

# COVID-19

## Risk Assessment Workflow



## **Risk assessments are documents required by law for identifying and communicating risks in the workplace.**

Here we've collated some of the known risks and example control measures associated with COVID-19 to help archaeologists assess and communicate these to team members in their own risk assessment documents.

As these are just examples, they should be adapted to reflect evolving guidance, as well as the specifics of your project, or working environment, whether in the field or in the office.

Additional guidance and considerations for risk assessing archaeological work during COVID-19 can be found on the Prospect Union (Archaeologists Branch) website: <https://prospect.org.uk/article/archaeology-covid-19-return-to-workplaces>

## Hazards

## Example Control Measures

### Commuting

- No car sharing
- No public transport use
- Social distancing

### Person to Person Transfer

- 2m distances between individuals at all times
- Staggered break times
- Small teams
- Shared spaces will only be occupied by 1 person at a time and signs will be placed to identify areas and remind staff
- Wash hands regularly for 20 seconds minimum
- PPE- masks, disposable gloves

### Shared Spaces

- 2m distances between individuals at all times
- Staggered break times
- Welfare facilities will provide enough space to maintain a 2m distance at all times
- Work from home where possible
- Wipe down surfaces when entering and leaving new areas using a diluted bleach solution

### Shared Equipment

- Do not transfer equipment directly to one another, place on ground/table then move away
- Wipe down equipment thoroughly before and after use
- Cleaning materials will be kept with any shared kit
- Equipment with nooks and crannies must only be handled with fresh disposable gloves

## Hazards

## Example Control Measures

### Meetings, inductions, visitors

- Daily briefings and inductions to be **undertaken outside and with at least 2m at all times**
- **Visitors will not** enter site welfare and not use site equipment
- **Sign in should be undertaken using own pen** and with the sign in sheet left on a table and not handled (except with gloves)

### Psychological Impact

- **Clear communication** between staff
- **Understanding of staff personal circumstances** which may change rapidly
- **Clear, non-judgemental approach**

### Adverse weather

- **Clear plans for places to shelter** during adverse conditions to maintain social distancing
- **Utilise all** vehicles, cabins and temporary shelters

### Lone Working

- Ensure social distancing **does not encourage** lone working
- **Keep distance and eyeline with all staff**

