

Covid-19 Risk Assessment.

Site address	ilke Homes factory and all construction sites
Task/operation	Working safely during COVID-19
Assessment date	November 2021
Review date	March 2022
Revision	17
Reference code	ilke COVID 19

Note: All employees will be re-inducted by ilke Homes prior to starting any works and are to have signed the relevant **Risk Assessments and Method Statements** for their specific tasks and confirmed and agreed to the ilke Homes COVID 19 Company Policy. All employees will also ensure normal site and task specific PPE is always worn.

This risk assessment is to be used in line with the most recent Covid Working Safe Party, Site Operating Procedures, COVID-19 Policy and Government Guidance.

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. 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. Those that are at a higher risk should where possible, work from home or limit the amount of time in the office. Follow the Governments Guidance on regular hand washing and sanitization 	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"> • All non-essential visits to site to be suspended if an outbreak on site was to occur (10+) • Contractors must clean/wipe/disinfect their work areas once work has been completed. Their RAMS should demonstrate this will be practiced and will 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. • Where F2F meetings are organized with visitors and contractors, the Ilke designated person will communicate a questionnaire along with a short safety brief 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 has received a negative LFT before the meeting takes 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 sanitized and cleaned by the host, using a suitable cleaning spray or wipes. 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"> • All people working from home are to complete the Ilke Homes DSE survey and the results will be analyzed. Contact has been made with all persons who required additional equipment to support with good workstation setups for safe use of DSE whilst working from home. • 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 try 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 - Spend time doing things you enjoy, such as reading, cooking, indoor hobbies, listening to the radio or watching TV - Do light exercise at home - Spend time with the windows open to let in fresh air - For further support please see our Well Being guide available on Ilkenet - Covid Support • Ilke Homes has trained mental health first aiders 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 Program (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"> • 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 if possible between yourself and anyone else when travelling. • Car sharing is a last option, however, if needed then full ventilation is required, open windows and face coverings to be worn. • 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 sanitize them once entering the site and before leaving. • Hand sanitizing 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 sanitizer. • Face coverings are optional when working on site, however, it is advised that they be worn inside a module where space is restricted, and team members are present. • 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"> 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. 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. Passing side to side practice should be adopted when passing by others in the workplace. 	1 X 5 = 5 LOW
8	Meetings including with other organizations/ subcontractors	Ilke Homes employees, contractors, and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> 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 sanitizer when entering and leaving the meeting room Avoid shaking hands. Use other greeting methods. Maintain social distancing between yourself and others at the meeting. Remove additional chairs from the room or 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 utilized 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 applied 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 siteworks – exposure to the virus	Ilke Homes employees, contractors, and visitors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • Ensure people are assigned to desks/workstations, where possible avoid the need to hot desk. • Work areas to be wiped down before and after work each day, Sani wipes and hand sanitizer are located on each bank of desks. • Avoid people working face to face when 2m cannot be maintained, where possible work side to side or back-to-back. • Ensure gloves and all relevant PPE are worn as per task-specific risk assessments. Where gloves are required for task completion these should be cleaned down with disinfectant wipes before removal and hand washing guidelines followed 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 continuing to clock in/out at the factory or by completing PC's 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) - 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, focusing 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 sanitizers are located at strategic locations. • It is the personal choice of any team member whether they want to wear a face covering When transitioning around the building. • Employees to stay at home if they experience any Covid symptoms, a PCR test to be booked. Employees are to remain at home until they have received their results. • Employees to self-isolate for 10 days on receipt of a positive PCR test. 	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 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). Symptoms can also be loss of taste and smell. • 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 i.e., deep cleans/decontamination plan. • If 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 shall 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. • The SPOC designated by the Ilke management team will be The SHE Manager and HR at Flaxby. • NHS Test and Trace system may be invoked to contain any local workplace outbreaks. • 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 PHE. 	1 X 5 = 5 LOW
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11	Building and installing modules including working inside modules, on scaffolds are roofs	Ilke Homes employees and contractors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • Windows and doors should be left open whenever possible to increase general ventilation inside occupied modules. • It is Advisory to wear a face covering whilst working in a module with over 4 people if the task cannot be avoided. • Ilke employees working on construction sites to comply with Principal Contractors specific Covid-19 requirements and control measures when required. • 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). • 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	Accommodation/ hotels etc. – exposure to the virus	Ilke Homes employees and contractors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • Provide employees with information on the virus and precautions to take during travel. • Cancel travel for employees experiencing symptoms of the virus. • 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
13	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 Emergency Response Plan details action to be taken for any emergency scenario the site may encounter. • All workers must always follow the site Emergency Evacuation Procedure. • 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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14	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 be kept to 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. • 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, unless you have recently cleaned your hands after having contact with the individual. 	1 X 5 = 5 LOW
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15	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 been performed introduces a risk of sparks and flying debris, for example, when using power tools etc., 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 sanitize their re-usable gloves frequently, using the sanitizing stations provided. 	1 X 5 = 5 LOW
16	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. 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
17	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. – site-specific rules and procedures must be always followed. The access to means of heating food and making hotdrinks may be prohibited. Where any canteen facilities are still available for use, workers are advised to keep a safe distance. Tables must be cleaned between each use. Screens in place on designated tables. Employees and contractors will also be requested to stay on-site once they have entered it (access to personnel vehicles will be acceptable) and not use local shops. Break times will be staggered to reduce congestion. The workforce will be encouraged to bring their own food/ pre-prepared meals and refillable drinking bottles/flasks from home or specific alternative canteen/outside seating if available Disposable cutlery is available to use. Hand sanitizers 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. 	1 X 5 = 5 LOW

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				<ul style="list-style-type: none">• Drinking water must be 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.	
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18	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 to be protected by screens. All doors and windows should remain open wherever possible to allow greater ventilation (canteen subject to appropriate fly screening). Break times will be staggered to reduce pressure on common areas. Microwaves will be segregated to enable social distancing to be maintained, capacity will be limited, employees will be strongly encouraged to bring food that does not require a microwave. All occupants are advised to always maintain social distancing when using the site's facilities and other common areas. 	1 X 5 = 5 LOW
19	Flaxby factory - use of showering facilities	Ilke Homes employees and contractors	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> Additional cleaners have been employed to enhance cleaning throughout the facility during and at the end of each working day. 	1 X 5 = 5 LOW

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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-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
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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: 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), gloves and eye protection.

Note 2: Ilke Homes supports their workers in using face visors/masks/coverings safely if they choose to wear one. Points to follow: Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitizer 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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