

## RJ Power Coronavirus Strategy 2020



# RJ Power Coronavirus Strategy (COVID-19)

**April 2020 Issue 2**

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For Information	Issue Status	Comments
Various Clients	Issue 1	March 2020 – to be revised as required.
Suppliers	Issue 2	April 2020 – General review and update, changes denoted thus in margin

**To be read in conjunction with the below:**

- RJ Power Infectious Diseases in the Workplace Policy;
- RJ Power Procedure – Dealing with Infectious Diseases Procedure;
- Construction Leadership Council;
- <https://www.gov.uk/coronavirus>
- <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>
- <https://www.hse.gov.uk/news/coronavirus.htm>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/events-as-they-happen>

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### 1 What is COVID-19

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The new coronavirus, now known as Covid-19, was first encountered in November 2019, and has gone on to affect over 425,000 people in over 150 countries around the globe, causing more than 18,000 deaths. The virus can cause pneumonia-like symptoms. Those who have fallen ill are reported to suffer coughs, fever and breathing difficulties. In severe cases there can be organ failure.

As this is viral pneumonia, antibiotics are of no use. The antiviral drugs we have against flu will not work. If people are admitted to hospital, they may get support for their lungs and other organs, as well as fluids. Recovery will depend on the strength of their immune system. Many of those who have died were vulnerable because of existing underlying health conditions.

The name Covid-19 was announced on 11 February by the World Health Organization. The director general, Tedros Adhanom Ghebreyesus, said: "We had to find a name that did not refer to a geographical location, an animal, an individual or group of people, and which is also pronounceable and related to the disease. Having a name matters to prevent the use of other names that can be inaccurate or stigmatising."

We don't yet know how dangerous Covid-19 is, and we won't know until more data comes in. The mortality rate seems to be around 2%. For comparison, seasonal flu typically has a mortality rate below 1% and is thought to cause about 400,000 deaths each year globally. Sars had a death rate of more than 10%.

Another key unknown, of which scientists should get a clearer idea in the coming months, is how contagious Covid-19 is. A crucial difference is that unlike flu, there is no vaccine for the new coronavirus, which means it is more difficult for vulnerable members of the population – elderly people or those with existing respiratory or immune problems – to protect themselves.

Handwashing and avoiding other people if you feel unwell are important. One sensible step is to get the flu vaccine, which will reduce the burden on health services if the outbreak turns into a wider epidemic.

Like other coronaviruses, it originated in animals and then migrated to humans. In this case it appears to have originated in the city of Wuhan in China. Many of those initially infected either worked or frequently shopped in the Huanan seafood wholesale market in the centre of the city, which also sold live and newly slaughtered animals.

China's national health commission confirmed human-to-human transmission of the virus in January.

The UK has been in lockdown since the 23<sup>rd</sup> March 2020 to try and curtail the further spread of COVID19 and will be until at least the 8<sup>th</sup> May.

#### **Latest update in the UK as of 9am on the 20<sup>th</sup> April 2020**

As of 9am on the 19<sup>th</sup> April:

- 482,063 tests have concluded,
- with 21,626 tests carried out on 18 April.
- 372,967 people have been tested, of whom 120,067 tested positive.

As of 5pm on 12 April, of those hospitalised in the UK who tested positive for coronavirus, 16,060 have died.

The risk level to the UK has been raised to high.

Worldwide there have been (as 7am 20<sup>th</sup> April):

- 2,404,249 confirmed cases
- 624,725 recovered
- 165,234 deaths

RJ Power are currently working on an COVID19 exit strategy for all the companies.

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## 2 Policy – Dealing with Infectious Diseases

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RJ Power is committed to supporting the health and wellbeing of our employees, contractors, clients and other external parties who we come into contact with. The organisation has developed this policy on minimising the risk of infectious diseases spreading in the workplace through effective prevention and management.

The policy seeks to ensure that employees are aware of the issues relating to infectious diseases at work and provides guidelines for managers and others on minimising the risk of employees contracting diseases through work and on dealing with infections if contracted. Infectious diseases can be airborne (for example, meningitis or TB), blood borne (for example, hepatitis) and faecal oral borne (for example, gastroenteritis).

Infectious diseases emerge and spread quickly across the world as a result of global travel and other interconnections. Workplaces are an effective incubator for disease, particularly if hygiene and infection control is poor or if employees go to work when sick.

Infectious diseases can have a potentially significant impact on the business. An employee off sick with a flu-related illness is typically absent for six days. As well as the direct costs of infection-related sickness absence, there are also indirect costs associated with lost productivity, damaged customer confidence and poor service levels.

### **Minimising the risk of disease transmission**

RJ Power has a duty of care to maintain a healthy and safe working environment. This includes taking steps to minimise the risk of employees contracting an infectious disease from colleagues, customers or clients.

The organisation will promote awareness and understanding of the issues and concerns relating to the transmission of infectious diseases in the workplace, including risks associated with more serious infections such as measles, mumps and Coronavirus

To this end, the organisation will provide authoritative information on the nature and spread of common infectious diseases, including how to identify the symptoms and signs and the procedures to be followed in the event of individual illness or an outbreak affecting a significant number of employees.

### **When employees have contracted infectious diseases**

Employees with infectious diseases may or may not be excluded from work, and have their duties restricted, depending upon if they are physically and mentally fit for work and their continued attendance in the workplace does not present a significant risk of disease transmission to other employees, customers or clients.

The decision as to whether or not an employee with an infection should stay away from the workplace will take into account:

- How the infection is transmitted and the ease of transmission;
- The typical duration of the infection; and
- The potential harm that the infection can cause to other employees, customers or clients.

Employees have a responsibility to minimise the risk of disease transmission to work colleagues, customers and clients and are expected to perform good hygiene control measures and use personal protective equipment where provided.

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### **Immunisation / vaccination**

From time to time, the organisation may decide that it is appropriate to offer employees particular vaccinations/immunisations as part of its wellbeing policy including, for example, an autumn influenza immunisation programme. Prior to any immunisation programme, the organisation will raise awareness of the potential seriousness of the infection, the business case for controlling it, and the role of immunisation in preventing infectious diseases in the workplace.

### **Standard hygiene practices at work**

The organisation will develop routine procedures for hygiene control, taking into account professional guidelines and advice from statutory bodies, such as the Department of Health and the Health Protection Agency.

The organisation will take steps to raise employees' awareness of these procedures through education, training materials and induction sessions.

Employees are encouraged to adopt effective hand hygiene practices and to sterilise shared kitchen utensils where appropriate.

### **Personal protective equipment**

Employees issued with personal protective equipment to minimise the risk of work-related infection should use it appropriately and clean their hands immediately after removing items such as gloves and facemasks.

### **Disease outbreak**

In the event of a disease outbreak affecting a significant number of employees, a working group of line managers and other designated individuals will be formed to monitor and coordinate activities to control the outbreak. The work of this group will include developing work rules in the event of an outbreak, including exclusions/restrictions from work and the reassignment of duties.

### **Relationship with other policies**

This policy should be read in conjunction with the organisation's policies on Absence and Wellbeing.

Line managers, occupational health and other designated individuals must ensure that personal data, including information about individuals' health, is handled in accordance with the organisation's data protection policy / policy on processing special categories of personal data.

All employees and others working for RJ Power are required to comply with this policy. It is the responsibility of RJ Power management and supervisory staff to ensure that this policy and its arrangements are implemented.

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### 3 Dealing with Infectious Diseases Procedure

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The RJ Power Group HR team will identify information and guidance regarding any new or ongoing risk of infectious disease, by keeping up to date with Government and Public Health advice issued publicly by the Government, NHS and WHO. The key information will be shared with the Senior management for consideration and action.

The business will assess the level of exposure taking into account current and potential impacts and will manage specific risks associated with disruption to service delivery and workforce issues. This will be communicated to key individuals within the business.

Where deemed that the risk is significant to business operations and / or the workforce, a contingency team will be formed with each member having clearly defined responsibilities. The contingency team will meet as regularly as deemed necessary to review ongoing risk and actions being put in place to address.

In addition to general Health and wellbeing guidance, employees and subcontractors will be provided with specific advice relating to any actual or suspected outbreak of infectious diseases to ensure they are clear on what is required in terms of their conduct, absence reporting and other related issues. The business will also take the opportunity to refresh awareness of other sources of support available such as the access to the Employee Assistance Programme.

The RJ Power Group HR team will work closely with Senior Management to identify any particularly vulnerable groups completing work for the business that may require additional measures to be taken e.g. pregnant workers, those with underlying medical conditions, the elderly.

Where the spread of an infectious disease has been linked to outbreaks in a particular country, destination, time or circumstance, the RJ Power Group HR team will take additional measures to collect relevant details from individuals to ensure any factors that could increase the risk level of the infectious disease spreading are recorded and appropriate action taken.

Where it is determined that there is a need for employees to self-quarantine or the business chooses to send them home as a precautionary measure, they will receive full pay for the time absent from work.

The business will look to resource flexibly in order to minimise the spread of any infectious disease, this will include the following:

- Maximising the potential for home working where appropriate;
- Utilising available technology to limit the amount of face to face interaction during agreed periods;
- Undertake additional monitoring of working hours for individuals who may be working longer hours to cover resource gaps as a result of absence;
- Ensure there are adequate procedures in place for handover of work.

It is recognised that during certain times, absence levels across the business may be higher than usual and these should be dealt with in line with usual absence procedures, taking into account any specific advice issued about an illness or diseases.

In the event of an actual or suspected outbreak, the business will communicate clearly with all parties and ensure that any information is obtained from a credible and reliable source, to ensure it remains factually correct and does not cause unnecessary concern or panic.

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## 4 Safe Operating Procedures

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Work sites and office locations operating during the Coronavirus Covid-19 pandemic will ensure they are protecting our workforce and sub-contractors to minimise the risk of spread of infection.

Following the below guidance issued by the Construction Leadership Council we will be consistent with measures on sites and offices of all sizes in line with the Government's recommendations on [social distancing](#).

**These are exceptional circumstances and we all must comply with the latest Government advice on Coronavirus at all times.**

The health and safety requirements of any office and worksite activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Offices and Sites should remind the workforce at every opportunity of the Safe Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population

### 4.1 When to travel to work

The Secretary of State for Business, Energy and Industrial Strategy advised in a letter to the UK construction industry on 31 March 2020:

“that wherever possible, people should work at home. However, we know that for many people working in construction their job requires them to travel to their place of work, and they can continue to do so. This is consistent with the Chief Medical Officer's advice”.

It is important to understand the following guidelines by which workers should or should not travel to work as outlined below.

#### **Social Distancing**

Workers in the construction industry should follow the guidance on [Staying at home and away from others \(social distancing\)](#). Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work.

#### **Self-Isolation**

Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to site, but must follow the guidance on [self-isolation](#).

#### **Person at increased risk**

Anyone who is at [increased risk of severe illness](#) from Coronavirus (Covid-19) is strongly advised to work at home and should be particularly stringent about following social distancing measures.

#### **Persons defined on medical grounds as extremely vulnerable**

Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on [shielding and protecting extremely vulnerable people](#).

#### **Living with a person in one of the above groups**

Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is [shielding](#) from Coronavirus (Covid-19), should stringently follow the guidance on [social distancing](#) and minimise contact outside the home.

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### **If Someone Falls Ill**

If a worker develops a high temperature or a persistent cough while at work, they should:

- Ensure their manager or supervisor is informed;
- 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.

They must then follow the guidance on [self-isolation](#) and not return to work until their period of self-isolation has been completed.

### **4.2 Travel to Work**

Wherever possible workers should travel to site alone using their own transport. If workers have no option but to share transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time;
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission;
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.

#### **Sites should consider:**

- Parking arrangements for additional vehicles and bicycles;
- Other means of transport to avoid public transport e.g. cycling;
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available;
- How someone taken ill would get home.

#### **Where public transport is the only option for workers, you should consider:**

- Changing and staggering site hours to reduce congestion on public transport;
- Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30).

### **4.3 Driving at Work**

When travelling at work or between site locations, workers should travel alone. If workers have no option but to share a vehicle, then they should:

- Share with the same individuals and with the minimum number of people at any one time;
- Wherever possible maintain a distance of two metres and avoid touching their faces;
- Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey;
- Wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle;
- Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.



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### 4.4 Office and Site Access

- Stop all non-essential visitors;
- Consider introducing staggered start and finish times to reduce congestion and contact at all times;
- Plan site access and egress 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, including in the case of emergencies;
- Allow plenty of space between people waiting to enter site;
- Use signage:
  - such as floor markings, to ensure 2 metre distance is maintained between people when queuing;
  - reminding workers not to attend if they have symptoms of Coronavirus (Covid-19) and to follow guidelines;
- Remove or disable entry systems that require skin contact (e.g. fingerprint scanners) unless they are cleaned between each individual use;
- Require all workers to wash their hands for 20 seconds using soap and water when entering and leaving the site;
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets and desks, particularly during peak flow times;
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible;
- Where loading and offloading arrangements on site will allow it, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials;
- Consider arrangements for monitoring compliance.

### 4.5 Hand Washing

- Allow regular breaks to wash hands;
- Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators;
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times;
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable;
- Regularly clean the hand washing facilities;
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

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### 4.6 Toilet Facilities

- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 2 metre distance is maintained between people when queuing;
- Wash or sanitise hands before and after using the facilities;
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush;
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently;
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

### 4.7 Canteens and Eating Arrangements

Where possible, workers should be encouraged to bring their own food. They should also be required to stay on site once they have entered it and avoid using local shops.

Where there are no practical alternatives, workplace canteens may remain open to provide food to staff with appropriate adjustments for social distancing. Canteens should provide a takeaway service providing pre-prepared and wrapped food only.

- Consider increasing the number or size of facilities available on site if possible;
- The capacity of each canteen or rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures;
- Break times should be staggered to reduce congestion and contact at all times;
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced;
- Frequently clean surfaces that are touched regularly, using standard cleaning products e.g. kettles, refrigerators, microwaves;
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any room where people eat and should be used by workers when entering and leaving the area;
- A distance of 2 metres should be maintained between users, wherever possible;
- All rubbish should be put straight in the bin and not left for someone else to clear up;
- Tables should be cleaned between each use;
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use;
- Payments should be taken by contactless card wherever possible;
- Canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food;
- Canteen staff and workers may use rest areas if they apply the same social distancing measures;
- Consider arrangements for monitoring compliance.

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### 4.8 Changing Facilities, Showers and Drying Rooms

- Consider increasing the number or size of facilities available on site if possible;
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres;
- Restrict the number of people using these facilities at any one time e.g. use a welfare attendant;
- Introduce staggered start and finish times to reduce congestion and contact at all times;
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day;
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

### 4.9 Work Planning to Avoid Close Working

In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice within these Site Operating Procedures.

Sites should remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

#### Hierarchy of Controls

If you are not able to work whilst maintaining a two metre distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls below and against any sector-specific guidance.

<b>Eliminate</b>	<ul style="list-style-type: none"> <li>• Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace;</li> <li>• Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres);</li> <li>• Avoid skin to skin and face to face contact;</li> <li>• Stairs should be used in preference to lifts or hoists and consider one ways systems;</li> <li>• Consider alternative or additional mechanical aids to reduce worker interface.</li> </ul> <p><b>Site Meetings</b></p> <ul style="list-style-type: none"> <li>• Only absolutely necessary meeting participants should attend;</li> <li>• Attendees should be at least two metres apart from each other;</li> <li>• Rooms should be well ventilated / windows opened to allow fresh air circulation;</li> <li>• Consider holding meetings in open areas where possible.</li> </ul>
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<b>Reduce</b>	<p>Where the social distancing measures (2 metres) cannot be applied:</p> <ul style="list-style-type: none"> <li>• Minimise the frequency and time workers are within 2 metres of each other;</li> <li>• Minimise the number of workers involved in these tasks;</li> <li>• Workers should work side by side, or facing away from each other, rather than face to face;</li> <li>• Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times;</li> <li>• Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc;</li> <li>• Increase ventilation in enclosed spaces;</li> <li>• Workers should wash their hands before and after using any equipment.</li> </ul>
<b>Isolate</b>	<p>Keep groups of workers that have to work within 2 metres:</p> <ul style="list-style-type: none"> <li>• Together in teams e.g. (do not change workers within teams);</li> <li>• As small as possible;</li> <li>• Away from other workers where possible.</li> </ul>
<b>Control</b>	<p>Where face to face working is essential to carry out a task when working within 2 metres:</p> <ul style="list-style-type: none"> <li>• Keep this to 15 minutes or less where possible;</li> <li>• Consider introducing an enhanced authorisation process for these activities;</li> <li>• Provide additional supervision to monitor and manage compliance.</li> </ul>
<b>PPE</b>	<p>Sites should not use RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.</p> <ul style="list-style-type: none"> <li>• Where it is not possible to maintain a two metre distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance or requirements, mindful that masks (RPE) are the last resort in the hierarchy;</li> <li>• Re-usable PPE should be thoroughly cleaned after use and not shared between workers;</li> <li>• Single use PPE should be disposed of so that it cannot be reused;</li> <li>• Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (Covid-19) risk.</li> </ul>
<b>Behaviours</b>	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p> <p>Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.</p>

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### 4.10 First Aid and Emergency Service Response

The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

### 4.11 Cleaning

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities;
- Toilet flush and seats;
- Door handles and push plates;
- Hand rails on staircases and corridors;
- Lift and hoist controls;
- Machinery and equipment controls;
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices;
- Telephone equipment;
- Key boards, photocopiers and other office equipment;
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.



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### 5 Risk Assessment

Haz Ref	Type	Task	Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
				L	S	RR LxS		L	S	RR LxS
RA-HEAL-015	Health	COVID19	Office staff Catching Corona Virus.	4	4	16	Office rota implemented to support social distancing. All food brought into the office needs to be prepared at home for reheating or eating in the office – no keeping food in the fridges unless it is in a sealed box. No use of public transport during peak times, with Underground and bus use being completely prohibited. No external visitors to attend the RJ Power offices and all client meetings to be completed using technology or cancelled. All internal meetings to take place using Microsoft Teams or Conference call. Remind all of revised rules around Self Isolation and reiterate support to our people that we will encourage as much working from home as possible, and for people to rest and recover if they are sick. Survey of staff carried out to check on vulnerability.. Frequently clean hands by using alcohol based hand rub or soap and water. When coughing and sneezing cover mouth and nose with flexed elbow or tissue, throw tissue away immediately and wash your hands. Avoid close contact with anyone who has a fever and cough. Follow government and World Health Organisation advice on what to do if you become unwell or start to experience any of the outlined symptoms. Communicate with HR if you are concerned you or those close to you are vulnerable. Communicate with us regarding amended arrangements for your dependents. Keep HR updated on travel plans. Follow the outlined information in relation to self-isolation. Make use of the support available to you - Employee Assistance Programme <b>0800 358 4569</b> or <a href="http://www.validium.com">www.validium.com</a> - Username southernshield, Password homesafe or free EAP via Perkbox	2	4	8

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Haz Ref	Type	Task	Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
				L	S	RR LxS		L	S	RR LxS
RA-HEAL-016	Health	COVID19	Engineering staff Catching Corona Virus.	4	4	16	Staff to travel individually to site locations. No use of public transport during peak times, with Underground and bus use being completely prohibited. When on site, if feeling vulnerable cease works and report back (phone call to RJP office) for further guidance. If required (where circumstance dictates) wear your issued FFP3 self-testing mask and disposable gloves. Remind all of revised rules around Self Isolation and reiterate support to our people that we will encourage as much working from home as possible, and for people to rest and recover if they are sick. Survey of staff carried out to check on vulnerability. Frequently clean hands by using alcohol based hand rub or soap and water. When coughing and sneezing cover mouth and nose with flexed elbow or tissue, throw tissue away immediately and wash your hands. Avoid close contact with anyone who has a fever and cough. Follow government and World Health Organisation advice on what to do if you become unwell or start to experience any of the outlined symptoms. Communicate with HR if you are concerned you or those close to you are vulnerable. Communicate with us regarding amended arrangements for your dependents. Keep HR updated on travel plans. Follow the outlined information in relation to self-isolation. Make use of the support available to you - Employee Assistance Programme <b>0800 358 4569</b> or <a href="http://www.validium.com">www.validium.com</a> - Username southernshield, Password homesafe or free EAP via Perkbox	1	4	4
RA-HEAL-017	Health	COVID19	Inability to maintain providing advice & guidance	3	4	12	Guidance and advice are available via the Government websites and are accessed daily by Group HR Existing business continuity plans have been reviewed and activated. Regular communications and status reports being shared with staff. All staff contact details are recorded and accessible. Team(s) have capability to work from multiple sites or from home. Team use shared calenders, skype and telephones to stay connected. Focus is diverted to supporting Covid-19 planning all other work is now a lower priority. Ensure communications remain updated with means of accessing HSW advice and guidance. Ensure business continuity plan remains updated.	1	4	4

## RJ Power Coronavirus Strategy 2020



Haz Ref	Type	Task	Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
				L	S	RR LxS		L	S	RR LxS
RA-HEAL-018	Health	COVID19	Virus transmission for staff in the workplace or through work activities	3	4	12	<p>An inspection checklist has been undertaken to identify the control measures to consider to reduce the risk of workplace infections.</p> <p>Specific risk assessments will be undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>All staff members have been fully briefed with current advice on staying protected through the company lines of communications.</p> <p>Posters are displayed that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to the workplace and in other areas where they will be seen.</p> <p>Waste bins lined with a plastic bag so that they can be emptied without contacting the contents.</p> <p>Staff briefed that the emptying of bins and waste paper baskets should be followed by hand washing.</p> <p>Staff have been briefed to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds.</p> <p>Soap and water and alcohol-based hand rubs available in the office and workplace. Ensure that adequate supplies are maintained.</p> <p>Hand sanitiser is placed in multiple locations and in common areas to encourage hand hygiene.</p> <p>Continue routine cleaning.</p> <p>All non-essential face to face meetings have been postponed.</p> <p>Any staff experiencing any symptoms or who has come into contact with someone who has symptoms should self-isolate.</p> <p>Maintain regular communications</p> <p>Keep staff updated and informed with current position.</p> <p>Continue to limit social contact where possible (make use of teams where viable)</p> <p>Ensure robust hygiene measures are followed (clean desks, keyboards, mouse, screen, chair including arms, etc. before and after use) and regular handwashing</p> <p>If visiting another office or site it is essential to follow guidance on social distancing and always adopt robust hygiene measures on arrival</p> <p>Keep staff updated with HR &amp; local procedures on reporting absences, isolation and any changes to working practices.</p> <p>Site visits are planned by line managers and will only be conducted if essential.</p>	1	4	4



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Haz Ref	Type	Task	Hazard Identification & Foreseeable Risks	Without Controls			Control Measures	With Controls		
				L	S	RR LxS		L	S	RR LxS
RA-HEAL-019	Health	COVID19	Psychological / Staff Wellbeing	3	4	12	Regular communications are established with staff by line managers. Shared distribution of workload (where practicable) regardless of roles to adapt to changing demands. Teams have established strong relationships and open communications and operate in a supportive culture. Workloads are monitored. Concerns on workload issues or support needs are escalated to line manager. Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs Regular means of communicating with the team to accommodate home working	1	4	4
RA-HEAL-020	Health	COVID19	Increased home working resulting & use of Display Screen Equipment (DSE) - sustaining musculoskeletal injuries	3	4	12	All staff given sufficient information, instruction and training in use of equipment. All equipment is adjustable and foot rests supplied if required. Free eye tests provided if required. Staff advised to use suitable and comfortable seating. iHasco DSE training completed. Managers to ensure that staff know how to adjust equipment or own comfort. Staff to ensure correct workstation setup and posture prior to starting work. Staff to ensure regular work breaks to avoid injuries / strain.	1	4	4