



**Generic Task Based Risk Assessment**  
Non-operational response to COVID-19 pandemic

**Reference:**

COV19-2  
Non-Operational  
v4.0

For: Staff working in UKPN controlled locations including offices and Logistics centres- to be used in conjunction with Task Risk Assessment GRL 07 Office Working – used in conjunction with COVID-19 Social Distancing in the office

**Review Dates:**

02/05/2021

	STEPS	HAZARDS	Unmitigated			CONTROL MEASURES	Mitigated		
			C	L	R		C	L	R
	Attending and working in UKPN controlled sites and offices during COVID-19 pandemic	<b>Planning/ Communication</b>	E	3	21	<ul style="list-style-type: none"> <li>• Access to all sites controlled to prevent unnecessary access</li> <li>• Temperature sampling carried out at all locations</li> <li>• <b>Staff with eligible roles to undertake voluntary lateral flow testing twice weekly</b></li> <li>• Only essential visitors permitted</li> <li>• All non-essential face to face meetings cancelled and rearranged via conference call</li> <li>• Work planned to incorporate social distancing (2m distance from others) or prevention process as detailed in the UKPN Intranet COVID-19 Toolkits</li> <li>• Office layout and welfare facilities changed to incorporate social distancing -               <ul style="list-style-type: none"> <li>○ desks moved or put out of use to give 2 metre working distance between staff</li> <li>○ welfare and toilet facilities to be arranged or put out of use to ensure social distancing can be maintained</li> </ul> </li> <li>• No hot desking during the day i.e. 1 person per desk</li> <li>• In shifted environments, desk to be cleaned down by occupant at start and end of shift</li> <li>• Air-conditioning set to run on full outside air where possible in preference to recirculation mode</li> <li>• <b>Windows and doors opened where practicable to increase fresh air circulation</b></li> <li>• No meeting rooms to be used unless pre-booked and set up within social distance guidelines</li> <li>• Use of lifts restricted, 1 person per lift; not for those who able to use stairs</li> <li>• Encourage use of alternative access/egress points to avoid congestion <b>by signposting</b> if appropriate.</li> </ul>	E	1	10



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		C	L	R		C	L	R
				21	<ul style="list-style-type: none"> <li>• 2m markers fitted to areas where staff likely to congregate</li> <li>• Social distancing enforced for people waiting to enter site</li> <li>• Provision of hand cleaning/sanitiser facilities at office entrances and exits and key points within building</li> <li>• Soap and water wherever possible or approved hand sanitiser if water is not available</li> <li>• Provision of soap/sanitiser level checked and replenished regularly – sites to have replenishment stocks available</li> <li>• Home working still in place until government advice changes</li> <li>• Staggered start times to avoid unnecessary contact with third parties where possible</li> <li>• Compliance with current Government: Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from Covid-19</li> </ul>			
	<b>Micro-organisms</b> (Viruses, Bacteria etc.)	E	3	21	<ul style="list-style-type: none"> <li>• Specialist deep clean of sites carried out by facilities – carried out where staff have been confirmed as having COVID-19 symptoms</li> <li>• Facilities/office management to ensure office cleaning and waste removal/disposal maintained/statutory testing completed (e.g. legionella)</li> <li>• Meeting rooms to be cleaned between essential meetings</li> <li>• Multi-user desks to be cleaned between shifts</li> <li>• Enhanced regular cleaning to include cleaning common contact surfaces e.g. reception, offices, access control, welfare and toilet facilities, lifts and delivery areas</li> </ul>	E	1	10



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			C	L	R		C	L	R
Staff working in UKPN sites and offices during COVID-19 pandemic		<b>Stress</b> (feeling/working in isolation)	C	3	17	<ul style="list-style-type: none"> <li>Line Managers to maintain frequent communication with employees sharing company messages and checking on staff wellbeing (preference virtual meetings e.g. conference calling)</li> <li>Team Briefs, 1st 15 etc. to be briefed via electronic means or in small groups maintaining social distancing</li> <li>Availability of help /support programmes (i.e. mental health 1st aiders and Validium) in line with HSS 01 163 Managing Wellbeing and Mental Health Policy</li> </ul>	C	2	7
		<b>Working Hours</b>	C	3	17	<ul style="list-style-type: none"> <li>Rest periods maintained to avoid fatigue</li> <li>Introduce staggered start, finish and break times to reduce congestion and contact at all times</li> </ul>	C	2	7
		<b>Micro-organisms</b> (Viruses, Bacteria etc.)	E	3	21	<ul style="list-style-type: none"> <li>All staff to be re-briefed on the COVID-19 and Safety Alert A89 on return to work</li> <li>Mobile phones and portable IT equipment not to be shared where possible, where not possible equipment to be cleaned on change of user</li> <li>Headsets not to be shared</li> <li>Cleaning products positioned at all touch to operate IT equipment and cleaned by user before and after use.</li> </ul>	E	1	10
		<b>Not fit for work</b> Falling ill at work – i.e. high temperature/ persistent cough	E	3	21	<ul style="list-style-type: none"> <li>Line management informed prior to returning home</li> <li>Staff to return home immediately –if unable to drive safely or if condition deteriorates then line manager to be informed and emergency services to be called and emergency services guidance to be followed.</li> <li><b>Immediate work area to be put out of use until cleaned by contacting facilities via 777 and requesting dedicated COVID 19 mobile cleaning service – 4 hr response.</b></li> <li>Compliance with guidance on self-isolation and not to return</li> </ul>	E	1	10

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	STEPS	HAZARDS	Unmitigated			CONTROL MEASURES	Mitigated		
			C	L	R		C	L	R
					21	to work until fit for work and the period of self-isolation is completed			
	Travelling to site/office	<b>Planning</b>	E	3	21	<ul style="list-style-type: none"> <li>Use of public transport following government advice and mandatory requirements i.e. use of face coverings</li> <li>Single occupancy of vehicles wherever possible; where vehicle sharing cannot be avoided all occupants to wear face coverings and be separated from each other by a minimum of 1 metre <b>and preferably in separate seats i.e. front and rear</b></li> </ul>	E	1	10
	Use of company/ private vehicles on company business	<b>Micro-organisms</b> (Viruses, Bacteria etc.)	E	3	21	<ul style="list-style-type: none"> <li>Sharing of company vehicles should be avoided where vehicle sharing cannot be avoided all occupants to wear face coverings <b>and be separated from each other by a minimum of 1 metre and preferably in separate seats i.e. front and rear</b></li> <li>Vehicle should be cleaned regularly using gloves and standard cleaning products with particular emphasis on handles and other areas where passengers may touch surfaces in line with the guidance from transport</li> <li>Washing of hands prior to entering and after getting out of vehicle</li> </ul>	E	1	10
	3 <sup>rd</sup> . party vehicles - deliveries	<b>Micro-organisms</b> (Viruses, Bacteria etc.)	E	3	21	<ul style="list-style-type: none"> <li>Deliveries to and removal of goods from sites should be scheduled to avoid access and egress peak times where possible</li> <li>Only essential items to be delivered</li> <li>Drivers to remain in vehicles where practicable</li> <li>Deliveries are not to be signed for</li> </ul>	E	1	10
Produced by: HSS TRMT		Signature:	Date: v1.0 23/04/2020		Approved by: Craig Short	Signature:	Date: v4.0 08/02/2021		
C – Consequence L– Likelihood R – Risk									
Specific PPE/Fit for Work requirements stated in the Control Measures are mandatory.									

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An On-site (Point of Work) Assessment or Dynamic Assessment must be undertaken for all tasks to confirm which items of Safe 6 to be used and any additional PPE/Equipment required as a result of the site conditions.									

TRMT/SAT Attendees	Reason for Review	Actions Required	Details of changes
Chris Shackell Andy Woodhill Craig Short Peter Vujanic	Periodic review	Issue to Document Control for publication	Added staff eligibility for lateral flow tests Added additional vehicle occupancy, office ventilation and cleaning controls