potential Hazard	Risk Control/Reduction Measures
<p>On-Site Hygiene</p>	<ul style="list-style-type: none"> • Use signage, such as floor markings, to ensure two metre distance is maintained between people when queuing to use the facilities. • Restrict the number of people using toilet facilities at any one time. • Consider closing off urinals and sinks so that operatives cannot stand next to each other whilst using the facilities. • Ensure you wash or sanitise hands before and after using the facilities. • Enhance the cleaning regime for the toilet facilities, especially if using a portable chemical toilet. • If utilising a portable toilet, provide cleaning wipes within the loo so that the users can wipe them down prior to leaving. • Ensure an adequate supply of hand towels. • Rubbish bins for hand towels should be provided along with an enhanced removal and disposal process. • If you are utilising the toilet facilities within an occupied live building have you agreed a suitable safe process with the building owner/tenant? • If you are using the toilet facilities within a occupied live building use your own soap and towels. <p>If you restrict the number of operatives inside the toilet facilities at any one time, you need to assess whether further toilet facilities are required to ensure that you comply with CDM regulations.</p>
<p>Using the Welfare Facilities</p>	<ul style="list-style-type: none"> • Increase the number or size of facilities available on site if possible. • The capacity of each canteen or rest area should be clearly identified at the entry, and where necessary, supervised to ensure compliance with social distancing measures. • Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat. • All workers should be encouraged to clean their hands before and after eating. • Break times should be staggered to reduce congestion. • Drinking water should be provided with enhanced cleaning measures for the tap mechanism introduced. • Where it is not possible to introduce a means of keeping equipment clean between use, for example, kettles, refrigerators, microwaves etc. these must be removed from use. • A distance of two metres should be maintained between users, wherever possible. • All rubbish should be put straight in the bin and not left for someone else to clear up. • If you are eating in a vehicle then hands should be cleaned before and after eating including all surfaces and controls that have been touched prior to leaving the vehicle.

Potential Hazard	Risk Control/Reduction Measures
<p>Working in Teams and in Close Proximity to Other Work Colleagues</p>	<p>Close working should be avoided where possible.</p> <ul style="list-style-type: none"> • Work requiring skin-to-skin contact should not be carried out. • Where possible rearrange your tasks to maintain social distancing measures (2 m). • Stairs should be used in preference to ladders and other multi-contact point access equipment; also consider implementing a one-way system. • Use mechanical lifting aids such as sack barrows, to reduce interface with other workers. <p>Where the social distancing measures (2 m) cannot be applied:</p> <ul style="list-style-type: none"> • Minimise the frequency and time you are within two metres of each other. • Minimise the number of people involved in these tasks. • Work side-by-side, or facing away from each other, rather than face-to-face. • Regularly clean common touchpoints such as ladders, doors, handles, vehicle cabs, tools, shared tools and equipment. • Ensure you wash or clean your hands before using and after using any equipment. <p>Keep teams that have to work within 2 m:</p> <ul style="list-style-type: none"> • Together (<i>do not change workers within teams</i>). • As small as possible. • Away from other workers where possible. <p>Where face-to-face working is essential to carry out a task when working within two metres:</p> <ul style="list-style-type: none"> • Keep this to an absolute minimum. • Utilise the relevant task and Covid-19 PPE. • Ensure additional supervision to monitor and manage compliance.

 **Further information**

¹ NFRC Guidance Note 14: Working During the Coronavirus Outbreak: [www.nfrc.co.uk/docs/default-source/coronavirus-assets/nfrc-guidance-note-14-\(covid-19\)--working-during-the-coronavirus-outbreak.pdf](http://www.nfrc.co.uk/docs/default-source/coronavirus-assets/nfrc-guidance-note-14-(covid-19)--working-during-the-coronavirus-outbreak.pdf)

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