Working safely in forestry during COVID-19 - A guide for managers

Most recent updates
- Updated information on face coverings

1. Introduction

We have a moral and legal duty to protect FLS staff from the risks of COVID-19 and prevent the spread of infection. This guidance will allow Regional / National Cost Centre Managers and their teams provide safe environments and systems of work for staff. It focuses specifically on outdoor work and should be used with the following guidance:

- [‘Working safely during coronavirus (COVID-19) in forestry’](#) (FISA), including the annexes from page 11
- [‘Management of Health & Safety in Forestry’](#) guidance published by FISA
- [‘Managers guide on staff returning to work away from home’](#)
- FLS Planning Checklist (Annex 1, page 4)

Alongside duties under Health and Safety Legislation to manage all risks effectively (including COVID-19), there are specific requirements we need to comply with under Scottish Government legislation and public health policies (e.g. **The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020**). This includes taking all reasonable measures to ensure that:

- a distance of two metres is maintained between any persons on the premises / worksites (except between two persons of the same household)
- it only admits people to its premises/ or worksites in sufficiently small numbers to make it possible to maintain that distance
- the wearing of face coverings in the workplace is now mandatory in Scotland in all communal workplace areas, such as corridors, canteens and social spaces.

This document, together with the guidance highlighted above, allows Regional/National Cost Centre Management teams comply with their legal duties and FLS HS&W policy. It follows the [PLAN, DO, CHECK, ACT approach](#) to health and safety management.

Work must not commence unless it can be carried out safely

2. PLAN

To address health and safety concerns in the workplace raised by COVID-19, ask yourself the following questions:

- Have you identified anyone who may be at higher risk and followed the guidance in "Manager's guide on staff returning to work away from home"
- how are you talking to staff about COVID-19 (i.e. exposure to COVID-19 in your workplace)? Are you discussing public health guidance available online? (also see FLS COVID-19 guidance for employees and online training (tbc)
- how do staff inform you of concerns relating to being exposed to COVID-19 in the workplace? Measures should include involving regional/local health and safety forums, TU representatives and reporting using AIRs
- are any specific tasks that concern your teams? For example tasks that involve interacting with others, involve regular interactions with the public or contractors, or involve visiting busy areas
- where we are the FWM, how will you engage with contractors to ensure they are managing the risks of COVID-19, and how are you coordinating with them to protect our staff)?
- where we are the Landowner, how we will engage with timber purchasers to support the management of COVID-19 on standing sales? (see Annex 1 of the FISA Guidance)
- have you risk assessed operational activities to identify specific conditions or tasks that may increase the risk of exposure to COVID-19? Have you involved operational staff in the process?
- have you used the FISA guidance to develop effective controls that will eliminate or minimize the risk of exposure by

    - positioning workers to allow for physical distancing. Keep 2 metres distance between workers and customers, clients, and other workers
    - provide soap and water or hand sanitizers and encourage workers to wash their hands frequently
    - enhance cleaning and disinfecting of the workplace, particularly high-contact items such as door handles, welfare facilities, and shared tools, equipment and surfaces.

- have you identified how you will ensure that safe working practices are implemented? This is likely to include increased levels of supervision at first and other assurance processes
- the COVID-19 Generic Risk Assessment Annex 3 will help you in the risk assessment process

3. DO

- have you discussed the results of the risk assessment with staff prior to work?
- are they clear about how the work needs to be carried out and how the control measures will be implemented?
- do staff have everything they need to comply with the control measures (for example hand washing facilities / hand sanitiser/other equipment)?
- have the necessary PCM process / tool box talks been carried out?
- have clear lines of responsibility for managing health and safety been established and communicated?
- are robust systems in place on site for monitoring the effectiveness of the controls and supervising the work in place?
- Are processes in place for immediately identifying, reporting and acting on areas of concern?

4. CHECK

- how are you robustly checking whether the above steps are being taken and are working effectively? How often are you monitoring the controls?
- consider using the COVID-19 Site Compliance Checklist (see Annex2)
- how are staff feeding back on the effectiveness and practicalities of the control measures implemented? Are you consulting local HS&W forums and/or Trade Union Reps?
- what are you doing to prohibit the following workers from coming to work?
- are you regularly reminding staff of the risks from COVID-19, the precautions that need to be taken including to self-isolate and test and protect when necessary?

5. ACT

Using the information you have gathered, discussions you've had with staff, and lessons you've learned from implementing the FISA guidance:

- review and amend your risk assessments /systems of work where necessary. Record any significant changes
- review your management procedures and identify and implement improvements
- discuss any proposed changes with your staff and TU Representatives
- share your lessons learned across other teams in the region and nationally

COVID-19 Planning Checklist

This checklist has been produced to help you plan restarting, or starting new, operational sites during the COVID-19 pandemic. This should be used to help create your site risk assessment to ensure the health, safety and wellbeing of workers, minimise the risk of spreading the virus and ensure a minimum standard across all sites during the coronavirus outbreak. It can be used flexibly for either individual worksites or, where appropriate, on contracts involving a number of transient, lower risk worksites in similar environments (for example grass cutting).

Health and safety standards must not be compromised. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or physical distancing being implemented, it should not take place.   This document is to be used in open discussion with employees, contractors and visitors prior to them attending site, as it has been developed to protect them, their colleagues and their families.

It must be used in conjunction with FISA's 'Working safely during coronavirus (COVID-19) in forestry', and existing 'Managing Health & Safety in Forestry' guidance. This checklist is also available as a standalone document which can be found here.

FLS - COVID-19 Site Specific Planning Checklist

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Site/location:		Facilities on-site (e.g. machinery, welfare units)	
Site manager/ FWM:			

Attach additional documents for site here (e.g. map/risk assessment etc.):

Reviews

Review No:	Date:	Comments	Author

1. Travelling to site

When travelling to your workplace you will need to observe physical distancing (min. 2m or 6 feet apart from others) as far as is practical. The best way to do this is to use your own vehicle and avoid sharing with others. If you have difficulty maintaining this physical distancing, , the Scottish Government has recommended the wearing of face coverings to help limit the spread of the virus and encourages the use of re-usable, washable face coverings, rather than single use masks to minimize plastic waste. The wearing of face coverings is mandatory on public transport.

If there is no option but to share a vehicle with people who are not part of the same household, then guidance under **Section 4.1** of 'Working safely during coronavirus (COVID-19) in forestry' **must be followed.**

Site managers will need to consider the need for additional parking spaces on site, ensuring that roads and access are not blocked, and that parking does not cause any other H&S hazard.

As more staff, contractors and visitors will be using their own vehicles, they will need to be given information about the condition of and other traffic on forest roads. The best approach when taking visitors onto site is to travel in convoy.

2. Planning and constraints ✓

Do any planned OHPL outages need to be re-arranged?	
Do any line height checks need to be carried out?	
Do any local authority arrangements need to be made for road closures etc.?	
Do any coupe checks need to be revisted?	
Are there any licences that have expired? (e.g. for badgers/nesting birds, SEPA etc.)?	

Any local community engagement needing revisited? Planned closures needing revisited?	
Are there any fundamental changes to the site? (e.g. wind-blow, MOP constructions/modifications of site or trails, new MTB trails or desire lines?)	
Any other fundamental changes to the site? (e.g. seasonal changes, visitor use, environmental)?	
Additional comments/changes:	

3. Emergency planning	
Discuss and agree emergency procedures	
Have lone working procedures been reviewed in line with FLS guidance?	
Use the guidance in Annex 3 of the FISA 'Working safely during coronavirus (COVID-19) in forestry' to inform first aid risks assessments/arrangements	
Ensure sites have supplies of gloves, hand sanitizer, ample first aid supplies	
Additional comments/changes:	

4. Site meetings	
Follow section 4.3 in FISA 'Working safely during coronavirus (COVID-19) in forestry'	
Make sure only the key people attend the meeting	
Meetings/briefings are to be held in open areas or outside where possible	
Attendees must remain 2m apart from each other	
Where used, rooms will be well ventilated/windows opened to allow fresh air circulation	
Documentation must be exchanged electronically prior to or after the meeting	
Additional comments/changes:	

5. Site access and egress	
Additional hand cleaning facilities/sanitizer at entrance to site and welfare facilities	
Non-essential visitors will not be permitted on site	
Start times staggered to avoid start/end of day congestion	
Shift patterns adjusted to avoid overlap of operators starting and finishing where possible	
Physical distance markers (2m) placed in welfare facilities	
Signage on machines and in welfare facilities asking to "wash or sanitise hands when entering and leaving"	
Monitoring of welfare facilities and machines to ensure guidance is being followed	
PCM meetings should only be attended by those essentially required to be there	
Additional comments/changes:	
6. Managing third party access	
Follow general guidance on managing public access on forestry sites	
Will need to consider clearly visible signage to inform the public of work that is being performed, and to not access site to ensure physical distancing is not compromised	
Where visitors are required to site, follow point 5 above	
Make sure site guidance on physical distancing is communicated to site visitors BEFORE they arrive on site	
Limit numbers of visitors to the site to essential personnel only, and limit number of people within a specific area or building	
Plan essential services to avoid overlap or large numbers on site (e.g. fuel/urea deliveries, haulage, servicing/repairs etc.)	
Keep a record of all planned visitor where possible. This may help with contact tracing if it is necessary	
Ensure public notices are visible at entrances to site/welfare facilities etc.	

Plan to reduce the frequency of deliveries where possible – where possible have single workers load/unload vehicles where possible. For teams/groups needing to unload, risk assess this and determine suitable controls (e.g. plant deliveries)	
Ensure transient workers/hauliers/delivery drivers have access to welfare facilities. Ensure they are provided with site safety rules prior to visiting site as far as possible	
Additional comments/changes:	

7. Hand washing and toilet facilities	
Hand washing facilities provided in site welfare facilities, or with sanitisers in machines – monitor their use and promote cleaning of hands when entering and leaving site, and at regular intervals through the day	
Soap and fresh water is kept readily available and topped up where required	
Hand sanitizer is provided where required and topped up where required	
Provide sufficient bins lined with easily removable, leak-proof plastic bags for hand towels	
Bins should be emptied daily, or when three quarters full to avoid overfilling. The collected bags must be closed tightly and disposed of in general waste.	
Highlight to those on site (where applicable) locations of additional washing/sanitizing stations	
Clear signage displayed in facilities reminding of need to wash hands for 20 seconds	
Where applicable, limit number of people using toilet/rest facilities at one time to ensure physical distancing maintained	
Where applicable, physical distancing markers should be placed outside if anyone needs to queue for welfare facility	
In larger welfare facilities, consider closing off urinals or basins to help maintain physical distancing	
Plan and carry out an enhanced cleaning regime for toilet facilities, particularly door handles, locks, sinks, and the toilet flush – refer to Annex 4 in FISA Guide	
Additional comments/changes:	

8. Welfare facility arrangements	
Staff/contractors/visitors encouraged to stay on site once they have arrived and not use local shops through the day. Fresh drinking water should be available within the welfare facility	
Encourage removal of personal and waste materials from welfare facilities and machinery at the end of the shift.	
If more than one operator on site, stagger break times to reduce congestion and contact within welfare facilities.	
Hands should be washed/sanitized upon entering and when leaving welfare facilities	
Encourage workers to bring pre-prepared meals and refillable drinking bottles from home	
the wearing of face coverings in the workplace is now mandatory in all communal workplace areas, such as corridors, canteens and social spaces.	
Workers must wear a facemask when entering, leaving and moving around and sit 2m apart from each other while eating and avoid all contact	
Only disposable crockery/utensils/cups etc. are to be used	
Drinking water provided, and enhanced cleaning measures of the tap mechanism introduced	
All rubbish to be put straight into the bin, not left for someone else to clear up	
All areas used for eating must be thoroughly cleaned at the end of each use, including chairs and surfaces	
Regularly touched surfaces such as kettles, microwaves, fridges etc. will be regularly cleaned	
Outdoor communal areas marked to show physical distances, and numbers limited at any one time	
Additional comments/changes:	

9. Changing facilities & drying rooms	
Staggered start and finish times to reduce congestion and contact at all times	
Hand cleaning facilities or sanitizer to be used prior to entering, and should be used by workers when leaving the area	
Enhanced cleaning of all facilities introduced throughout or at the end of each day	
Based on the size of the area, the maximum number of people permitted at any one time will be …………. to maintain a physical distance of 2m	
Additional rubbish bins provided, with regular removal and disposal of rubbish	
Additional comments/changes:	
10. Cleaning	
With reference to Annex 4 in FISA Guide, follow enhanced cleaning procedures across the site, particularly in communal areas such as:	
Taps and washing facilities	
Toilet flushes and seats	
Door handles	
Hand rails	
Controls/switches	

Machinery and equipment controls	
Food preparation and eating surfaces	
Keyboards/photocopiers/other office equipment	
Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day	
Arrangements in place to regularly clean the inside of vehicle and machinery cabs, and between use by different operators	
Additional comments/changes:	

11. Procedure if someone falls ill	
Decide the procedures to be followed if someone gets the symptoms of COVID -19 while at work (see FISA 'Working safely during coronavirus (COVID-19) in forestry')	
Additional comments/changes:	

12. Self-isolation	
Ensure all staff are aware of the requirement to self-isolate and test and protect when necessary	
Additional comments/changes:	

13. Avoid close working	

Identify areas where workers may come together, or be in larger numbers on site	
Non-essential physical work that requires close contact between workers should not be carried out	
Rearrange tasks to enable them to be done by one person where possible, or by maintaining physical distancing. Work requiring skin to skin contact must not be carried out	
Consider alternative or additional mechanical aids to reduce worker contact with each other	
Minimise the frequency and time workers are within 2m of each other	
Minimise the number of workers involved in these tasks	
Where possible use screens or barriers between workers where distancing cannot be achieved	
Operatives should wash their hands frequently using soap and water for 20 seconds	
Reusable PPE should be thoroughly cleaned at appropriate intervals and not shared between workers	
Single use PPE should be disposed of immediately after use	
As much as possible, keep groups of workers together in small groups (pairs)	
Additional comments/changes:	

14. Risk assessments	
Record significant points, decisions, and controls from this checklist on the site/work Risk Assessment template from the [FLS Risk Assessment SOP](). Focus on:	
Positioning of people on site to maintain 2m physical distancing	
Provision of soap and water, or hand sanitizer to encourage frequent hand washing	
Enhanced cleaning and disinfecting of high contact items and areas in the workplace	
Additional comments/changes:	

15. Delivery/waste management (fuel/urea/servicing/waste uplift etc.)	
All deliveries must be pre-booked with the contract manager	
Drivers should remain in their vehicles where possible. If they are required to assist in unloading, they must wash or clean their hands before unloading goods or materials	
Proof of delivery/waste transfer notes should not be signed, but exchanged electronically where possible	
Physical distancing is to be exercised at all times during delivery	

Additional comments/changes:

16. Additional site arrangements

Add any site specific arrangements here:

COVID-19 Generic Risk Assessment

COVID-19 Site Compliance Checklist

This checklist can be used by supervisor or managers to check that appropriate measures have been taken onsite to prevent infection from COVID-19. A standalone word version of the checklist is available here or an Adobe form version here.

Site/location:		Facilities on-site (e.g. machinery, welfare units)	
Site manager/ FWM:			
Are only essential workers on site			
Comments			

1. Site access and egress	
Are managing public access on forestry sites being displayed	
Is there clearly visible signage to inform the public of work that is being performed, and to not access site to ensure physical distancing is not compromised	
Is guidance on physical distancing being communicated to site visitors BEFORE they arrive on site	
Is there a record of all visitor being kept	
Are only absolutely necessary personnel on site	
If in place are procedures been put in place for start and finish times staggering being followed	
Are shift patterns adjusted to avoid overlap of operators starting and finishing where possible	
Comments	

2. Risk assessment	
Does the risk assessment detail how COVID-19 informartion is provided	
Describe the controls to maintain 2m physical distancing	
Describe who is doing what, where and when	
Do workers know their responsibilities	
Comments	
3. Emergency planning	
Are emergency procedures in place and do workers know them	
Have lone working procedures been reviewed	
Are revised First aid procedures in place	
Do workers know the procedure if someone falls ill	
Do workers know how to follow guidance on 'When and how to self-isolate'	
Comments	
4. Welfare facility	
Are public notices visible at entrances to site/welfare facilities etc.	
Do transient workers/hauliers/delivery drivers have access to welfare facilities?	
Is signage on machines and in welfare facilities asking to "wash or sanitise hands when entering and leaving"	
Is handwashing signage displayed next to facilities reminding of need to wash hands for 20 seconds	
Are physical distance markers (2m) placed in welfare facilities	
Are there adequate hand washing facilities provided on site welfare facilities,	

or with sanitisers in machines	
Is there a good supply of soap and fresh water is kept readily available and topped up where required	
Is hand sanitizer is provided where required and topped up where required	
Are physical distancing markers present and maintained where required	
Has additional hand cleaning facilities/sanitizer at entrance to site and welfare facilities been provided	
Are procedures in place carry out an enhanced cleaning for toilet facilities, particularly door handles, locks, sinks, and the toilet flush?	
Are sufficient bins lined with easily removable, leak-proof plastic bags for hand towels provided	
Are bins maintained and general waste removed from site?	
Do those on site know the locations of additional washing/sanitizing stations	
Comments	

5. Welfare facility arrangements	
Are personal and waste materials removed from welfare facilities and machinery at the end of the shift?	
Where necessary are workers able to sit 2m apart from each other while eating and avoid all contact	
Is personal or disposable crockery/utensils/cups etc. being used	
Is drinking water provided, and enhanced cleaning measures of the tap mechanism introduced	
All rubbish to be put straight into the bin, not left for someone else to clear up	
Are smoking/vaping areas marked to show physical distances, and numbers limited at any one time	
Comments	

6. Cleaning	
Are areas used for eating thoroughly cleaned at the end of each use, including chairs and surfaces	
Are regularly touched surfaces such as kettles, microwaves, fridges etc. regularly cleaned	
Are procedure being followed for enhanced cleaning across the site, particularly in communal areas such as:	
Taps and washing facilities	
Toilet flushes and seats	
Door handles	
Hand rails	
Controls/switches	
Machinery and equipment controls	
Food preparation and eating surfaces	
Keyboards/photocopiers/other office equipment	
Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day	
Arrangements in place to regularly clean the inside of vehicle and machinery cabs, and between use by different operators	
Comments	

7. Distancing	
Have areas been identified where workers may come together, or be in larger numbers on site	
Are workers remaining 2m apart from each other	
Are there any task need to be carried out where 2m physical distancing cannot be carried out	
Are there alternative methods or additional mechanical aids that would reduce worker contact with each other	
Where possible use screens or barriers being used	
Are workers minimising the frequency and time are within 2m of each other	

Are workers minimising the number of workers involved in these tasks, in small groups or pairs	
Comments	

8. PPE

Is there adequate levels of PPE	
Is reusable PPE thoroughly cleaned after use and not shared between workers	
Is single use PPE should be disposed of immediately after use	
Comments	

Supervisors Name	
Signature	
Date	

COVID-19 Generic Risk Assessment

A standalone word version of the risk assessment is available [here](#)

Time period

June 2020 onwards

Location

All worksites

Job

Forest operations during COVID-19 outbreak

Persons covered

All appropriate staff

The hazard	Location of the hazard	Who could be harmed?	Controls	Implementation/monitoring **Who** is doing **what** and **when** they do it		
				Who	What	When
Vulnerable groups attending sites	Worksite	Clinically vulnerable/ clinically extremely vulnerable staff Close family	• identify anyone who may be at higher risk. • follow Manager's guide on staff returning to work away from home to assess who should and should not be returning to the workplace.	Line Managers	Line Managers to agree in advance with staff who is to attend sites.	Before operations start

COVID-19 risk assessment

| Lack of knowledge of COVID-19 precautions | Worksite | All on site Close family Members of the public | • review start up requirements for vehicles, equipment and machinery
• provide staff with information on the sign and symptoms of Coronavirus COVID-19
• ensure staff are aware of the latest Scottish Government and FISA industry guidance
• ensuring public notices are visible and help inform workers, visitors, contractors and the public to maintain social/physical distancing whilst near the workplace
• make sure site guidance on physical distancing and hygiene is explained to visitors on or before arrival
• provide regular reminders and signage to maintain hygiene standards
• using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available
• Provide information on the use of hand sanitiser and the risks associated with combustion and storage requirements
• The following link gives further advice on Talking to workers about COVID-19 https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf | FWM/ Contractor | FWM check signs are in place prior to work

FWM to give tool box talks on precautions and protocols Listen to feedback from toolbox talk and amend as necessary

FWM/Site Supervisor monitor controls regularly | Before operations start and then weekly |

COVID-19 risk assessment

| Travelling to and from sites | Public road and forest road | Employees Contractors Other road users | work tasks that can be done from home should be identified and carried out there where possible. Equipment to enable this should be identified and provided. vulnerable workers must be identified and relevant controls implemented wherever possible avoid sharing transport with others and use your own vehicle to access site for joint transport provide good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission vehicle should be cleaned regularly with particular emphasis on handles and other areas where passengers may touch surfaces provide hand cleaning facilities at entrances and exits. This should be soap and running water wherever possible or hand sanitiser if soap and water are not possible maintain recommended physical distancing during refuelling and apply hand sanitiser before and after refuelling and payment transaction plan routes wisely wash hands or apply hand sanitiser before and after opening forest gates and barriers plan vehicle parking on site ensure vehicles don't get stuck and don't hinder other vehicle movements. Also take consideration of locations for turning and reversing, including with trailers | Everyone | FWM to agree procedures in advance with contractor– agree measures to maintain distancing.

FWM/ Site supervisor to observe those attending site to ensure separation. | Prior to worksite startup and then weekly observations |

			• face coverings must be worn in the workplace in all public transport, communal workplace areas, such as corridors, canteens and social spaces.			
Vehicle breaking down on way to site, with limited recovery response	Public road and forest road	Staff MES mechanics Other road users	• you must check that the vehicle you plan to use is in serviceable condition (including tyres, fluids, brakes etc.) • all MES servicing and non-essential repairs are suspended until further notice. You must therefore check that the vehicle you plan to use is in serviceable condition (including tyres, fluids, brakes etc.) and that it has a current MOT • MES mobile mechanics will conduct essential repairs such as tyres/breakdowns, but capacity may be limited, so vehicle must be checked before use. • check before commencing any journey that the breakdown service is still operational • carry essential provisions in the vehicle to anticipate potential for long waits for help or recovery – this should include food, water, flashlight, first aid kit, phone, battery charger	Everyone	Drivers to make sure vehicles are road worthy, maintained and in good condition	At all times
Contracting coronavirus from touching surface	Any surface, primarily door handle, gear stick, steering wheel etc. Welfare unit surfaces. Machinery.	All on site Close family Members of the public	• identify frequently touched surfaces and equipment, provide protocols for use and cleaning regimes including responsibilities for cleaning welfare units and toilets • where possible when accessing welfare units, wear gloves and discard when exiting	FWM/ Contractor	FWM to arrange procedures in advance and agree measures to maintain a clean environment	At PCM and during toolbox talks and site visits

					FWM to advise/ remind all those on site and visitors FWM / Site supervisor to monitor working practices.	
			• consider staggering break times to reduce congestion and limit numbers accessing welfare unit at any one time • do not touch outside of units when taking gloves off and wash/sanitise hands before touching face or getting into vehicle or machine • ensure that you have hygiene facilities available in your vehicle before leaving for a site visit. This can either be a wash-basin within vans where fitted, or hand sanitiser gel • identify staff who will be conducting site visits and face-to-face meetings (PCM's/site checks etc.) • avoid signing bits of paper and handing them between individuals – prepare and exchange relevant documentation electronically • where possible reduce job rotation and equipment rotation, consider equipment allocation to one person where possible • have in place control measures for the receiving of deliveries • wash or sanitise hands regularly throughout the day. Hands must be washed with soap & water for at least 20 secs, or sanitised with alcohol gel before leaving for the site and on return.			
Working on site where physical distancing can be maintained.	General worksite, meeting places and welfare units	All on site Close family Members of the public	• having identified possibly congested areas, separate sites into working zones to keep different groups of workers physically separated as much as practical	FWM	FWM to agree procedures in advance with contractor and agree measures	At PCM, during toolbox talks and site visits

Contracting coronavirus from close contact with someone who has no symptoms			• take all reasonable measures to ensure that a distance of two meters is maintained between any persons (The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020) • further increasing the frequency of hand washing and surface cleaning • discourage unnecessary movement around the site • use one-way systems in specific areas and use signage such as ground markings (or being creative with other objects) to mark out 2m if necessary • speak to operators by phone or radio wherever possible, or ask them to stay in the cab while you stand a minimum of 2m away • keep face-to-face outdoors in a well ventilated area, and social distancing of at least 2m must be kept between all attendees at all times		to maintain distancing and amend as necessary FWM to advise/ remind all those on site and visitors FWM/Site supervisor to observe working practices and monitor during site visits	
Close contact with someone where the social/physical distancing guidelines cannot be followed in full Contracting coronavirus from	General worksite, meeting places and welfare units	All on site Close family Members of the public	• where the social/physical distancing guidelines cannot be followed in full consider whether that activity needs to continue, and if so, take all actions possible to reduce the risk of transmission between workers. Keep the number of workers to a minimum and the activity time involved as short as possible • use screens or barriers to separate people from each other	FWM/ contractor	FWM to agree procedures with contractor in advance and agree measures amending as necessary FWM to advise/ remind all those	At PCM, during toolbox talks and site visits

COVID-19 risk assessment

close contact with someone who has no symptoms			• using back-to-back or side-to-side working (rather than face- to-face) whenever possible • reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others) • increase the frequency of hand washing and surface cleaning		on site and visitors FWM/ Site supervisor to observe working practices and monitor during site visits	

Contact This risk assessment has been discussed with all the personnel on site. If anyone identifies a hazard that has not been included in the risk assessment they should contact:

Assessment by

Sign & date:

Approved by

Sign & date: