

## Objective:

This document assists managers of Amey Secure Infrastructure (ASI) locations to assess and control work place risks associated with COVID-19 and is aligned to the English Governments COVID SECURE approach.

It is recognised that due to the services provided by ASI Amey personnel will be employed at client locations such as schools, offices and prisons. In all situations, ASI personnel must align to the requirements stipulated by Clients for controlling COVID-19. Local site management must consult and cooperate with client's representatives at all times and follow their rules except where client requirements fall short of government or Amey standards.

Details of agreed safe working arrangements must be documented.

Within Many locations, ASI are responsible for the management of specific areas or conducting specific activities that are outside of normal hours. The management of staff during these activities is the responsibility of ASI and this risk assessment **MUST** be completed by site management to detail local arrangements.

To ensure SI employees are able to assess for themselves that basic arrangements are in place, a COVID SECURE personal checklist has been produced. By completing a number of simple checks, staff will be able to undertake a basic assessment to ensure controls are in place at each location. The checklist provides clear instructions on what to do if an employee believes they are not protected. This checklist applies for entering SI locations and locations operated by Clients. .

## How to complete this assessment

1. A number of key questions require evaluation at site level.
2. Managers must answer the questions with a YES or NO Response.
3. Where a NO response is provided, there is no further action required
4. Where A YES response is provided, additional controls must be implemented, and details of these local arrangements inserted into the template.
5. To provide guidance, the template includes current information provided by the HSE. This is provided in **RED** text.
6. Managers should review the **RED** text against local arrangements and then input details of local specific arrangements that are in place for the location.
7. Once this is conducted the **RED** text should be deleted. Managers must ensure they address items raised in the **RED** text.
8. Where further assistance is required to determine local arrangements, the Manager should contact their local OSA for assistance.
9. Once completed, the assessment must be briefed to all employees on site by Management and retained for future reference
10. The Assessment must be reviewed regularly to ensure it always remains current
11. A copy of the assessment should be placed on the sites' Amey Noticeboard, together with a signed copy of the COVID SECURE Poster (Appendix 1)

## COVID SECURE: SI Site Assessment



<b>Assessment Location</b>	Hunsbury Park Primary School	<b>Account:</b>	Northampton Schools PFI
<b>Max of SI workers at Site</b>	5	<b>Activities undertaken on site by SI (For example cleaning, catering etc)</b>	Operational and FM Staff/Caretaking/all Site Maintenance Facilities/Cleaning
<b>Name of Manager completing assessment</b>	Colin Middleditch	<b>Date of Assessment</b>	28 August 2020

Objective	Assessment	Yes/No	Details of Current Controls
Protection of Vulnerable persons	Does the site employ any identified clinically vulnerable persons?	<b>N</b>	A clinically vulnerable risk assessment must be completed before the employee is permitted return to work. Clinically extremely vulnerable person must remain in self-isolation. Contact HSEQ for further information.  Caretaker/Cleaner suffers from Diabetes but wasn't given a letter from GP/NHS
To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.	Do employees from differing households travel to/from work together?  Do any employees use public transport to attend work?	<b>No</b>	<ul style="list-style-type: none"> <li>Employees reminded to travel alone (or with members of the same household) via own transport (or walk, or cycle if it is safe to do so) to maintain social distancing;</li> <li>The use of communal transport (mini buses etc) is not to be provided;</li> <li>Staff will be reminded of the Government advice which recommends the wearing of an appropriate face covering. When using Public Transport</li> </ul> <p><b>All Staff Reminded about Government Guidelines</b></p>
	Do current shift patterns require groups of employees to access/egress the location together where 2m social distancing rules cannot be maintained?	<b>No</b>	<ul style="list-style-type: none"> <li>Arrangements have been made for arrival and departure times so people can keep to the 2 m social distancing rules;</li> <li>Using multiple entry/exit points at the same time is not required – Rear Caretakers Door to be USED to Access and Front Door to Egress as last people in the Building Cleaning Team shifts already staggered x 2 3:00/3:30</li> <li>Adoption of one-way systems is not required</li> </ul>

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Objective	Assessment	Yes/No	Details of Current Controls
To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.	Do site arrangements require the use of touch screen or similar shared equipment for accessing the location?	<b>Yes</b>	<ul style="list-style-type: none"> <li>Amey Staff have personal alarm fobs and swipe cards for access points touch screens, clocking in apparatus not currently in operation.</li> <li>Use by Caretaking Team a Shared PC/Mobile and Tablet site maintain Hygiene Cleaner spray and Alcoholic wipes have been ordered</li> </ul>
General Hygiene requirements – entry and exit	Do current hygiene arrangements prevent staff and visitors from being able to wash hands upon entry/exit or prevent their use whilst maintaining 2m distancing rules?	<b>No</b>	<ul style="list-style-type: none"> <li>Hand Sanitiser at Main Entrance and Handwashing facilities (running water, soap and paper towels) available in Site Office and Toilets by entrance Hand Sanitiser also available in Site Office where Contractors and Visitors sign in/out</li> <li>Facility enables washing of hands staff enforced when they get to work and leave</li> <li>Floor Signage around school to assist 2mtr rule and Amey, PHE/NHS Posters on Site Office/Cleaning Cupboards</li> </ul> <p><b>Site Contractors and Visitors guided to Caretakers rear door to access and meet Amey Team</b></p>
Common Areas	Does the location have common areas where staff gather such as restrooms, canteens or meeting rooms?	<b>Yes</b>	<p>All common areas have been reviewed removing furniture and distancing remaining furniture tables/chairs, so they are 2 m apart; and limited to the minimum to maintain 2mtr social distancing.</p> <ul style="list-style-type: none"> <li>Staggered breaktimes in operation to maintain 2mtr distancing</li> <li>Office areas marked to assist people keeping a 2 m distance;</li> <li>Amey staff encouraged to stay on-site during working hours;</li> <li>Frequency of cleaning reviewed in Amey common areas to maintain cleanliness</li> <li>Reminded about sharing of provisions such as tea, coffee, cups, crockery etc.</li> <li>2 mtr rule/queueing before signing in and out, due staggered start/finish time and encouraging Cleaning team to ONLY enter building 5-10mins prior to shift and Leave once shift completed keeps staff numbers to a minimum</li> </ul>
General Hygiene arrangements on site	Are staff restricted from being able to regularly wash hands whilst on site?	<b>No</b>	<ul style="list-style-type: none"> <li>Hand Sanitiser at Main Entrance and Handwashing facilities (running water, soap and paper towels) available in Site Office and Toilets by entrance and outside Site Office, Hand Sanitiser also available within Site Office where Contractors and Visitors sign in/out</li> </ul>

## COVID SECURE: SI Site Assessment



			<ul style="list-style-type: none"> <li>• Facility enables washing of hands by staff enforced when they get to work and leave</li> <li>• Amey, PHE/NHS signs and posters in place to increase awareness of good handwashing technique on Amey Site Office and Cleaning cupboards</li> <li>• providing regular reminders on avoiding touching your face and to cough/sneeze into your arm;</li> <li>• Hand sanitiser in multiple locations around facility and within Amey locations</li> <li>• Clear guidance on how to handle goods, merchandise and materials and when cleaning procedures need to be followed.</li> <li>•</li> </ul>
Maintaining social distancing during travel through the workplace.	Do staff need to be within 2m of each other whilst walking around the location?	<b>No</b>	<p>The location is organised so that you can keep people 2 m apart, where possible:</p> <ul style="list-style-type: none"> <li>• Work areas limited to keep people 2 mtr apart;</li> <li>• Signage/posters in place to remind people to keep a 2 m distance;</li> <li>• Lifts N/A</li> <li>• Adoption of one-way systems is not required</li> <li>• Amey team encouraged to avoid high traffic times when pupils on Break/lunch</li> <li>•</li> </ul>
Work Activity	Do activities require staff to be within 2m of each other at any time?	No	<p>List activities that cannot be currently undertaken whilst maintaining 2m social distancing.</p> <ul style="list-style-type: none"> <li>• There are currently no activities that cannot be currently undertaken whilst maintaining 2m social distancing</li> </ul> <p>Staff encouraged to plan all Activities should 2 mtr social distancing not be staff to work apart.</p>
	Do activities remain where staff need to be within 2m of each other?	<b>Yes</b>	<ul style="list-style-type: none"> <li>• Movement of Large Furniture and Deliveries may still require staff not to be able to maintain 2mtr social distancing but encouraged to limit time and utilise Trolleys and Sack barrows, use of step ladders also</li> <li>• Limit to potential 2 persons, using gloves and face masks if required and where possible work side by side</li> </ul>
	Do activities remain where staff need to be within 2m of each other?	<b>N</b>	<ul style="list-style-type: none"> <li>• There are currently no activities that cannot be currently undertaken whilst maintaining 2m social distancing.</li> <li>• We will:</li> </ul>

## COVID SECURE: SI Site Assessment



			<ol style="list-style-type: none"> <li>1. Maintain 2m social distancing</li> <li>2. Work in areas that are not being used, Class rooms to be empty when work takes place, this would be when lessons are not being taken, or in emergency the classroom would have to vacated</li> <li>3. Work at times that areas are not being used. Cleaning to be done out of core hours (when children are not at school). Extra cleaning (including Toilets) in times when children are in class</li> </ol>
	Where interface with Children (incl Bubbles) or Staff is possible.	Y	<ul style="list-style-type: none"> <li>• Where work may be within 2m of Children (Bubbles) or Teachers (only in extreme cases – Maintenance activities, Some Touch Point Cleaning may need face coverings if social distancing cannot be maintained)                             <ol style="list-style-type: none"> <li>1. Wear normal face coverings</li> <li>2. Interface with Bubbles - Wash hands before and after (or use sanitiser)</li> </ol> </li> </ul>
Cleaning Arrangements	Are there common areas (such as store cupboards, entry points, welfare facilities) or equipment items (such as computers, phones, catering, cleaning equipment or tools) that are used by multiple employees?	Yes	<ul style="list-style-type: none"> <li>• Amey Staff have swipe cards for access points touch screens, clocking in apparatus not currently in operation.</li> <li>• Use by Caretaking Team a Shared PC/Mobile and Tablet site maintain Hygiene Cleaner spray and Alcoholic wipes have been ordered, Cleaning Team Staff have individuals Vac/Mops and Chemical bottles but a few staff have shared cleaning cupboards staggered start times in operation</li> </ul> <p>Cleaning arrangements to be arranged regarding access and how we deliver the service if pupils/school staff may be present, plus daily reactive cleaning.</p>
Insert details of other local issues	Cleaning Arrangements/Emergency Reactive Work	Yes	<ul style="list-style-type: none"> <li>• Cleaning arrangements to be arranged regarding access and how we deliver the service if pupils/school staff may be present, plus daily Caretaking Activities Sick/body spillages, plus Emergency fixes. Access only permitted with social distancing applying.</li> <li>•</li> </ul>
Use of Vehicles	Are staff required to share company vehicles?  Do company vehicles have multiple occupants at any one time of use?	No	<ul style="list-style-type: none"> <li>• There are no Company Vehicles required at this location</li> </ul>
PPE	Do staff need to be within 2m of each other whilst walking around the location?	No	<p>The location is organised so that you can keep people 2 m apart, where possible:</p> <ul style="list-style-type: none"> <li>• Work areas limited to keep people 2 mtr apart;</li> </ul>

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			<ul style="list-style-type: none"> <li>• Signage/posters in place to remind people to keep a 2 m distance;</li> <li>• Lifts N/A</li> <li>• Adoption of one-way systems is not required</li> <li>• Amey team encouraged to avoid high traffic times when pupils on Break/lunch</li> </ul>
Information and guidance to employees	Do activities require staff to be within 2m of each other at any time?	No	<p>List activities that cannot be currently undertaken whilst maintaining 2m social distancing.</p> <ul style="list-style-type: none"> <li>• There are currently no activities that cannot be currently undertaken whilst maintaining 2m social distancing</li> </ul> <p>Staff encouraged to plan all Activities should 2 mtr social distancing not be staff to work apart.</p>

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Appendix 1:

COVID SECURE POSTER

**Staying COVID-19 Secure in 2020**

We confirm we have complied with the government's guidance on managing the risk of COVID-19

**FIVE STEPS TO SAFER WORKING TOGETHER**

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_ Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)