

	Generic Task Based Risk Assessment Operational response to COVID-19 pandemic	Reference: Covid 19 – Operational V1.0
	For: Operational staff - to be used in conjunction with Craft Specific Task Risk Assessments	Review Dates: 23/10/2020


	STEPS	HAZARDS	Unmitigated			CONTROL MEASURES	Mitigated		
			C	L	R		C	L	R
	Undertaking all operational tasks during pandemic	Planning/ Communication	E	3	21	<ul style="list-style-type: none"> All planned works to be re-scheduled where possible Line management to determine who can return to work and their status in regard to self-isolating/vulnerable person as per the Managing People Classified as Vulnerable to COVID 19 Management Guidance document Vulnerable (Group 2) staff as defined by Public Health England not to be used for entry to self-isolating or shielding properties All employees to receive “back to work” briefing including COVID 19/ Social Distancing/ Safety Alert A89 prior to being put to work Supervisors to undertake Passport Visit to operational staff within 3 days of having “back to work” briefing Compliance with the HSS 01 165 Working in potential pandemic & infectious diseases exposure areas Prior communication with customers to determine if there is an increased risk of transmission of virus (people self-isolating/shielding) Instruct customer to isolate any infected person in a separate room and to request that the work area is ventilated prior to staff attending site Work planned to incorporate social distancing (2m distance from others) or prevention process as detailed in the COVID - 19 toolbox talk 	E	1	10

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					17	<ul style="list-style-type: none"> Work party to consist of the minimum number of persons required to complete the task safely Staff to work in dedicated teams/pairs (cohorting)– avoid staff rotation where practicable Work planned for off-peak/ less busy time periods to avoid unnecessary contact with third parties where possible POWA completed identifying potential level of risk posed by being in contact with others Provision of sufficient quantities of approved disposable PPE Provision of sufficient quantities of hand cleaning products/sanitiser Additional vehicles added to fleet to allow for single occupancy On-going review of return to work process until COVID 19 restrictions lifted; initially on a weekly basis 			
	Staff working in isolation	Stress feeling/working in isolation,(mental health)	C	3	17	<ul style="list-style-type: none"> Line Managers to maintain frequent communication with employees (phone call/electronic means preferred) Team Briefs, 1st 15 etc to be briefed via electronic means or in small groups maintaining social distancing Availability of help /support programs i.e. mental health 1st aiders and Validium in line with HSS 01 163 Managing Wellbeing and Mental Health Policy 	C	2	7
		Working Hours	C	3	17	<ul style="list-style-type: none"> Rest periods maintained to avoid fatigue 	C	2	7

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						<ul style="list-style-type: none"> Working compliance with HR 00 55 Working Time Regulations Policy 			
		Not fit for work Falling ill at work – i.e. high temperature/persistent cough	E	3	21	<ul style="list-style-type: none"> Line management informed prior to returning home Incident reported to Airline at earliest time practicable Individual falling ill on site shall isolate from others in an appropriate location 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 Compliance with guidance on self-isolation and not to return to work until fit for work and the period of self-isolation is completed Remaining team members to revisit Point of Work Assessment to ensure current precautions and mitigations are adequate 	E	1	10
	Travelling to site/office	Planning	E	3	21	<ul style="list-style-type: none"> Limit/avoid the use of public transport Where travelling alone not possible, vehicle sharing is to be with the same individuals where possible Number of occupants in vehicles to be kept to an absolute minimum – where possible single occupancy 	E	1	10

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			C	L	R		C	L	R
					21	<ul style="list-style-type: none"> Staff who usually travel with others permitted to use private vehicles subject to business insurance cover and line manager authorisation – including travel to site 			
	Use of company/private vehicle	Micro-organisms (Viruses, Bacteria etc.)	E	3	21	<ul style="list-style-type: none"> Vehicles should be cleaned in accordance with Transport Services guidance: cleaned regularly using gloves and standard cleaning products with particular emphasis on handles and other areas where passengers may touch surfaces Washing of hands prior to entering and after getting out of vehicle Shared vehicles i.e. Unimog to be cleaned before and after use 	E	1	10
	Attending UKPN depots/offices/sites		E	3	21	<ul style="list-style-type: none"> UKPN depots, offices and sites to have social distancing guidelines, controls and infection control measures in place Line management to inform employees when they are required to report for work - designated time and place Time slots for briefings to limit number of people gathering at one time 2 person teams can attend at the same time – social distancing must be observed Principal tenants/Property Services to set up social distancing and hand cleaning measures at all locations. Property Services to implement enhanced cleaning and maintenance programmes resume and specifically address the risk of cross contamination with Covid-19 by cleaning staff 	E	1	10

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					21	<ul style="list-style-type: none"> Property Services to ensure cleaning staff have new PPE on a daily basis, and when going to a different sites at all times to ensure there is no cross contamination Principal tenant to ensure social distancing guidance and posters are in prominent locations at each site Managers to conduct regular site “walkabouts” to ensure compliance with social distancing 			
	Attending 3 rd party depots/offices/sites		E	3	21	<ul style="list-style-type: none"> Social distancing must be operating and monitored. Managers must consider COVID 19 mitigation when planning work CDM MS019 shall be forwarded to all sites ahead of UKPN staff attendance 	E	1	10
	Attending occupied premises	Communication barriers – unable to communicate with occupants i.e. non-English speaking	E	3	21	<ul style="list-style-type: none"> Compliance with COVID-19 tool box talk and Safety Alert A89 Premises and occupants to be deemed infectious where presence of virus suspected No unauthorised access, authority to be given by Operational/Area Manager in accordance with HSS 01 165 Working in potential pandemic & infectious diseases exposure areas Completion of POWA confirming the availability of required additional PPE and adequate washing and cleaning facilities. Additional precautions detailed on the POWA Completion and submission of HSS 01 165a Pandemic and Infectious Diseases Property Access Work Log 	E	1	10

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		Micro-organisms (Viruses, Bacteria etc.)	E	3	21	<ul style="list-style-type: none"> POWA completed prior to entry identifying potential level of risk Where customers are shielding, A89 process to prevent possible transmission to customers to be followed Confirmation with customers to determine if the risk of transmission has increased since contact made with call centre Work Party social distancing maintained during POWA discussion Maintain social distancing with property occupants and all 3rd parties Stringent hand cleaning – hand sanitiser/hand washing 	E	1	10
	Attending occupied premises – suspected or confirmed presence of virus	Micro-organisms (Viruses, Bacteria etc.)	E	3	21	<ul style="list-style-type: none"> Compliance with COVID-19 tool box talk and Safety Alert A89 No unauthorised access, authority to be given by Operational/Area Manager in accordance with HSS 01 165 Working in potential pandemic & infectious diseases exposure areas Completion of POWA confirming the availability of required additional PPE and adequate washing and cleaning facilities. Additional precautions detailed on the POWA Completion and submission of HSS 01 165a Pandemic and Infectious Diseases Property Access Work Log 	E	1	10
	Wearing and removal of PPE	Behaviour	E	3	21	<ul style="list-style-type: none"> Disposable PPE only to be worn where presence suspected (self-isolation), confirmed or where vulnerable person present 	E	1	10


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						<ul style="list-style-type: none"> As detailed in the COVID-19 Toolbox Talk Disposable PPE only to be used once Only approved disposable PPE to be used Nitrile gloves not to be used under electrical insulating gloves 			
		Micro-organisms (Viruses, Bacteria etc.)	E	3	21	<ul style="list-style-type: none"> PPE only to be removed when work complete and premises exited Spare set of disposable PPE available to replace any damaged items 	E	1	10
		Waste	E	3	21	<ul style="list-style-type: none"> Waste to be bagged and disposed of as detailed in the COVID-19 toolbox talk and Safety Alert A89 – double bagged and tied securely Used disposable PPE to be disposed of as hazardous waste 	E	1	10
	Cleaning of “hard surface” PPE	Micro-organisms (Viruses, Bacteria etc.)	E	3	21	<ul style="list-style-type: none"> “Hard surface” PPE (i.e. eye protection, electrical gloves) to be cleaned after works completed using approved cleaning techniques 	E	1	10
	Inability to maintain social distancing with colleagues – face to face work unavoidable	Violence/Physical attack - public intolerance of lack of social distancing/work being undertaken	E	3	21	<ul style="list-style-type: none"> Signage displayed detailing essential work being undertaken Maintain social distancing with 3rd parties and public 3rd parties encroaching on working they must be asked to step back, if staff to leave site or return to vehicle Report to Line Manager; request assistance where necessary 	E	1	10

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		Micro-organisms (Viruses, Bacteria etc.)	E	3	21	<ul style="list-style-type: none"> Working time restricted to the absolute minimum where possible Work party kept as small possible, ensuring safety of task Tasks planned to avoid face to face interaction - individuals to work side by side or facing away from each other where possible 	E	1	10
	Use of tools, instruments and equipment	Micro-organisms (Viruses, Bacteria etc.)	E	3	21	<ul style="list-style-type: none"> Sharing of tools and equipment to be minimised Mobile phones and portable IT equipment not to be shared All tools, instruments and equipment to be cleaned after works completed using approved cleaning techniques 	E	1	10
		Failure/Damage	C	3	17	<ul style="list-style-type: none"> All tools, instruments and equipment to be checked prior to use and are in date 	C	2	7
Produced by: HSS TRMT		Signature:	Date: v1.0 23/04/2020		Approved by: Craig Short	Signature:	Date:v1.0 23/04/2020		
C – Consequence L– Likelihood R – Risk									
Specific PPE/Fit for Work requirements stated in the Control Measures are mandatory. 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
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Chris Shackell Andy Woodhill Craig Short	New assessment addressing operational work during Covid-19 pandemic	Issue to Document Control for publication	New risk assessment
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