Health, Safety & Wellbeing Risk Assessment

NATS

Risk Profile Ref	HSW CV 19-001	**Task Details:** Reduce the onwards transmission COVID 19 within the working environment	Site Address: NA	**Status**	Uncontrolled	Controlled
Unit/Department	HSW	This does not replace any task specific assessments that are completed in line with NATS HSS Risk Assessment.	Off Site Work only: Emergency Access via NA	**High**	1	0
Manager Responsible	MLC					
Assessors Name	HSW Team & HSW Steering Group	**Updates:** Updated 01/05/20: Initial template drawn up	OS Grid Ref: NA	**Medium**	12	7
Date of Assessment	01/05/2020	Updated 05/05/20: Widen scope	GPS Ref: NA			
Review Date	18/05/2020	Updated 11/05/20: Review following guidance update.	What 3 Words Ref: NA	**Low**	0	5
Copies to be forwarded to the following (please state)	Comms for publication on website.					

Item	HSW Hazard - What and why?	Potential Impact	Uncontrolled Risk		Risk Mitigation - What, Currency, Robustness	Responsible Person	Controlled Risk	
1	**General Awareness** Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures. Protecting the operation.	Employees sickness Unable to fulfil customer & contract requirements	Severity	4	1. All employees must familiarise themselves with the information on the HUB. 2. Mandatory Line Manager briefings scheduled. 3. NHS Advice to be followed. https://www.nhs.uk/conditions/coronavirus-covid-19/ 4. Homeworking is in place for all non business critical staff in line with GOV.UK guidance. 5. Staff will be asked to wash their hands using soap and water for at least 20 seconds on arrival, and regularly throughout the day, once they have finished at a work station, before and after visiting the toilet and prior to eating. 6. Non compliance with the infection control measures should be reported through the Incident Reporting tool on desktops.	MLC	Severity	4
			Likelihood	3			Likelihood	1
			Rating	Medium			Rating	Low
2	**Business Travel** Employees travelling for work (within UK or Abroad)	Employees sickness Unable to fulfil customer & contract requirements	Severity	4	1. All international travel has been suspended. 2. Any international business critical travel must be approved by CEO. 3. Travel Management Agent has been briefed on travel restrictions. 4. Guidance in place for essential operational maintenance tasks that must be undertaken to protect the operation. 5. Company travel is in line with PHE Guidance. https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice	Supply Chain	Severity	2
			Likelihood	3			Likelihood	2
			Rating	Medium			Rating	Low
3	**Returning from travelling abroad** Employees returning to the UK after travelling abroad, especially from areas of higher risk of CV19	Employees sickness Unable to fulfil customer & contract requirements	Severity	4	1. NHS provides advice for travellers returning from affected areas. https://www.nhs.uk/conditions/coronavirus-covid-19/ 2. Employees to be advised on isolation methods if returning from higher risk areas.	Line Managers	Severity	4
			Likelihood	3			Likelihood	2
			Rating	Medium			Rating	Medium
4	**Symptomatic or confirmed cases** Employee(s) is/are symptomatic of CV19 or have been in close contact with someone with CV19	Employees sickness Unable to fulfil customer & contract requirements	Severity	4	1. Employees must follow the NHS 111 guidance. https://111.nhs.uk/covid-19 2. Employees must follow the HR Policies and guidelines as detailed on the HUB. 3. Only NATS Key Workers are permitted on site. Non-Key Workers whose SME input is required will only be permitted with Exec Approval..	Line Managers	Severity	4
			Likelihood	3			Likelihood	2
			Rating	Medium			Rating	Medium
5	**Cleaning Regimes** Insufficient cleaning of work areas and lack of preventative supplies such as tissues, soap and sanitiser	Employees sickness Unable to fulfil customer & contract requirements	Severity	4	1. Employees to wipe down desks, phones and workstations both prior and after use. 2. Hand sanitiser that contains at least 60% alcohol will be supplied. 3. Cleaning regime to be increased in line with PHE guidance for non healthcare facilities - with increased cleaning frequency for shared areas such as entrances, welfare and break areas, along with toilets, showers, and door handles. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	FM	Severity	4
			Likelihood	4			Likelihood	2
			Rating	High			Rating	Medium
		Employees sickness	Severity	4	1. Employees to speak directly with their line manager to discuss any concerns 2. Homeworking is in place for all non business critical staff in line with GOV.UK		Severity	3

#	Hazard	Consequence			Control Measures	Responsible		
6	**Vulnerable or high risk employees** Employees who have conditions that put them at higher risk of serious illness	Employees sickness Unable to fulfil customer & contract requirements	Likelihood	3	2. Homeworking is in place for all non business critical staff in line with GOV.UK guidance. 3. Employee to adhere to advice from NHS 4. High risk employee groups have been identified by line managers.	Line Managers	Likelihood	2
			Rating	Medium			Rating	Medium
7	**Wellbeing of Employees** Employees becoming increasingly worried about CV19 and the uncertainty is brings	Employees sickness Unable to fulfil customer & contract requirements	Severity	4	1. The Peer Support and Employee Assistance Programme are available if required. 2. All employees must familiarise themselves with the information on the HUB. 3. Teams are utilising a variety of virtual comms methods to stay in touch. 4. Line Manager Training sessions are available specifically for raising awareness of mental health and wellbeing issues. 5. Separate Wellbeing Assessment in place.	HSW/HR	Severity	2
			Likelihood	3			Likelihood	2
			Rating	Medium			Rating	Low
8	**Social Distancing** Government requirements to implement social distancing - remaining 2m apart.	Employees sickness Unable to fulfil customer & contract requirements	Severity	4	1. Face to Face communications for business critical staff only, maintaining the 2m separation. 2. Resource Managers to identify operationally essential work that must be undertaken - considering work allocation, competency, experience etc 3. Separate RA to be completed for works undertaken within 2m separation distance. 4. Staff to engage in regular handwashing and use of hand gel. 5. Workstations are to be cleaned with wipes at the end of each session. 6. Our Health and Hygiene Requirements are to be communicated and enforced with our tenants and site sharers. 7. Non essential operations are to be closed down for the duration. 8. On site catering provision to a take out service only. 9. Shift and breaks will be staggered to maintain the 2m distancing. 10. On site meeting rooms have been temporarily closed. 11. Revised method of operations in place within our buildings including reduced headcount on site, one way system, allocated desk etc 12. Plastic screens have been introduced at reception 13. Stairs should be used in preference to lifts. 14. Keep groups of workers together in teams/shifts, e.g. do not change workers within teams.	Line Managers	Severity	2
			Likelihood	3			Likelihood	2
			Rating	Medium			Rating	Low
9	**Contractor Control** It may well be necessary for contractors to attend site to undertake essential maintenance and repairs, along with statutory testing.	Employees sickness Unable to fulfil customer & contract requirements Falling to maintain statutory testing requirements for on site equipment - e.g. Fire, Legionella, Lifting Equipment, PUWER, PAT, FET, AC, etc	Severity	4	1. Contractors will be asked to notify in advance of their attendance on site. 2. Contractors will be managed in such a way that social distancing is maintained. 3. Contractors will need to confirm that they are in good health and not presenting with any of the symptoms of COVID-19 as published by the NHS.	Responsible Person	Severity	4
			Likelihood	3			Likelihood	2
			Rating	Medium			Rating	Medium
10	**Cleanliness of Escort Vehicle/Operational Vehicles** The common touch points within the vehicle are potential points of cross contamination between different drivers.	Employee sickness	Severity	4	1. All frequent used touch points will be cleaned with wipes before and after use.	Authorised Drivers	Severity	3
			Likelihood	3			Likelihood	2
			Rating	Medium			Rating	Medium
11	**Visitors to Site** Visitors to site increase the potential for infection to our staff.	Employee sickness	Severity	3	1. Visitors to the operation will not be permitted unless they are essential. 2. Visits will need to be pre-booked. 3. All visitors will need to confirm that they are in good health and not presenting with any of the symptoms of COVID-19 as published by the NHS.	Responsible Person	Severity	
			Likelihood	3			Likelihood	
			Rating	Medium			Rating	#N/A
			Severity	4	1. Consideration should first be made for whether the activity needs to be carried out or can be postponed, cancelled, mechanised or simplified for single person working. 2. Separate RA to be completed for works undertaken within 2m separation distance.		Severity	3

12	**Close Proximity Work** Essential work within 2m of another individual	Employee sickness	Likelihood	3	distance. 3. Seek approval for carrying out close proximity work from the Operational Manager. 4. Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Wear additional barrier protection as ID in the risk assessment for the task – this could be either a full-face visor, or safety glasses and face mask noting instructions for wearing and removing these items of PPE for close contact work that exceeds 15mins 5. Pre-work briefing to be undertaken. 6. Non compliance with the infection control measures should be reported through the Incident Reporting tool on desktops.	Line Managers	Likelihood	2
			Rating	Medium			Rating	Medium
13	**Access to SME who are not NATS Key Workers** There will be times when it is important to have access to a SME within a project, maintenance or repair activity. Currently only NATS Key Workers are permitted on site.	Employee sickness	Severity	4	1. Only business critical employees (Key Workers) are permitted on site. 2. All possible opportunities must be explored .e.g. remote interactions, using Teams or video calls to carry out inspections or task monitoring/assessment. 3. Consider access times - is it possible to use the skills of the SME outside core hours? 4. Prior to bringing SME on site check that they are not in the vulnerable or shielding category. If they are, then another SME should be used or the task carried out remotely. 5. Non-Key Workers whose SME input is required will only be permitted with Exec Approval.	Responsible Person	Severity	4
			Likelihood	3			Likelihood	1
			Rating	Medium			Rating	Low