


# Risk assessment for coronavirus (COVID-19)



Description	Occupational exposure to coronavirus to employees, contractors and visitors					
The latest guidance and advice from central government and executive agencies has been consulted in the preparation of this risk assessment, the elements of which advice should be taken as having been incorporated. Port of Tyne Authority shall be regularly reviewing such guidance to ensure that assessments of risk are based on the latest guidance and information.						
December 2021	Revision	4	Review Period		3 months	
Jen Maddison	Authorised by ( <i>sign</i> )		Position	Head of HSEQ	Date	16/12/2021

Risk No.	Hazard	Who might be affected and how?	Enter either, or/and Details of recommended NHS / UK Government / FCO / WHO / etc. / General health and safety risk management controls What we are currently doing	Evaluate current control measures. Do we need to implement additional controls?			Additional control measures recommended
				YES	NO	N/A	
1	Individual entering the workplace with COVID-19	Employees, Contractors, Visitors  The workplace remains open in line with Government guidance. An employee enters the workplace with COVID-19 and passes the virus on to other individuals.	We are following Government advice applicable to our workplace. GOV.UK: <a href="https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others">https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others</a>  The Government has published Sector Specific Guidance on Social Distancing in the workplace: We are following this for our industry. <a href="https://www.gov.uk/guidance/social-distancing-in-the-workplace">https://www.gov.uk/guidance/social-distancing-in-the-workplace-</a>		NO		<ul style="list-style-type: none"> <li>Where possible, employees should work from home.</li> <li>Restructure working arrangements to keep teams of workers together (cohorting), and keep teams as small as possible</li> <li>Where it is possible to remain 2 metres apart, using signage such as floor markings to facilitate compliance, particularly in the most crowded areas. This includes entry points to buildings, toilets and communal break areas where queues may form.</li> <li>Maximum number of individuals in meeting rooms to be defined. Seating removed to ensure compliance.</li> </ul>

			<p><u>during-coronavirus-Covid-19-sector-guidance</u></p> <p>On the 7<sup>th</sup> of April 2020 the Government updated Guidance for employers and businesses; Social distancing:  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</a></p> <p>Employees will only be allowed to work if they are well and neither they nor any of their household are self-isolating – household isolating.</p>			<ul style="list-style-type: none"> <li>• Limit use of facilities such as kitchens and bathrooms to one individual at any one time.</li> <li>• Providing handwashing facilities, or hand sanitiser at entry and exit points.</li> <li>• Maximum number of people for each workspace to be defined and communicated e.g. posters.</li> <li>• Reducing the activity time to as short as possible.</li> <li>• Minimum cleaning regimes to be defined: particularly important for communal surfaces like door handles, lift buttons, communal areas like bathrooms &amp; kitchens</li> <li>• Communications: social distancing advice and wash their hands regularly</li> <li>• Additional pop-up hand sanitiser stations</li> <li>• Where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible.</li> <li>• Identification of any individuals especially vulnerable to COVID-19</li> <li>• Use of face coverings in enclosed public spaces where social distancing is not possible.</li> <li>• Face coverings available to employees</li> <li>• Business Area / Activity specific risk assessments</li> <li>• Compliance audit programme</li> <li>• Maximum occupancy defined for office spaces and meeting rooms</li> <li>•</li> </ul>
2		Employees , visitors, contractors	POT Visitor Policy issued		NO	<ul style="list-style-type: none"> <li>• Remote meetings / connections where this is an option.</li> </ul>

	Individual entering the workplace with COVID-19	A visitor enters the workplace with COVID-19 and passes the virus on to employees, visitors, contractors.				<ul style="list-style-type: none"> <li>Limiting the number of visitors on site at any one time.</li> <li>CV-19 Visitor Policy</li> <li>An information poster highlighting the symptoms of COVID-19 is placed on the entry/sign in point. The poster will state that symptomatic individuals will not be allowed entry.</li> <li>Updated guidance to visitors / contractors.</li> <li>Ensure social distancing and hygiene.</li> <li>Establishing host responsibilities relating to COVID-19 and providing any appropriate information for people who act as hosts for visitors.</li> <li>Face coverings available to employees on request</li> <li>Business Area / Activity specific risk assessments</li> <li>Compliance audit programme</li> <li>Maximum occupancy defined for office spaces and meeting rooms</li> </ul>
3	Individual becomes ill within the workplace	<p>Employees, visitors</p> <p>Any individual reports symptoms of COVID-19 whilst in the workplace.</p>	<p>Person will be removed to a designated area which is at least 2 metres away from other people.</p> <p>The individual will be sent home and advised to follow NHS guidance online. If the person is a visitor, their organisation will also be contacted.</p> <p>This information has been passed onto employees.</p>		NO	

4	Contaminated workplace	<p>Employees, visitors, contractors</p> <p>Individual catches COVID-19 due to contaminated surfaces.</p>			NO	<ul style="list-style-type: none"> <li>• Minimum cleaning regimes defined.</li> <li>• Hand sanitisers have been placed in the workplace.</li> <li>• Extra hygiene requirements (handwashing etc.) are enforced.</li> <li>• Multi-use handtowels are not used to dry hands.</li> <li>• Employees encouraged to wash clothes regularly.</li> <li>• Deep clean regime for workspaces following a positive test result.</li> </ul>
5	Proximity, workplace gatherings	<p>Employees, visitors, contractors</p> <p>Individual contracts COVID-19 due to working closely with an infected person.</p>			NO	<ul style="list-style-type: none"> <li>• A Covid-19 Occ Health policy has been implemented.</li> <li>• All work areas and activities have been evaluated against the possibility to implement social distancing</li> <li>• Business Area / Activity specific risk assessments</li> <li>• Maximum occupancy defined for office spaces and meeting rooms</li> </ul>
6	Knowledge & Understanding	<p>Employees (including those considered at increased risk)</p> <p>Employees are not aware of the risks from COVID-19 and become infected due to lack of awareness of control measures.</p>	<p>Employee Comms – limited to PortAll, all staff emails, noticeboards</p> <p>Advice on risks, symptoms and control measures has been passed onto employees via regular communication channels</p>		NO	<ul style="list-style-type: none"> <li>• Use of UK Govt Covid-secured posters at entrances to workplaces.</li> </ul>
7	Self-isolation	<p>Employees</p> <p>Employees are not aware of the need to self-isolate or how to self-isolate.</p>	<p>NHS 111 / 119 online provides advice on when to self-isolate and access to an online interactive and personal checklist:</p>		NO	

			<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/</a>  Advice on how to self-isolate has been passed onto employees.				
8	Travel: To and from place of work, between places of work, business travel	Employees  Infection due to inability to socially distance, or contact with contaminated surfaces.	Govt guidance to avoid public transport, where possible.		NO		<ul style="list-style-type: none"> <li>Minimising non-essential travel – consider remote options first.</li> <li>Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.</li> <li></li> </ul>
9	Travel: Travelling abroad	Employees  Travelling abroad for work to any area.	FCO provides advice for travellers: <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a> (FCO)  All international travel has been suspended. Practical alternatives to travel including postponing trips and holding meetings via video conferencing have been implemented.		NO		
10	Travel: Returning from travelling abroad	Employees  Returning to the UK after travelling abroad for business or holiday travel to an area with a higher risk of COVID-19.	The govt has implemented a 10 day quarantine for any individuals returning from overseas, with the exception of the Common Travel Area and exempted countries.  Employees will comply with this requirement.		NO		
11	Symptomatic or exposed employee(s)	Employees, general public, family	Employee are advised to follow NHS online guidance:		NO		

	Presenteeism	<p>members, Contractors, Visitors</p> <p>Employees are symptomatic or have been in close contact with someone with COVID-19.</p> <p>A person catches COVID-19 due to another employee continuing to work despite being unwell.</p>	<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>If NHS 111 or a GP determines the employee is symptomatic and unfit for work, they will be treated as off sick as per normal policy.</p> <p>Symptomatic employees will be sent home.</p> <p>Employee Comms – limited to PortAll, all staff emails, noticeboards</p> <p>Advice on risks, symptoms and control measures has been passed onto employees via regular communication channels</p>			
11	First Aid / CPR / Emergency Response	<p>Employees , visitors, contractors</p> <p>Employees are exposed to risks from COVID-19 due to providing First Aid in the workplace.</p>	<p>Advice on CPR and resuscitation in the workplace is taken from UK Gov &amp; the Resuscitation Council.</p> <p><a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a></p> <p><a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></p> <p>Safety Share has been issued to First Aiders.</p>		NO	<ul style="list-style-type: none"> <li>In an emergency, for example, an accident, fire or security incident, individuals do not have to stay 2m apart if it would be unsafe.</li> <li>Individuals involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</li> </ul>

12	Lack of accurate information / a failure to disseminate information	<p>Employees (including those considered at increased risk)</p> <p>Employees are not aware of the risks from COVID-19 and become infected due to lack of awareness of control measures.</p>	<p>Monitoring. Covid-19 Working Group in operation. Covid-19 sub-group in operation.</p> <p>Employee Comms – limited to PortAll, all staff emails, noticeboards</p> <p>Advice on risks, symptoms and control measures has been passed onto employees via regular communication channels</p>		NO		<ul style="list-style-type: none"> <li>Appropriate signage posted.</li> </ul>
13	Mental and Physical Health and wellbeing	<p>Employees</p> <p>Concern over welfare of self, family and friends.</p> <p>Concern over change – returning to workplace after having been at home in a more controlled environment for a long period of time.</p> <p>Isolation – employees WFH for extended period</p>	<p>Staff support systems available - BHSF Helpline, counselling, OH referral, Connect physio.</p> <p>Lunch and Learn engagement sessions.</p> <p>MH awareness campaigns</p>		NO		<ul style="list-style-type: none"> <li>Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</li> <li>Employees who are working from home will be required to complete a workplace assessment.</li> </ul>
14	Equality in the workplace	<p>Employees</p> <p>Changes are made that adversely affect individuals with a protected characteristic such as age, sex or disability, or new and expectant mothers, and young people, those with caring responsibilities or religious commitments.</p>			NO		<ul style="list-style-type: none"> <li>Assessment of the particular circumstances of those with protected characteristics.</li> <li>Ensuring changes do not have an unjustifiable negative impact on some groups compared to others.</li> </ul>

