

HS3b Point of Work Risk Assessment & Daily Brief

Project		Date	
Prepared by			

Task/Activity
Daily Briefing

Briefing Content <small>(list key topics discussed during briefing)</small>
<p>Construction sites operating during the Coronavirus COVID-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.</p> <p>The information contained within this POWRA is intended to set out consistent measures on site in line with the Government's recommendations on social distancing. These are exceptional circumstances and we must comply with the latest Government advice on COVID-19 at all times.</p> <p>The health and safety requirements of this task/activity must not be compromised at this time. If the task/activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it must not take place.</p> <p>The Site Operating Procedures/Control Measures set out in this POWRA are aimed at protecting you, your colleagues, your families and the UK population and must be followed at all times.</p> <p>If you are found to be in breach of any of the control measures within this POWRA the site may be required to shut down.</p> <p>General rules to be adhered to during the current Coronavirus COVID-19 pandemic:</p> <p>Arrival on site –</p> <ul style="list-style-type: none"> Check the following with operatives arriving on site: <ul style="list-style-type: none"> Do you have a high temperature or a new persistent cough? Are you a vulnerable person (by virtue of your age, underlying health condition, clinical condition or are pregnant)? Are you are living with someone in self-isolation or a vulnerable person? Have you have travelled to any at risk country in the last 14 days? <p>If the answer to any of the above questions is yes, the person must be refused access to site and told to follow Government advice on self- isolation.</p> <p>REMEMBER:</p> <ul style="list-style-type: none"> Social distancing of 2m to be adhered to at all times Follow site restrictions for use of toilets/canteens/drying rooms

Who could be at 'RISK' by the task/activity (please tick)?									
McD employees		Other contractors		Members of the public		Principal Contractor employees		Others	

Significant 'Hazards' involved with the task/activity (please tick)	Control measures to reduce 'Risk' (please tick all relevant control measures, use 'comments' for any other information)	'Residual risk' (please circle)		
Travel to site	<p>General precautions: Wherever possible workers should travel to site alone using their own transport. Sites need to consider:</p> <ul style="list-style-type: none"> If the van you are using to travel to site in is crew cab van you can have a maximum of 2 passengers as distancing can be achieved Parking arrangements for additional cars and bicycles Other means of transport to avoid public transport e.g. cycling 	H	M	L

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	<ul style="list-style-type: none"> - Main contractor to provide hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available - How someone taken ill would get home 			
Someone Falls Ill	<p>General Precautions: If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> - Return home immediately - Avoid touching anything - 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 - Notify their Supervisor/line manager/HR <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> <ul style="list-style-type: none"> - If an employee was sent home with symptoms of COVID-19 or there is a confirmed case, the areas of high touch point, should be cleaned in addition to areas that the employee would most likely have used, i.e. desks, chairs, plant - These should be hygienically cleaned with the available sanitising agent and disposable cloths - Where possible the area should not be used for 72 hours following the employee last contact with it, i.e. a desk or piece of plant 	H	M	L
Site Access Points McDermott Site Offices	<p>General precautions:</p> <ul style="list-style-type: none"> - Stop all non-essential visitors - Introduce staggered start and finish times to reduce congestion and contact at all times - Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring - Remove or disable entry systems that require skin contact e.g. fingerprint scanners. Face recognition only on Delaney - Require all workers to wash or clean their hands before entering or leaving the site - Allow plenty of space (two metres) between people waiting to clock into site - Wedge doors open where possible to restrict contact - Regularly clean common contact surfaces in office, access control and delivery areas e.g. scanners, screens, phones, desks, particularly during peak flow times - Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible - Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials 	H	M	L
Toilet facilities	<p>General precautions:</p> <ul style="list-style-type: none"> - Follow restrictions given by Main contractor for the number of people allowed to use the toilet facilities at one time - Wash hands before and after using the facilities - Place all rubbish in bins provided 	H	M	L
Canteens and Eating Arrangements	<p>General precautions:</p> <ul style="list-style-type: none"> - Break times should be staggered to reduce congestion and contact at all times (insert break time) - Workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home including hot drinks - Workers should sit 2 metres apart from each other whilst eating and avoid all contact - All rubbish should be put straight in the bin and not left for someone else to clear up 	H	M	L

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	<ul style="list-style-type: none"> - No visiting local shops/takeaways in breaks 			
Briefings	<ul style="list-style-type: none"> - Separate teams into small groups and deliver at place of work Where possible, hold briefings outside – ensure 2m separation - Photograph attendees (as a group) as evidence of attendance rather than signing in, one person to keep a register of attendance (names, roles) – signed by person delivering Refer to cleaning guidance below 	H	M	L
Vehicles/Plant	General precautions: <ul style="list-style-type: none"> - Vehicles must be kept clean including wiping of all hard surfaces including gearstick / glovebox / vehicle key and fob / seatbelts / handles (internal and external) / dashboard / steering wheel and rear-view mirror, with a suitable disinfectant. This should be carried out at least daily. - Operated plant must be cleaned down in the cab daily to reduce the chances of contamination. 	H	M	L
Other Comments (incl. additional controls) <p>If task/activity cannot be completed whilst adhering to <u>ALL</u> of the above control measures within this POWRA (especially with regard to maintaining the 2-metre distance between operatives) <u>IT MUST NOT CONTINUE</u> and operatives must be redeployed to task/activities where they can be achieved. <u>THERE ARE NO EXCEPTIONS TO THIS RULE.</u></p> <p><u>If you have any concerns, feedback with regards to site tasks/activities and how they can be improved or general suggestions on how sites can be made as safe as possible during these unprecedented times PLEASE SPEAK UP to either your Site Lead or the Production or SHEQ Directors.</u></p>				

NOTE: The control measures set out in this POWRA will be monitored frequently and individually by Site Management to ensure that all tasks/activities being performed on site are being done so within the parameters defined.

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Receipt & Acceptance

Operatives

I have received, read and understood the above point of work risk assessment and daily brief.

I confirm that I have the required information, instruction & training. I confirm that I have the correct tools/PPE/RPE for the work activity.

This risk assessment and safe working method has been explained to me and made available on site prior to commencing work. I know I can access the risk assessment & safe method of work at any time from the site office along with other company policies and documentation.

I fully understand the risks and control measures (incl. the use of PPE) to be adopted for this activity.

I am fit for duty to work in accordance with this risk assessment & safe method of work.

I shall disclose any medical condition arising that may require special attention in relation to this risk assessment & safe method of work.

Print Name	Signature	Date

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