

Covid-19 Risk Assessment.

Site address ilke Homes factory and all construction sites
Task/operation Working safely during COVID-19
Assessment date Feb 2021
Review date Aug 2021
Revision 14
Reference code ilke COVID 19

- Note:**
- All employees will be re-inducted by ilke Homes prior to starting any works.
 - All employees must sign the relevant Risk Assessments and Method Statements for their specific tasks.
 - All employees must acknowledge and agree to ilke Homes COVID 19 Company Policy.
 - All employees must ensure normal site and task specific PPE is worn at all times.

Known hazards		People at risk	Initial risk	Workplace precautions/control measures	Residual risk
1	People at higher risk - clinically extremely vulnerable and clinically vulnerable	ilke Homes employees and contractors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • Further details are listed in the ilke Homes COVID-19 Company Policy. • If you're at high risk from coronavirus, you should have received a letter from the NHS. You should speak to your GP or hospital care team if you have not been contacted and think you should have been. If you're at high risk from coronavirus, you're advised to take extra steps to protect yourself. • We will not permit any person who is clinically extremely vulnerable to come to work and they will work from home where possible. For further advice visit: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerablepersons-from-covid-19 • Persons who are clinically vulnerable will not be permitted to conduct higher risk tasks, such as activities where social distancing cannot be followed in full. • A dot map has been created to identify tasks within production that breach the ability to maintain 2m. 	1 X 5 = 5 LOW

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2	Visitors and contractors	Visitors and contractors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • Unnecessary visits will be postponed or cancelled. • Schedules for essential service work will be revised to reduce interaction and overlap between people, for example carrying out the work out of hours (weekends/nights etc). • Contractors must clean/wipe/disinfect their work areas once work has been completed. Their RAMS must demonstrate this will be practised or it must be included when issuing a Permit To Work. • All visitors must be provided with a copy of the 'Visitors Briefing'. Confirmation (via email) that it has been read and understood must be received before entering the site. • The number of visitors at any one time will be limited. • Where F2F meetings are organised with visitors and contractors, the ilke designated person (Executive Assistant) will communicate a questionnaire along with a short safety briefing, which all visitors must complete and return prior to visiting the factory facility. The ilke designated person will review the questionnaire and highlight if there are any potential issues. The person hosting the meeting (ilke) shall be responsible for greeting the visitors and ensuring that each visitor signs a visitor's pledge to confirm that they have read and understood the information which has been sent to them and that they will adhere to the control measures in place. • Where it is necessary for visitors to enter PPE zones as part of their visit, they should provide their own PPE. If they are unable to provide their own, ilke will provide safety footwear, hardhat, visor and safety glasses along with disposable gloves and hearing protection. Disposable facial coverings can also be provided. Visitors will be directed to a designated area where they can change into PPE ahead of the factory visit. Prior to leaving, visitors will be directed by their host to remove any PPE provided, and dispose of any hearing protection, gloves and facial coverings in a closed bin provided in the changing area. Boots, hardhat and safety glasses will be placed in a separate area of the changing room and once the visitors have left, any used PPE will be sanitised and cleaned by the host, using a suitable cleaning spray or wipes i.e. Dettol. PPE will only be issued to visitors and contractors undertaking work at the facility. 	1 X 5 = 5 LOW
3	Working from home	ilke Homes employees and contractors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • Wherever physically possible employees will continue and be encouraged to work from home to minimise congestion in the work areas/offices and reduce the risk of virus transmission. • All people working from home are to complete the ilke Homes DSE survey and the results will be analysed. Contact is made with all persons who require additional equipment to support with good workstation setups for safe use of DSE whilst working from home https://www.surveymonkey.co.uk/r/L9N93BB • Any additional persons working from home since the initial survey, should also complete the DSE assessment survey, as soon as possible after returning to work. 	1 X 5 = 5 LOW

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4	Mental health issues	ilke Homes employees and contractors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • There are things you can do to help you stay well: <ul style="list-style-type: none"> - Stay in touch with family and friends over the phone or on social media - Do things you enjoy eg. read, cook, craft, listen to music, radio, revisit comedy boxsets - Do light exercise at home (use upbeat music) It's important to move your body - Open your windows for fresh air - Learn something new via free online and App courses and quizzes - Take a daily socially distanced walk/run/cycle (in accordance with Government advice) - Try mindfulness meditation - Check out the Wellbeing Centre on ilkenet for exercise and meditation classes, new recipes and money tips • ilke Homes has trained Mental Health First Aiders (see ilkenet) that are aware of how to spot the signs and symptoms of mental health issues and provide help on a first aid basis • The company will support any worker who may be suffering mental health issues and provide confidential support and advice wherever possible • Whether you're concerned about yourself or a family member, NHS helplines and support groups can offer expert advice <ul style="list-style-type: none"> - https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/ • Through the Employee Assistance Programme (EAP) you and members of your family can also speak in confidence to an advisor 24/7 with any home or work concerns. The EAP number is 0800 015 57287 or can be accessed through https://ilkenet.rewardgateway.co.uk/ 	1 X 5 = 5 LOW
5	Travelling to work – public transport – exposure to the virus	ilke Homes employees and contractors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • Non-essential travel will be minimised by allowing workers to work from home as a first option where this is physically possible. • Public transport should be avoided where possible. • Provide employees with information on the virus and precautions to take during travel. Details are available at: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak. • Maintain social distancing (at least 2m) between yourself and anyone else when travelling. • Frequently clean hands by using alcohol-based hand rub or soap and water. • Employees to complete a dynamic risk assessment and wear a suitable face mask as required – see note 2. 	1 X 5 = 5 LOW
6	Flaxby factory - entering and leaving the factory	ilke Homes employees, contractors and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • All workers are still required to clock in/out using their key fob and must immediately wash their hands or sanitise them once entering the site and before leaving. • Hand sanitising stations are fitted at the main entrance to the site and in other prominent locations throughout the building and will remain topped up with 60%+ alcohol-based hand sanitiser. • High traffic areas, including entrances and exits to the building, will be marked out with floor tape or paint, to mark areas and help workers keep to a 2m distance. • In all other areas, social distancing must be maintained, allowing plenty of space (2m) between all workers. • Face coverings must be worn when entering/leaving and transitioning around the building. • Cleaners are employed to regularly clean common contact surfaces in the entrance area, offices, canteen and toilets. 	1 X 5 = 5 LOW

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7	Flaxby factory - pedestrian traffic on factory walkways	ilke Homes employees, contractors and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> All walkways will be marked with tape to indicate safe separation distances of 2m, this must be adhered to by all persons at all times. The walkways will remain a two-way system with a right of way priority to prevent crossing paths that are less than 2m in width. If persons wish to use the walkways the wrong way then they do not have the right of way, where practicable, they should move to a safe area where 2m can be maintained and allow the person with the right of way to pass. As a minimum, the person who does not have right of way must stand at the barrier and face into the factory while the person(s) with right of way passes. If persons are wearing site standard PPE when travelling the wrong way, the person may step through the nearest safe entrance gate onto the factory floor, whilst the person with the right of way passes if it is safe to do so. <p>Right of way priority - 06:00-14:00 will be entering the factory from any of the main entrances.</p> <p>Right of way priority - After 14:00 will be leaving the factory from any of the main entrances.</p> <ul style="list-style-type: none"> Pass side to side (rather than face to face) in the workplace. 	1 X 5 = 5 LOW
8	Meetings with other organisations and subcontractors	ilke Homes employees, contractors and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> Eliminate requirement for face to face meetings. If possible, arrange for meetings to be carried out via video conferencing such as Teams, Skype or Zoom. If face to face meetings cannot be avoided, ensure all attendees use a hand sanitiser when entering and leaving the meeting room. Avoid shaking hands. Use other greeting methods. Maintain social distancing (at least 2m) between yourself and others at the meeting. Remove additional chairs from the room and keep at least 1 chair space between each meeting attendee. Windows and doors should be left open whenever possible to increase general ventilation. Sending emails or use of telephones or walkie talkies should be utilised as a first choice wherever possible, to reduce pedestrian traffic and face to face contact on-site. Outdoor meeting areas may be established for essential meetings with a higher number of persons involved, or indoor areas such as the canteen, factory view room, marketing suite and boardroom can be used (with social distancing measures) when possible. Sharing pens and other objects should be avoided. Meetings should have a set agenda and be executed in the shortest time possible. 	1 X 5 = 5 LOW

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9	Working in site offices, ilke factory office and general site works – exposure to the virus	ilke Homes employees, contractors and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • If employees can work from home they should implement the homeworking policy until further notice. • Ensure people are assigned to desks/workstations, where possible avoid the need to hot desk. • Avoid people working face to face when 2m cannot be maintained, where possible work side to side or back to back. • If necessary employ the use of physical screens/barriers. • Ensure gloves and all relevant PPE are worn as per task-specific risk assessments. Where gloves are required for task completion, these must be cleaned down with disinfectant wipes before removal and hand washing guidelines followed after removal. • Ensure any principal contractor (PC) and ilke Homes additional induction sessions with specific instructions about COVID-19, are completed with all employees, contractors and visitors. • Maintain a record of all persons on-site by completing PC specific signing in/out procedures. When signing in is still required, individuals should use their own pen and ensure cleaning/disinfecting procedures are followed. ilke Homes' Site Managers will keep a log of all current contractors on-site. • Ensure all employees are made aware of preventative measures: <ul style="list-style-type: none"> - Keeping the activity time involved as short as possible - Wash hands frequently (alcohol-based hand rub or soap and water) - Maintain social distancing where possible - Avoid touching eyes, nose and mouth - Practice respiratory hygiene (cover mouth and nose when coughing/sneezing) - Clean and disinfect frequently touched equipment, objects and surfaces - If possible, open doors with the back of hands rather than using your fingers/palm - Disposable gloves are available to be worn as required • Implement a more frequent cleaning regime, focussing on frequently touched surfaces (door handles, handrails, taps etc). • Encourage all site personnel and visitors to regularly wash their hands while onsite and ensure hand sanitisers are located at strategic locations. • When transitioning around the building, office workers must wear face coverings and ensure a minimum of 2m social distancing is maintained. • Employees to stay at home if they experience a fever, a new cough or difficulty breathing and seek medical care through online 111 - https://111.nhs.uk/ 	1 X 5 = 5 LOW
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10	Ill workers – developing or showing COVID 19 symptoms whilst at work	ilke Homes employees, contractors and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • Only workers, visitors and contractors that do not present symptoms of the virus are permitted to work on-site. The main symptoms of coronavirus are a high temperature (this means you feel hot to touch on your chest or back/you do not need to measure your temperature), or a new, continuous cough (this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours, if you usually have a cough, it may be worse than usual). • Workers who develop a high temperature or a persistent cough while at work should: <ul style="list-style-type: none"> - Inform their line manager or site contact and 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 • Workers are aware they must follow the guidance on self-isolation and not return to work until the period of self-isolation has been completed • The company developed a Business Continuity Plan prior to lockdown. The plan includes what action will be taken in the event of any incident (Decontamination plan). • In the event that an individual in the local workplace begins to show symptomatic signs, they should be requested to obtain a Covid test. If the results are positive, NHS test and trace will request them to share details of who they have come into recent contact with. If they work in a particular setting i.e. a setting where there is a risk of local outbreak (for example a factory), the NHS will also alert the local Public Health Protection Team to investigate further. • Employees should be encouraged to make ilke aware if they test positive via their line manager so that suitable action can be taken to mitigate any local outbreak and the spread of Covid-19. • Where there is more than one case of confirmed Covid 19 within the workplace then the local Public Health Protection Office/team should be contacted immediately. The ilke designated single point of contact (SPOC) must make contact as soon as possible to seek further advice and guidance. The local Public Health Protection Office to Flaxby is; PHE North Yorkshire and the Humber Health Protection Team, Block 2 The Food and Environment Research Agency (FERA), Sand Hutton, York, YO41 1LZ Phone: 01904 687 100 • The SPOC designated by the ilke management team will be The Company Head of HS&E • NHS Test and Trace system may be invoked in order to contain any local workplace outbreaks. With this in mind, the business will manage a local record (Factory & Sites) of employees and staff including visitors and contractors, records will be kept for a minimum of 21 days and be made available if requested, for example by Public Health England. 	1 X 5 = 5 LOW
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11	Activities where social distancing cannot be followed in full	ilke Homes employees, contractors and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> You must wear either a full face shield or a protective mask to perform any operations for which social distancing cannot be maintained i.e. a 2 person operation. If the activity is essential, the time involved to complete the task must be planned to ensure social distancing measures are regained as soon as possible. Where possible the number of people each person has contact with will be applied by using fixed teams or partnering (so each person works with only a few others). A consistent pairing system must be adopted if people have to work in close proximity, for example, during two person working, lifting or maintenance activities that cannot be redesigned. Face shield helmet attachments must be worn when entering the production area i.e. beyond the green mile. It is acceptable to wear a face mask in addition to the face visor if you wish, however face shields must be worn as a minimum requirement. Site standard PPE remains mandatory. Side-to-side or back-to-back working must be adopted wherever possible. Persons that are clinically vulnerable must not complete tasks where social distancing cannot be adhered to in full. 	1 X 5 = 5 LOW
12	Building and installing modules including working inside modules, on scaffolds are roofs	ilke Homes employees and contractors		<ul style="list-style-type: none"> Operations to be completed by maintaining social distancing at all times where possible. In the event that social distancing cannot be maintained, the control measures stated above in item 11 must be applied. Windows and doors should be left open whenever possible to increase general ventilation inside occupied modules. ilke employees working on construction sites to comply with Principle Contractors specific Covid-19 requirements and control measures when required. 	
13	Accommodation/ hotels etc – exposure to the virus	ilke Homes employees and contractors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> Minimise use of accommodation such as hotels and B&Bs. Where unavoidable only utilise hotels which are following and enforcing social distance guidelines – https://www.gov.uk/guidance/covid-19-advice-for-accommodation-providers Avoid busy public areas. Provide employees with information on the virus and precautions to take during travel. Cancel travel for employees experiencing symptoms of the virus. If employees experience any of the Covid-19 symptoms (cough, fever, loss of taste/smell) they should request a test and remain isolated for 10 days (or until all symptoms have gone). If employees are uncomfortable with staying in hotels during the coronavirus pandemic, then they must inform ilke Homes Management Team immediately. 	1 X 5 = 5 LOW
14	Flaxby factory - emergency response	ilke Homes employees, contractors and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> At least 1x Incident Coordinator must be on-site during each shift. At least 1x First Aider per 40 employees must be present on-site during each shift. The recently developed Emergency Response Plan, details action to be taken for any emergency scenario the site may encounter. All workers must follow the site Emergency Evacuation Procedure at all times. In an emergency, people do not have to stay 2m apart if it is unsafe to do so. 	1 X 5 = 5 LOW

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15	Administering first aid	ilke Homes employees, contractors and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • If first aid is required, social distancing measures should continue wherever possible to maintain life and promote recovery. Should the injured party be able to self-treat e.g. eye wash bottle or clean and self-apply plasters, then they should do so. Where possible, the person should be placed in an area away from others e.g first aid room. Do not perform rescue breaths or mouth-to-mouth ventilation. Perform chest compressions only - https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/ • Injured persons must still report to a First Aider to log the accident. A First Aider can put gloves on and issue a plaster so the injured person can self-treat etc where possible. • After contact with the individual, wash your hands thoroughly with soap and water or alcohol hand rub at the earliest opportunity. • Avoid touching your mouth, eyes and nose after having contact with the individual. 	1 X 5 = 5 LOW
16	Use of tools and equipment	ilke Homes employees and contractors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • All workers in the production areas of the factory and construction site works must wear protective gloves as per task specific risk assessments. • Workers must use the same tools and equipment wherever possible for the entire shift. • If the task being performed introduces a risk of sparks and flying debris, for example, when using power tools, safety glasses must also be worn under face visors. • Users of tools and equipment to clean down at the end of each working day and dispose of any used rags or wipes in the appropriate bin (where applicable). • Glove wearers should sanitise their re-usable gloves frequently, using the sanitising stations provided. 	1 X 5 = 5 LOW
17	Loading and Unloading delivery vehicles	ilke Homes employees and contractors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • Ensure delivery tickets are confirmed for correct equipment and materials and are signed by the delivery driver. • Only one person on the vehicle/lorry at any one time. • Ensure after dealing with the delivery, wash your hands thoroughly with soap and water or alcohol hand rub at the earliest opportunity. • Flaxby factory site-specific stores delivery risk assessment has been completed. 	1 X 5 = 5 LOW

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18	Construction site welfare/canteens - exposure to the virus	ilke Homes employees, contractors and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • During the coronavirus pandemic some welfare and canteen facilities may be restricted by the Principal Contractor (PC). Site-specific rules and procedures must be followed at all times. The access to means of heating food and making hot drinks may be prohibited. • Any dedicated eating areas will be identified at induction. Where any canteen facilities are still available for use, workers must sit 2m apart from each other whilst eating and avoid any potential contact. Tables must be cleaned between each use. • Employees and contractors will also be requested to stay on-site once they have entered it (access to personal vehicles is acceptable) and not use local shops. • Break times will be staggered to reduce congestion and contact. • If the canteen is not in operation, then the workforce are requested to bring their own food/pre-prepared meals and refillable drinking bottles/flasks from home and eat in their own vehicles or specific alternative canteen/outside seating if available, maintaining 2m separation – as confirmed by PC. • Site crockery, eating utensils, cups etc. must not be used. • Hand sanitisers should be available at the entrance of any room where people eat and must be used by workers when entering and leaving the area. • Welfare facilities to be maintained, cleaned, stocked regularly with supplies of hand cleaning materials for washing and drying and toilet rolls for the toilets. Site Manager to regularly confirm and communicate with PC's management team on supplies provided. • Where welfare toilet facilities are not serviced by an attendant and are sized so 2m distancing is not possible, all operatives are to wait till the facility becomes vacant before use, making sure to avoid unnecessary touching of surfaces. Hands should be thoroughly washed before and after using the toilet facilities. • Drinking water is provided with enhanced cleaning measures of the tap mechanism introduced. All rubbish must be put straight in the nominated bins by each individual and not allowed to accumulate. 	1 X 5 = 5 LOW
19	Flaxby factory - common areas	ilke Homes employees, contractors and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • The on-site catering services will be operating a limited take away option for workers that is cashless only. Food will be bagged/boxed and serving areas are protected by screens. • The canteen area is to be set up with limited seating capacity to maintain social distancing at all times. • Break times will be staggered to reduce pressure on common areas. • As more employees return to work, the canteen facility may be closed - following this, workers may be required to take lunch breaks in their cars. Safe outdoor eating areas may also be established for breaks. • To avoid cross-contamination the free tea and coffee station will be removed. Hot water can still be used, however workers must bring their own tea/coffee/sugar etc. • Microwaves will be segregated to enable social distancing to be maintained and capacity will be limited. Employees will be strongly encouraged to bring food that does not require a microwave. • Only 1x person is permitted in the coffee making room at any one time. • Signage will help remind occupants of social distancing measures as required. • All occupants have the responsibility to maintain social distancing at all times when using the site's facilities and other common areas. 	1 X 5 = 5 LOW

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20	Flaxby factory - use of showering facilities	ilke Homes employees and contractors	<p>4 x 5 = 20 HIGH</p>	<ul style="list-style-type: none"> • Only K9 security are currently permitted to use the showering facility due to providing 24/7 security to the site. If you do however wish to use the showers please consult with your Manager to discuss further, the doors have been locked to reduce usage to the lowest possible level. • All workers have been briefed through a toolbox talk that includes the requirement to not use the showers. • Additional cleaners have been employed to enhance cleaning throughout the facility during and at the end of each working day. 	<p>1 X 5 = 5 LOW</p>
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Multiply the Likelihood by The Severity to Determine			
Likelihood	x		Severity
Improbable	1		1 First aid injury or illness
Unlikely	2		2 Minor injury or illness
Probably	3	x	3 3-day injury or illness
Very Likely	4		4 Major injury or illness
Certain	5		5 Fatality, disabling injury, Major financial loss
1 – 9 = LOW	10 – 15 = MEDIUM		16 – 25 = HIGH

Residual Risk Rating

- If the Residual Risk category is **Green L (low)**, then the assessment is complete.
- If the Residual Risk is **Amber M (medium)** then additional control measures should be considered/introduced and the task closely monitored.
- If the Residual Risk remains **Red H (high)**, work **must not** proceed and the risks arising out of the hazards re-assessed to identify further risk reduction measures.

Note 1: Close Proximity Guidelines - PPE and RPE to be worn when working within 2m of another person for as short a duration as possible: RPE – face masks (types FFP3, FFP2 or N95), gloves and eye protection.

Note 2: ilke Homes supports their workers in using face visors/masks/coverings safely. Points to follow: Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting the face protection on, and after removing it. When wearing face protection, avoid touching your face or face protection, as you could contaminate them with germs from your hands. Change your face covering if it becomes damp or if you've touched it. Continue to wash your hands regularly and change your face covering daily.

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