

Risk Assessment Number:	N/A	Activity:	Operational employees
Risk Assessment Name:	Covid-19	Location:	All
Risk Assessment Version:	1.6	Risk Assessment Valid From:	11/09/2020
Risk Assessment Approved By:	S.Ward HSEQ Manager	Risk Assessment Review Due:	10/11/2020

Likelihood		Example	Severity	Example
1	Extremely unlikely	Physically possible, but not known to have previously occurred. [<1% chance]	None or minor injury	First aid treatment only.
2	Unlikely	Known to have only occurred once or twice previously. [<10% chance]	Moderate injury	Involves medical treatment/triage.
3	Likely	Fair chance it could occur. [10-50% chance]	Serious injury	Injury requiring hospital treatment but with no permanent effect.
4	Very Likely	Almost certain to occur [50-75% chance]	Major injury	Injury requiring hospital treatment but with permanent effect such as loss of limb or other disability.
5	Extremely likely	Almost will occur. [>75% chance]	Fatality	One or more fatalities.

Mandatory requirements to be implemented across this Risk Assessment	
1	Social distancing requirements are that people must be at least 2m away from others
2	No body contact (i.e. handshaking).
3	Signage to be displayed where appropriate to reinforce key messages.
4	Washing your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get into work, when you blow your nose, sneeze or cough, eat or handle food.
5	This risk assessment is in addition to the risk assessment for all employees.
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Risk Matrix			Likelihood				
			Extremely Unlikely	Unlikely	Likely	Very Likely	Extremely Likely
			1	2	3	4	5
Severity	None/Minor	1	1	2	3	4	5
	Moderate	2	2	4	6	8	10
	Serious	3	3	6	9	12	15
	Major	4	4	8	12	16	20
	Fatality	5	5	10	15	20	25
Residual Risk							
17-25			Unacceptable risk. Activity cannot start without immediate improvement.				
10-16			Considerable risk. Activity can start but review regularly to ensure risk is ALARP.				
5-9			Elevated risk. Activity can start but at next review ensure risk is ALARP				
1-4			Acceptable risk. Ensure controls are maintained and risk is ALARP.				

ID	Activity	Hazards/Risks Identified & People Involved	Risk Rating (Before controls)			Control Measures	Residual Risk (After controls)		
			L	S	RR		L	S	RR
1	Maintaining social distancing requirements for Operational employees on a site.	Not being able to maintain social distancing on site leading to virus spread amongst employees. Employees	3	4	12	<ul style="list-style-type: none"> Employees paired up for travel purposes. One pair of employees per vehicle, although one of the pair may travel solo in a vehicle. One pair at a time using shared facilities such as mess room, kitchen, toilets. If one of the pair develops symptoms, then the other person must also self-isolate. Employee pairs to stay 2m apart at all time, with the exception of drillers who follow the 1m+ rule. No critical role employees to pair together. Avoid personal contact – handshaking etc Drillers wear PP3 masks when drilling and work either side of the BG800 or cushion when installing. Masks must be cleaned at the end of each shift using anti-bacterial wipes. On site briefings with the team should be undertaken with the team standing 2m apart in a semi-circle around the supervisor. 	4	2	8
2	Maintaining social distancing requirements for Operational employees on a site.	Paired Employees travelling in vehicles to and from site leading to virus spread amongst employees. Employees	4	4	16	<ul style="list-style-type: none"> Employees are paired up for travel purposes. One pair of employees per vehicle, although one of the pair may travel solo in a vehicle. Only paired employees may travel in a works vehicle without further measures. Keep the windows open to allow fresh air for ventilation. Follow the hygiene measures outlined in this risk assessment. No critical role employees to be paired together. Passenger is not to operate vehicle switches or controls. Driver and passenger to clean their hands upon leaving the vehicle. 	2	4	8
3	Maintaining social distancing requirements for Operational employees on a site.	Non-paired employees required to travel in a vehicle together leading to virus spread amongst employees. Employees Non-employees	4	4	16	<ul style="list-style-type: none"> Where situations occur when un-paired employees are required to travel together, or employees are required to travel with non-employees then: All persons in the vehicle must wear a face mask/covering during the journey. Keep the windows open to allow fresh air for ventilation. Follow the hygiene measures outlined in this risk assessment. Passenger is not to operate vehicle switches or controls. Driver and passenger to clean their hands upon leaving the vehicle. 	2	4	8

ID	Activity	Hazards/Risks Identified & People Involved	Risk Rating (Before controls)			Control Measures	Residual Risk (After controls)		
			L	S	RR		L	S	RR
4	Maintaining social distancing requirements for Operational employees on a site.	Interacting with non-employees such as client representatives, leading to virus spread amongst employees. Employees Non-employees	3	4	12	<ul style="list-style-type: none"> Briefings undertaken with client in advance using video chat or where this is not possible, client to brief HWC employees separate from other companies. HWC work dictates that we work in isolation from other companies as a matter of course. Client representatives to maintain 2m distance from all HWC employees. Clients to clean hands before signing HWC paperwork. Alternatively, HWC will sign on client behalf. Avoid personal contact – handshaking etc 	2	4	8
5	Hygiene - Vehicles	Contaminated surfaces & generally spreading the virus Employees	3	4	12	<ul style="list-style-type: none"> Vehicle cabins, equipment and tools to be cleaned before start of shift using anti-bacterial products if available or soap/water if not. No sharing of equipment (i.e. Pens/PPE etc). Wash your hands more often -with soap and water for at least 20 seconds or use a hand sanitiser when you get into work, when you blow your nose, sneeze or cough, eat or handle food. Avoid touching your eyes, nose, and mouth with unwashed hands. Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. Clean and disinfect frequently touched objects and surfaces in the workplace. Wash your hands thoroughly in line with current guidelines before eating, drinking or smoking. Ensure your vehicle has a sufficient supply of cleaning materials before leaving the depot. Managers should ensure welfare facilities are available at the client's worksite or procure mobile facilities as required. Wear disposable nitrile gloves under normal gloves. 	2	4	8
6	Hygiene - Welfare units	Contaminated surfaces & generally spreading the virus Employees	3	4	12	<ul style="list-style-type: none"> Clean and disinfect frequently touched objects and surfaces in the workplace. Wash your hands thoroughly in line with current guidelines before eating, drinking or smoking. Avoid touching your eyes, nose, and mouth with unwashed hands. Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands. 	2	4	8

Safe system of work

- Covid-19 risk assessment for all employees
- Employees working from Home document
- Social distancing and hygiene for Ops teams document