



**Street Crane Ltd**

**Chapel-en-le-Frith,  
High Peak,  
SK23 0PH**

# **HEALTH AND SAFETY**

## **CORONAVIRUS (COVID-19)**

**VERSION 2**

**RISK ASSESSMENT  
AND  
SAFE WORKING PROTOCOLS**

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**Section:** Coronavirus (COVID-19)  
**Subject:** Safe Working Protocols  
**Ref:** HS155  
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## Introduction

On 11<sup>th</sup> March 2020, the World Health Organization (WHO) declared COVID-19 a pandemic (an infectious disease outbreak that spreads on a global scale).

Street Crane Ltd have created this guidance and risk assessment developed on information provided by government and world health providers to ensure both our employees and clients are aware and have acknowledged the risk control measures in place to limit the risk of catching or spreading the COVID-19 virus.

*Please be aware: as this is an ever-changing situation information may be updated, amended and added on a regular basis.*

## Coronavirus (COVID-19)

The Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.

## Symptoms this Coronavirus COVID-19

According to the WHO, the most common symptoms of Covid-19 are fever, tiredness and a dry cough. Some patients may also have a runny nose, sore throat, nasal congestion and aches and pains or diarrhoea. About 80% of people who get Covid-19 experience a mild case about as serious as a regular cold and recover without needing any special treatment.

## COVID-19 risk assessment

Everyone needs to assess and manage the risks of COVID-19. As an employer, we have a legal responsibility to protect workers and others from risk to their health and safety. This means we have thought about the risks we face and do everything reasonably practicable to minimise them, recognising we cannot completely eliminate the risk of COVID-19.

At its most effective, full involvement of our employees has created a culture where relationships between employers and workers are based on collaboration, trust and joint problem solving. As is normal practice, employees have been involved in assessing our workplace risks including the development and review of workplace health and safety policies for the COVID-19 risk assessment and controls.

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The results of COVID-19 risk assessment will be shared with the workforce and on our website.

### **Who Should Go to Work**

Street Crane have reviewed and assessed everyone that can and should work from home, unless they cannot work from home.

Street Crane have considered who is essential to be on site; for example, office staff should work from home if at all possible.

Planned for the minimum number of people needed on site to operate safely and effectively.

Our Human Resources are continuously monitoring the well-being of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site this includes an additional health and safety course for working at home safety essentials.

We are continuously keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security this includes an additional optional mental health awareness online IOSH course where requested.

We have provided equipment for people to work from home safely and effectively, for example, remote access to work systems.

### **Social Distancing in The Workplace**

Social distancing measures are steps Street Crane have taken to reduce the social interaction between people. This will help reduce the transmission of coronavirus (COVID-19).

Street Crane Ltd have implemented social distancing within the workplace with the following;

1. Employees to stay at home if they are sick or showing symptoms
2. Employees where possible to work from home are now working from home
3. Restrict external visitors to site
4. Stop handshaking as a greeting
5. Hold meetings via video conferencing or phone call
6. Defer large meetings
7. If an employee family member has been sick or displayed symptoms to self-isolate for 14 days

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8. Promoting good hand and sneeze/cough hygiene and provided hand sanitisers for all staff and workers throughout the business
9. Staff are taking lunch at their desk or outside rather than in the lunchroom/canteen
10. Regular cleaning and disinfect high touch surfaces regularly
11. Cancelled all non-essential business travel
12. Increasing the frequency of hand washing and surface cleaning.

Our installations team are taking a range for precautions to protect the public and clients that they come into contact with, as well as themselves.

These are based on the guidance provided on Gov.uk, and include;

1. All arranged site visits will only proceed after speaking to clients (prior to visiting site) to establish if anyone on site/has been on site recently has been diagnosed with COVID-19, has been asked to self-isolate, or travelled to a coronavirus high-risk area in the last 14 days. Should any one of the aforementioned criteria be answered positively a decision may be made for our employees to not attend site, subject to any reasonable mitigating circumstances and Street Crane policy at the time
2. Wear full personal protective equipment with frequent handwashing using soap or use of alcohol hand sanitising gel.
3. Stop handshaking as a greeting
4. Promoting good hand and sneeze/cough hygiene and provided hand sanitisers for all staff and workers throughout the business
5. If a family member has been sick or displayed symptoms to self-isolate for 14 days
6. Promote and respect social distancing in the workplace and or client's sites
7. Clean and disinfect surfaces regularly

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**Risk Assessment**

No	Hazard/ Task Description	Persons at risk	Existing controls	Additional control measures required to control risk	Risk Rating (RR)
1	Someone entering the workplace with the virus	All employees entering the workplace with virus and passes on to employees	<p>All arranged site visits will be arranged by speaking to clients before visiting site to establish if anyone in the has been diagnosed with COVID-19, been asked to self-isolate, or travelled to a coronavirus high-risk area in the last 14 days.</p> <p>Street Crane employees will wear full personal protective based on the task risk assessment with frequent handwashing using soap or use of alcohol hand sanitising gel.</p> <p>Street Crane staff will stop handshaking as a greeting with good hand and sneeze/cough hygiene discussed with employees</p> <p>If an employee member has been sick or displayed symptoms to self-isolate for 14 days.</p> <p>Social distancing in the workplace will be so far as is reasonably practicable adhered to.          Street Crane employees will clean and disinfect touch surfaces regularly where practicable.</p>		<p>8-14 = Medium Risk can be tolerated but where practicable additional controls should be identified to reduce the risk as far as reasonably practicable</p>

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2	General	<p>Employees that are not aware of the risks from COVID-19 and become infected due to lack of awareness of control measures.</p> <p><i>Street Crane will regularly update as this is an ever-changing situation information may be updated, amended and added on a regular basis.</i></p>	<p>Employees will be provided with this additional Coronavirus (COVID-19) risk assessment with regular toolbox talks and communication updates from Street Cranes senior management team and or Board of Directors.</p> <p>Additional consideration has been and will be given to those employees who may be deemed to be at increased risk and Human Recourses will speak to employees on an individual basis.</p> <p>Advice on risks, symptoms and control measures has been passed onto employees with regular communication and updates from Street Cranes senior management team and or Board of Directors.</p> <p>A formal training is available to Street Crane using iHasco (IOSH approved) should this be required.</p> <p>The canteen will be restricted to ensure staff are taking lunch at their desk or outside rather than in the lunchroom/ canteen with social distancing.</p> <p>Areas will have hazard tape on the floor to promote social distancing whereas is reasonably practicable.</p>	<p>8-14 = Medium Risk can be tolerated but where practicable additional controls should be identified to reduce the risk as far as reasonably practicable</p>
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<b>No</b>	<b>Hazard/ Task Description</b>	<b>Persons at risk</b>	<b>Existing controls</b>	<b>Additional control measures required to control risk</b>	<b>Risk Rating (RR)</b>
			<p>Staggering of breaks and clocking in and out times programme to be implemented to further promote social distancing.</p> <p>Regular cleaning and disinfect high touch surfaces regularly with anti-bacterial wipes provided throughout the business.</p> <p>Cleaning staff hours have been changed so regular cleaning will be completed throughout the day.</p> <p>Employees where possible to work from home are now working from home and reviewed as far as is practicable on a daily basis with the senior management and board of directors.</p>		



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No	Hazard/ Task Description	Persons at risk	Existing controls	Additional control measures required to control risk	Risk Rating (RR)
3	Coronavirus (COVID-19) Self-isolation	Employees that are not aware of the need to self-isolate or how to self-isolate.	<p>If a family member has been sick or displayed symptoms to self-isolate for 14 days following the government guidelines.</p> <p>If an employee has been sick or displayed symptoms to self-isolate and follow the government guidelines and immediately notify your manager/supervisor and or Human resources.</p> <p>Should there be a confirmed case of the Coronavirus (COVID-19) from a Street Crane employee an immediate crisis management meeting will be held with the senior management team and board of directors.</p>		8-14 = Medium Risk can be tolerated short term, but additional controls must be identified to reduce the risk as far as reasonably practicable

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No	Hazard/ Task Description	Persons at risk	Existing controls	Additional control measures required to control risk	Risk Rating (RR)
4	Coronavirus (COVID-19) Lack of accurate information / a failure to disseminate information	Employees are not aware of the risks from COVID-19 and become infected due to lack of awareness of control measures.	<p>An internal and external risk communication plan has been developed to ensure timely updating/ sharing of information with all stakeholders (meetings, circulars, emails etc.).</p> <p>A daily “Cobra” meeting is held where the senior management and board of directors discuss the current and or new guidelines from the government and share this with the business including plans.</p>		1-7 = Low Risk monitor to ensure that remains at a minor level
6	Street Crane Employee(s)	Employees become infected with the Coronavirus (COVID-19)	Should there be a confirmed case of the Coronavirus (COVID-19) from a Street Crane employee an immediate crisis management meeting will be held with the senior management team and board of directors.		8-14 = Medium Risk can be tolerated but where practicable additional controls should be identified to reduce the risk as far as reasonably practicable

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No	Hazard/ Task Description	Persons at risk	Existing controls	Additional control measures required to control risk	Risk Rating (RR)
7	Coronavirus (COVID-19) Travelling	Employees become infected with the Coronavirus (COVID-19)	<p>Street Crane employees are not to travel in vehicles together as per the government guidelines unless living together.</p> <p>Street Crane Employees have been provided with anti-bacterial wipes for regular cleaning down of works vehicle(s).</p>		1-7 = Low Risk monitor to ensure that remains at a minor level
8	Coronavirus (COVID-19) Work Equipment	Employees and or clients become infected with the Coronavirus (COVID-19) from contact with work equipment	<p>Street Crane employees will wear full personal protective equipment with frequent handwashing using soap or use of alcohol hand sanitising gel.</p> <p>Street Crane staff will stop handshaking as a greeting</p> <p>Good hand and sneeze/cough hygiene discussed with employees</p> <p>Street Crane so far as is reasonably practicable wipe down and regularly clean tools and work equipment.</p>		8-14 = Medium Risk Risk can be tolerated but where practicable additional controls should be identified to reduce the risk as far as reasonably practicable

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No	Hazard/ Task Description	Persons at risk	Existing controls	Additional control measures required to control risk	Risk Rating (RR)
9	Coronavirus (COVID-19) Coming to work and leaving work	Employees become infected with the Coronavirus (COVID-19)	<p>Staggering arrival and departure times to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.</p> <p>2m marking on the floor for employees to stand.</p> <p>Markings and introducing flow at entry and exit points.</p> <p>Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.</p> <p>Changing rooms have been increased on site providing areas where staff can get there PPE at safe distances reducing congestion.</p>		8-14 = Medium Risk can be tolerated but where practicable additional controls should be identified to reduce the risk as far as reasonably practicable

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<b>No</b>	<b>Hazard/ Task Description</b>	<b>Persons at risk</b>	<b>Existing controls</b>	<b>Additional control measures required to control risk</b>	<b>Risk Rating (RR)</b>
10	Coronavirus (COVID-19) Moving around buildings and worksites	Employees become infected with the Coronavirus (COVID-19)	<p>Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.</p> <p>Regulating use of high traffic areas including corridors, and walkways to maintain social distancing.</p> <p>Staff where they can work from home are working from home.</p>		8-14 = Medium Risk can be tolerated but where practicable additional controls should be identified to reduce the risk as far as reasonably practicable

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No	Hazard/ Task Description	Persons at risk	Existing controls	Additional control measures required to control risk	Risk Rating (RR)
11	Coronavirus (COVID-19) General Working Activities	Employees become infected with the Coronavirus (COVID-19)	<p>Reviewing layouts and processes to allow people to work further apart from each other.</p> <p>Using floor tape or paint to mark areas to help workers keep to a 2m distance where reasonably practicable.</p> <p>Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.</p> <p>Using a consistent pairing system if people have to work in close proximity, for example, during two person working, lifting or maintenance activities that cannot be redesigned.</p>		8-14 = Medium Risk can be tolerated but where practicable additional controls should be identified to reduce the risk as far as reasonably practicable

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No	Hazard/ Task Description	Persons at risk	Existing controls	Additional control measures required to control risk	Risk Rating (RR)
12	Coronavirus (COVID-19) Meetings	Employees become infected with the Coronavirus (COVID-19)	<p>Only absolutely necessary employees will attend meetings and maintain 2m separation throughout.</p> <p>Providing hand sanitiser in meeting rooms or as close to as can be so far as reasonably practicable.</p> <p>Holding meetings outdoors or in well-ventilated rooms whenever possible.</p>		<p>8-14 = Medium Risk can be tolerated but where practicable additional controls should be identified to reduce the risk as far as reasonably practicable</p>

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13	Coronavirus (COVID-19) Common areas	Employees become infected with the Coronavirus (COVID-19)	<p>Staggering break times to reduce pressure on break rooms or places to eat.</p> <p>Creating additional space by using other parts of the worksite or building that have been freed up by remote working.</p> <p>Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.</p> <p>Encouraging staff to stay on-site during working hours.</p> <p>Social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form has been provided.</p>		<p>8-14 = Medium Risk can be tolerated but where practicable additional controls should be identified to reduce the risk as far as reasonably practicable</p>



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No	Hazard/ Task Description	Persons at risk	Existing controls	Additional control measures required to control risk	Risk Rating (RR)
14	Coronavirus (COVID-19) Accidents, security and other incidents	Employees become infected with the Coronavirus (COVID-19)	<p>COVID-19 emergency kits have been provided in the first aid room in the event that first aid would be required.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.</p> <p>In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe.</p> <p>Emergency procedures have been reviewed and briefed to the employees.</p>		<p>8-14 = Medium Risk can be tolerated but where practicable additional controls should be identified to reduce the risk as far as reasonably practicable</p>

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15	Coronavirus (COVID-19) Contractors	Employees become infected with the Coronavirus (COVID-19)	<p>Clients and or contractors will be provided with this Coronavirus (COVID-19) risk assessment and asked what controls re in place prior to a site visit being completed.</p> <p>Encouraging visits via remote connection or remote working for visitors where this is an option.</p> <p>Limiting the number of visitors at any one time.</p> <p>Maintaining a record of all visitors.</p>		8-14 = Medium Risk can be tolerated but where practicable additional controls should be identified to reduce the risk as far as reasonably practicable
16	Coronavirus (COVID-19) Keeping the workplace clean	Employees become infected with the Coronavirus (COVID-19)	<p>Frequent cleaning of work areas and equipment between uses, using our usual cleaning products.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, pump handles and printers, and making sure there are adequate disposal arrangements.</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of a shift.</p>		8-14 = Medium Risk can be tolerated but where practicable additional controls should be identified to reduce the risk as far as reasonably practicable

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17	Coronavirus (COVID-19) Hygiene – handwashing, sanitation facilities and toilets	Employees become infected with the Coronavirus (COVID-19)	<p>Signs and posters have been put up throughout Street Crane to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Providing hand sanitiser in multiple locations in addition to washrooms.</p> <p>Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.</p>		8-14 = Medium Risk can be tolerated but where practicable additional controls should be identified to reduce the risk as far as reasonably practicable

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18	Coronavirus (COVID-19) Communications and Training	Employees become infected with the Coronavirus (COVID-19)	<p>Ongoing engagement with workers, including through trades unions or employee representative groups to monitor and understand any unforeseen impacts of changes to working environments.</p> <p>Awareness and focus on the importance of mental health at times of uncertainty provided through an iHasco IOSH accredited online training course and regular phone calls.</p> <p>Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to Signage to promote share experience.</p>		<p>8-14 = Medium Risk can be tolerated but where practicable additional controls should be identified to reduce the risk as far as reasonably practicable</p>

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### Risk Rating Matrix

Likelihood (L)		Severity (S)		Risk Rating						
Likelihood	5	10	15	20	25	1-7 = Low Risk monitor to ensure that remains at a minor level				
	4	8	12	16	20					
	3	6	9	12	15	8-14 = Medium Risk can be tolerated short term, but additional controls must be identified to reduce the risk as far as reasonably practicable				
	2	4	6	8	10					
	1	2	3	4	5					
Severity					15-25 = High Risk unacceptable control measures required to reduce the risk to medium as a minimum					
Likelihood (L)		Severity (S)		Risk Rating						
1	Unlikely - The incident has or has not occurred and is not likely to occur	1	First Aid Injury, very limited, localised environmental impact	Likelihood x Severity = Risk Rating						
2	Improbable - The incident has happened in the past and may occur in exceptional circumstances	2	Up to 3 days absence, local environmental impact							
3	Likely - The incident has happened at some time and will occur under the same circumstances	3	Over 3 days absence, local environmental damage							
4	Highly Probable - The incident has occurred frequently and is expected to occur	4	Major injury/disability, severe environmental damage							
5	A Certainty - The incident occurs regularly and will continue to occur	5	Fatality, Extensive and severe environmental damage							

**Health and Safety Procedures**

**Section:** Coronavirus (COVID-19)  
**Subject:** Safe Working Protocols  
**Ref:** HS155  
**Clause:** 1.3.1

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**Hierarchy of Control**

Elimination	Redesign the job or substitute a substance so that the hazard is removed or eliminated.
Substitution	Replace the material or process with a less hazardous one.
Engineering controls	Separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment.
Administrative controls	These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage and performing risk assessments.
Personal protective clothes and equipment	Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used.

**Safe Working Protocols Coronavirus (Covid-19) Risk Assessment**