

Map Group UK - COVID-19 Risk Assessment.

All the below details should be completed by the site supervisor/manager if/when required before the project starts.

Project Details: Site Address: _____ Project Start: _____ Project End _____

Contact Details: Client: _____ Site Agent _____ Site Foreman _____

Emergency Details: First Aider Names (s) _____ Address of nearest A&E _____

All operatives will observe the below control measures implemented by Map Group UK and will adhere to any site-specific controls implemented by the client within any site induction / procedure document.

All operatives have read the Site Operating Procedures and have signed the required document. All operatives have confirmed they are fit and healthy to work and if any symptoms relating to COVID-19 appear then they will call their direct line manager/supervisor immediately and not attend site until directed otherwise.

Risk Rating

Likelihood			Consequence		
1	Very unlikely	1 in a million of hazardous event	1	Insignificant	No injury
2	Unlikely	1 in 100,000 of hazardous event	2	Minor	Minor injuries requiring first aid
3	Fairly likely	1 in 10,000 of hazardous event	3	Moderate	Up to 7 days absence
4	Likely	1 in 1,000 of hazardous event	4	Major	More than 7 days absence
5	Very likely	1 in 100 of hazardous event	5	Catastrophic	Death

L I K E L I H O O D	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	CONSEQUENCES					

<ul style="list-style-type: none"> • Location / Activity ○ Hazard 	<ul style="list-style-type: none"> ➤ Who might be harmed, ▲ The Hazardous Event ▲ The Consequences 	Controls	Risk Rating		
			L	C	R
<ul style="list-style-type: none"> • On-site / General work out in the field ○ COVID-19 virus 	<ul style="list-style-type: none"> ➤ Operatives / Supervisors / Managers / Members of the public. ❖ Contracting COVID-19 virus ▲ Possibly Catastrophic 	<ol style="list-style-type: none"> 1. Following government guidance: <ol style="list-style-type: none"> a) Adhere to Safe Distancing advice (Keep a minimum of 2 meters/6 feet away from other people) b) Wash hands regularly using soap and water where possible, use sanitizer or alcoholic hand wipes if this is all you have access to, especially after sneezing, coughing, blowing your nose or being in an area where other people are doing so. c) Cover your mouth and nose with a tissue (or sleeve) when you sneeze or cough. d) Clean and disinfect regularly touched objects and surfaces. 2. Should you have an onset of a new continuous cough and/or high temperature you should: <ol style="list-style-type: none"> a) Stay at home / accommodation b) Call your manager for advice c) Self-Isolate for 7 days from when the symptoms started. d) If symptoms worsen during isolation or are no better after 7 days then contact NHS 111 online or call NHS 111. 3. When necessary wear correct PPE (Disposable latex gloves & mask) and change regularly. All operatives must have their own PPE, supplied by Map Group. This will be an adequate supply of disposable gloves and masks, as well as alcoholic hand sanitizer. PPE and hand sanitizer must not be shared under any circumstances. 4. Dispose of used PPE after use by placing in a waste bag and tying the bag, this should be disposed of in a normal waste bin until guidance changes. 5. Ensure work uniform is changed on a daily basis, all used work uniform should be immediately washed or stored in a sealed plastic bag. 6. Risk Assess every job prior to start using the Map Group Daily Risk Assessment app. 7. Never share tools. 8. Only use agreed welfare facilities, such as local Map Group yards / offices or agreed site facilities. 9. If/when completing "Streetworks" activities the "step in & step out" method should be utilized and when a temporary public walkway has been put in place you should ensure the 2m social distancing rules are appropriately incorporated. 10. If Lone Working, operatives should each have a mobile phone for contact and emergency purposes and regularly be in contact with colleagues and direct line managers/supervisors. 	2	5	10

<ul style="list-style-type: none"> • Location / Activity ○ Hazard 	<ul style="list-style-type: none"> ➤ Who might be harmed, ▲ The Hazardous Event ▲ The Consequences 	Controls	Risk Rating		
			L	C	R
		<ul style="list-style-type: none"> 11. Before eating, drinking or smoking ensure you have washed hands thoroughly with soap and water or with alcoholic hand sanitizer. 12. When eating or drinking ensure 2m social distancing rules are applied and do not congregate with others. 13. If possible do not use a lift, if the use of a lift is required then 1 person at a time should use the lift. When using stairs/stairwell ensure 2m social distancing is maintained. 14. Where possible increase ventilation by safely opening doors/windows, especially in enclosed spaces. 15. When working in an Multi Dwelling Unit (MDU) the operative/s should request the full floor be made available to them alone. If this is not possible then the 2m social distancing guidelines and PPE provision guidelines must be adhered to. 16. If in doubt STOP work and contact your direct line manager/supervisor immediately. 			
<ul style="list-style-type: none"> • On-site / Working within 2 meters of another ○ COVID-19 virus 	<ul style="list-style-type: none"> ➤ Operatives / Supervisors / Managers / Members of the public. ❖ Contracting COVID-19 virus ▲ Possibly Catastrophic 	<ul style="list-style-type: none"> 1. Refer to Social Separation and Hygiene rules & Risk Assess the work / activity, if it is essential to continue ask the below: <ul style="list-style-type: none"> a) Are you and your household symptom free? b) Can we innovate i.e. break the load down or do the job differently to maintain 2m distance? c) Can we use a step out, step in method' that allows us to maintain 2m distance if the job needs both of our skill sets? d) Can we supply service a different way? 2. Complete the work / activity as quickly as possible but ensuring normal working practices / SSOW are adhered to. 3. STOP work and contact a supervisor / manager if you feel unsafe. 4. If working for 15 minutes or more within 2 meters of another a COVID-19 banksman should be on site to ensure government / Client / Map Group guidelines are adhered to. 	3	5	15

<ul style="list-style-type: none"> • Location / Activity ○ Hazard 	<ul style="list-style-type: none"> ➤ Who might be harmed, ⚠ The Hazardous Event ⚠ The Consequences 	Controls	Risk Rating		
			L	C	R
<ul style="list-style-type: none"> • Staying in rented accommodation / Hotels. ○ COVID-19 virus 	<ul style="list-style-type: none"> ➤ Map Group personnel, Residents and staff of the hotel. ❖ Contracting COVID-19 virus. ⚠ Possibly Catastrophic 	<ol style="list-style-type: none"> 1. Individual rooms (No sharing of rooms). 2. Eat in own room (Pre-packed food wherever possible) 3. Do not meet up or congregate in shared areas (dining rooms, lobby etc.) 4. Only leave the rented accommodation / Hotel for essential supplies or exercise (food or medical supplies), and always alone. 5. Following government guidance: <ol style="list-style-type: none"> a) Adhere to Safe Distancing advice (Keep a minimum of 2 meters/6 feet away from other people) b) Wash hands regularly using soap and water where possible, use sanitizer or alcoholic hand wipes if this is all you have access to, especially after sneezing, coughing, blowing your nose or being in an area where other people are doing so. c) Cover your mouth and nose with a tissue (or sleeve) when you sneeze or cough. d) Clean and disinfect regularly touched objects and surfaces. 	2	5	10
<ul style="list-style-type: none"> • Travelling to workplace / site. ○ COVID-19 virus. 	<ul style="list-style-type: none"> ➤ Map Group personnel. ❖ Contracting COVID-19 virus. ⚠ Possibly Catastrophic. 	<ol style="list-style-type: none"> 1. Only 1 person, per vehicle. 2. All trainees / apprentices not essential to the work taken off-site and asked to stay at home. (Furlough) 3. Follow government guidance (as stated above). 4. If dual occupancy of a vehicle is required then: <ol style="list-style-type: none"> a) The manager should complete and sign the Map Group dual occupancy form ensuring: <ol style="list-style-type: none"> i) Both members of the working party reside at the same address or ii) One team member does not hold a valid driving licence or iii) No alternative available. b) If dual occupancy is authorized the following mandatory control measures must be complied with: <ol style="list-style-type: none"> i) Avoid changing team members ii) Minimize duration and distance of travel iii) Avoid driver and passenger rotation iv) Keep windows open for ventilation v) Avoid touching your face and objects within the vehicle vi) Do not eat or drink whilst travelling vii) Maintain hygiene when leaving and entering the vehicle viii) Rest breaks must be staggered to avoid unnecessary sharing of the vehicle cab at the same time ix) Frequently clean and sanitize the surfaces within the interior of the vehicle (dashboard, steering wheel, door handles and controls etc) 	2	5	10

<ul style="list-style-type: none"> ● Location / Activity ○ Hazard 	<ul style="list-style-type: none"> ➤ Who might be harmed, ▲ The Hazardous Event ▲ The Consequences 	Controls	Risk Rating		
			L	C	R
<ul style="list-style-type: none"> ● All work ○ COVID-19- Risk to vulnerable persons 	<ul style="list-style-type: none"> ➤ Older workers, those with chronic medical conditions, such as, heart disease, diabetes, lung diseases and have low virus resistance, for example, liver transplant patients and some cancer treatments (As advised by Government Guidance) ❖ Contracting COVID-19 virus. ▲ Possibly Catastrophic. 	<ol style="list-style-type: none"> 1. Employees in the vulnerable category must: <ol style="list-style-type: none"> a) Work from home if possible. If this is not possible then Furlough. b) Self-isolate for 12 weeks, or until Government Guidance changes. 	3	5	15
<ul style="list-style-type: none"> ● All work ○ COVID-19- Higher risk of being contaminated, or contaminating others 	<ul style="list-style-type: none"> ➤ Employees and sub-contractors that have recently travelled to or from a high-risk country or have been known to have been in contact with those already diagnosed, with COVID-19. ❖ Contracting COVID-19 or contaminating others. ▲ Possibly Catastrophic 	<ol style="list-style-type: none"> 1. Self-isolate at home as per Government Guidance 	2	5	10
<ul style="list-style-type: none"> ● Office work ○ COVID-19 	<ul style="list-style-type: none"> ➤ Map Group personnel ❖ Contracting COVID-19 virus ▲ Possibly Catastrophic 	<ol style="list-style-type: none"> 1. All office workers to work from home until further notice. 2. Office assessment to be completed, communicated and all control measures implement prior to office workers return to work. 	2	5	10

<ul style="list-style-type: none"> • Location / Activity ○ Hazard 	<ul style="list-style-type: none"> ➤ Who might be harmed, ▲ The Hazardous Event ▲ The Consequences 	Controls	Risk Rating		
			L	C	R

Review date	Carried out by:	Changes
March 2020	Lee Meek	Initial assessment
April 2020	Lee Meek	Added working within 2 meters of another section
May 2020	Lee Meek	Additional information on, on-site working section and Travelling section following Government announcement 10/05/20

Date of next review – Assessment under constant review due to regular government guidance changes.