



SMS 305 v2 Appendix 5 - Risk Assessment Template

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Date: 15.09.2020

Site: All TCE sites excluding CHP (covered by Eon RA)

Review Date: 31.10.2020 or as Government or HSE Guidance is updated.

Area: All

Risk Assessment
No: COVID 19 TCE General RA Rev 2

Authorised by: Gill Littlewood / Phil, Davies

Comments & common factors (insert photos & text): This Risk Assessment has been updated to include updated Government Guidance issued and updated on 24 June 2020: Working Safely During Covid-19 in offices and contact centres, Working Safely During Covid-19 in factories, plants and warehouses, Working Safely During Covid-19 in construction and other outdoor work, Working Safely During Covid-19 in or from a Vehicle and Working Safely During Covid-19 in Labs and Research Facilities. CIBSE Covid-19 Ventilation Guide.

No.	Task / Hazard	Who might be harmed and how? (Also consider environmental harm)	Likelihood (L)	Severity (S)	Risk Level (LxS)	Control Measures Implemented	Likelihood (L)	Severity (S)	Risk Level (LxS)	Additional Control Measures or Actions	By whom?	When?
	Attending Work											
1	Employee health	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Awareness of the symptoms of Covid 19 is key to preventing the spread. The relevant symptoms include a high temperature, a new persistent cough, shortness of breath or a loss of or change to your sense of smell or taste.	2	5	10	The UK Government and PHE have publicised that people showing symptoms should stay at home. Guidelines have been issued via Mail Desk and Workplace to highlight the symptoms and it has been made clear that any individual who is concerned should self isolate at home. This also applies to anybody who shares a household with any person displaying symptoms or testing positive - the self isolation period in this case is 14 days. Clear guidance has also been provided of how long this self isolation should be based on the number of people in the household and their status. An HR dedicated helpline for Covid 19 (4999) has also been set up to use to communicate any health concerns with HR. A dedicated Covid-19 portal has been created to capture all relevant information such as RA, Covid secure certificates and all communications. There is a Government test and trace system to identify those that have been in close contact with people who have tested positive, and TCE will use these guidelines to identify any individuals at risk if there are concerns about possible cases at TCE - whether the case originated within the company or from elsewhere. Individuals are expected to communicate with the HR hotline if they have reason to believe they have been in contact with somebody testing positive.	1	5	5			
2	Employee health	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Return to work following a case of Covid 19.	2	5	10	The self-isolation period for people who test positive for or have symptoms of the Coronavirus has been changed from 7 days to 10 days. Before any individual who has been ill is able to return to work an assessment form needs to be completed with HR to determine if they have isolated for sufficient time.	1	5	5	All policies to be updated following to increase from 7 to 10 days		
3	Employee health	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Vulnerable workers.	4	5	20	Any vulnerable employee who needed to be shielded was requested to work from home where this was possible. Where work could not be managed from home then employees were offered to be included within the Government furlough scheme so that they could remain at home to provide the protection against having to go to work. Regular line manager check ups were carried out during furlough. Following updated Government guidance regarding a pause to shielding commencing 1 August 2020, all relevant employees have undergone a role specific risk assessment based on the TCE controls and, where necessary, additional controls. This has been used during an occupational health interview with each employee to ensure that all the controls are sufficient to protect shielded employees. All shielded workers have been required to go through all the relevant Covid-19 documents prior to return to work and sign off on risk assessments.	1	5	5			
4	Equality in the workplace	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Vulnerable workers.	4	5	20	PHE report "Disparities in the risk and outcomes of Covid-19" shows that some groups of people may be more at risk of being infected and/or an adverse outcome if infected. The higher risk groups include those who: are older males, have a high BMI, have health conditions such as diabetes, or are from BAME backgrounds. The TCE RA is believed to be adequate to cover all employees.	1	5	5			
5	Working From Home	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. Workspaces were not previously capable of implementing Social Distancing.	4	5	20	Whilst it is essential that operations are maintained to provide the essential products supplied by TCE, work activities have been reviewed and people who can work from home, either full time or by covering roles attending part time, have been requested to do so. Where needed IT equipment has been provided to facilitate this including access to work systems. Some return to work for the head office has been carefully managed from 7 September with numbers limited by a rota to manageable levels. Return to work guidance for head office has been produced and a pre-return 1:1 with manager mandatory to ensure compliance.	2	5	10	Any increase in people returning to the workplace from home working must be carefully managed. Regular welfare checks should be made by line Managers for those who are home working	Line Managers	Ongoing
6	Change in Work Patterns	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. Workspaces were not previously capable of implementing Social Distancing with all team members present in work at the same time.	4	5	20	Work teams have been assessed and split into teams where appropriate to provide adequate cover whilst also minimising the number of people in work, preventing too many people arriving at the same time, and enabling staggered break times to facilitate Social Distancing.	2	5	10			

7	Business Travel	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE, MEMBERS OF THE PUBLIC. Travel has the potential to encourage the spread of Covid 19.	3	5	15	The UK Government has banned all but essential travel to some countries and for these there is a 14 day quarantine in place after return to the UK. TCE has banned any travel for business (even within the UK) unless this is deemed essential and has been risk assessed. Guidance about foreign travel has been issued including the need to self isolate for relevant countries.	1	5	5			
Travelling To Work												
8	Use of public transport	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS, MEMBERS OF THE PUBLIC. Social distancing may be difficult on crowded public transport. Coronavirus may endure on some materials for very long times. Plastics and metals may retain active virus for many hours	4	5	20	Avoid public transport where possible. It is mandatory to wear a face covering when using public transport. Always wash hands when arriving at work or home. Use soap and water for at least 20 seconds or hand sanitiser gel (>70% alcohol) if soap and water not available.	1	5	5			
9	Shared use of vehicles	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS. Social distancing is not possible if more than one person uses the same vehicle to travel to work. Coronavirus may endure on some materials for very long times. Plastics and metals may retain active virus for many hours	3	5	15	Car sharing should not be used to travel to work unless with other members of the same household.	1	5	5			
10	Use of Company Vehicles	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS. Social distancing is not possible if more than one person uses the vehicle to travel to work at a different site. Coronavirus may endure on some materials for very long times. Plastics and metals may retain active virus for many hours	3	5	15	SHE Alert issued on use of shared company vehicles. This includes the need to have single user per vehicle, wash hands, wipe down all regular contact points with sanitiser or soapy water. The vehicle should be kept clean and a vehicle cleansing and sanitising check list should be completed prior to use as part of the pre-operational checks. Vehicle windows should be opened wherever possible to ensure circulation of air.	1	5	5			
Activities in the Workplace												
11	Use of Company Vehicles including shared vans, FLTs, front loading shovels, backsones wagons	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS. Social distancing is not possible if more than one person uses the vehicle to travel to work at a different site. Coronavirus may endure on some materials for very long times. Plastics and metals may retain active virus for many hours	3	5	15	SHE Alert issued on use of shared company vehicles. This includes the need to have single user per vehicle, wash hands, wipe down all regular contact points with sanitiser or soapy water. The vehicle should be kept clean and a vehicle cleansing and sanitising check list should be completed prior to use as part of the pre-operational checks. Vehicle windows should be opened wherever possible to ensure circulation of air. Where sharing vehicles is essential a risk assessment should be undertaken and additional control measures considered such as opening windows, optimising seating location and use of face coverings.	1	5	5	Screen design options are being reviewed to assess the potential for installation on some company vehicles.	Procurement	End September 2020
12	Arrival at Work	WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Potential to bring Covid 19 into the workplace.	3	5	15	Employees have been advised NOT to attend work if they display any of the symptoms of Covid 19 or any member of their household show these symptoms. All personnel must wash their hands on arrival at work. Sanitisers have been placed at entry points and in some cases festival sinks for multi-user sites. Hands should be washed frequently throughout the day with soap and water for 20 seconds. Signs with reminders about Social Distancing at entry doors and gates to sites. Temperature testing using thermal imaging installed at Lostock gatehouse and this is mandatory for employees and advised for contractors as a trial to assess effectiveness in an attempt to identify those with an elevated temperature.	1	5	5	Seek to assess effectiveness / feasibility of thermal imaging camera to determine whether to extend this to other sites.	Operations / SHE / Procurement	End September 2020
13	Arrival at Work	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Potential for contractors and visitors to bring Covid 19 into the workplace.	4	5	20	Where work has not been necessary contractors and visitors have been requested not to attend. Virtual meetings should be used where possible. Any person who is not a TCE employee attending any TCE site is required to complete a Covid 19 google questionnaire to ascertain that they do not have any symptoms, and that they will alert their supervisor or TCE representative if this situation changes and must leave site. For Major Construction projects eg Quartz signing in sheets for contractors will be separated by company, the sheets will also state that by signing the sheet that they do not have any symptoms of Covid-19 before entering site. Thermal imaging camera being trialled at Lostock including contractors.	3	5	15	Staff continue to be encouraged to report instances where they feel that a person on site may be presenting symptoms, anonymously if necessary.	All	Ongoing
14	Arrival at Work - Hauliers and Deliver Drivers	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Potential to bring Covid 19 into the workplace.	4	5	20	Covid - 19 protection details have been sought from key suppliers. Multi-lingual signs have been installed at gatehouses advising not to enter site if they have any symptoms along with additional hand sanitiser dispensers. Entry has been limited to gatehouses where possible and screens have been installed within gatehouses. Haulier toilet facilities have also been subject to additional cleaning regimes.	3	5	15			
15	Social Distancing	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. A minimum distance of 2m should be observed. The Government have introduced guidance stating that this can be 1m plus controls but TCE have kept guidance to 2m.	4	5	20	In addition to reducing the number of employees on site where practicable by employees working from home, desks have been relocated, walkways identified through common spaces with floor signs to achieve the required separation, or personnel have been relocated to separate office spaces. People should ideally be side by side or back to back rather than facing each other and perspex screens for desk areas have been issued to further increase protection. SHE Alerts have reminded employees and signs have been put up.	2	5	10			
16	Social Distancing	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. A minimum distance of 2m should be observed. Permit To Work.	4	5	20	Controls have been implemented at Permit To Work Locations. Where possible hatches have been created to limit access to key essential operational staff only or additional barriers / screens used where feasible.	2	5	10			

17	Social Distancing	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. A minimum distance of 2m should be observed. Meetings	4	5	20	Meetings held in rooms are limited to the number of people who can do so at a safe distance. The use of Google Hangouts should be utilised where possible by people working from home, working at other sites or within the same site where more people need to attend than can be safely accommodated within the meeting room. Meeting rooms have been marked up with occupancy limits and chairs removed or taped off. Surface cleaner and hand sanitiser should be provided in meeting rooms. Windows should be opened where possible. Briefings with plant personnel should be held outside whilst maintaining Social Distancing where feasible.	2	5	10		
18	Social Distancing	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. A minimum distance of 2m should be observed. Staircases and lifts	4	5	20	Staircases should be used in preference to lifts where possible. Where feasible staircases have been made one way or have additional controls indicated by signage such as limiting the number using them at the same time with no passing. Where the use of lifts cannot be avoided, the number of people must be limited to maintain the 2m Social Distancing requirement - generally this means a maximum of 2 people per lift. Lift controls are cleaned on a frequent basis.	2	5	10		
19	Social Distancing	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. A minimum distance of 2m should be observed. Auditing.	3	5	15	Audits have been carried out at all sites against the TCE Covid 19 RA. Actions / improvement areas identified by these have been compiled and are being followed up to ensure continuous improvement. WSOL is used to capture issues / near misses for Covid along with other SHE inputs. SHEQ Audits are being carried out using Social Distancing where possible placing the emphasis on housekeeping etc rather than the usual examination of paper documents. Teams have been encouraged to conduct audits and identify proactive near miss issues as part of their essential visits on site rather than making as many dedicated visits. Cleaning sheets are audited once per week by a site representative.	1	5	5		
20	Work requiring being less than 2m Social Distancing - TCE Employees	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. TCE have chosen not to take into account the 1m plus guidelines. A minimum distance of 2m should be observed, however there are some activities where this is not possible.	5	5	25	<p>A SHE Alert has been issued giving guidance on this. Every work activity should be reviewed and assessed using a dynamic risk assessment specifically covering Covid 19 aspects. Where possible any work requiring working at a distance of less than 2m should be avoided. Where this is not possible, and the work activity is required, the work team / supervisor should consider other ways to undertake the task safely. If a job can be done an alternative way, even if it takes longer, to achieve the 2m distancing guidelines then this should be done. If no other alternative can be proposed then the following options have been given in line with HSE and PHE guidelines.</p> <ul style="list-style-type: none"> • Working side by side or facing away from one another. • Where face to face contact is essential, this should be kept to 15 minutes or less wherever possible. • Keep teams of workers together (cohorting) • Keep teams as small as possible. Hands should be washed frequently throughout the day with soap and water for 20 seconds. <p>Face coverings and face visors are available if this is deemed to support the work activity. Face coverings should be replaced regularly (at least daily or if they become damp) and every effort should be made not to touch them. Hands should be washed regularly and as a minimum before and after use. If gloves are deemed to be helpful then these must be taken on and off as per the guidelines issued and disposed of in a sealed bag prior to disposal along with any disposable face covering. ANY INSTANCE WHERE A MEMBER OF STAFF OR CONTRACTOR ON SITE FEELS UNSAFE THEY ARE ENCOURAGED TO STOP WORK IMMEDIATELY AND REPORT THE INCIDENT</p>	3	5	15		
21	Work requiring being less than 2m Social Distancing - Contractors	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. A minimum distance of 2m should be observed however there are some activities where this is not possible.	3	5	15	Site Hazard Guides have been updated to include Covid 19 as a hazard and also the Pre-job Assessment Books to ensure discussion prior to work. Site inductions have also been updated to incorporate the risk of Covid 19. Any contractors intending to work on site are required to have a Covid 19 risk assessment as part of their normal provision of risk assessment for activities. This must be reviewed along with their normal RAMS by the responsible Supervisor or Contractor Manager. All visitors are required to complete a Covid-19 google questionnaire prior to attending site. Dedicated Covid 19 audits have been carried out on major projects involving large numbers of contractors such as LSEP, Winnington demolition and Quartz.	2	5	10		
22	Proximity to Other People	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Coughs and sneezes present the greatest risk if you are within 2 metres of the source	4	5	20	Observe Social Distancing. If you sneeze, sneeze into a tissue or else sneeze into your armpit. Ensure frequent handwashing with soap and water for 20s or use hand sanitiser. Perspex screens have been provided for desks and workstations.	2	5	10		
23	Touching Potentially Infected Surfaces	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Hands contaminated by those who may have the virus can touch hard surfaces and enable transmission of Covid 19. Hard surfaces can retain the virus for up to several days. Hand washing	4	5	20	Hands should be washed frequently throughout the day with soap and water for 20 seconds. Additional hand sanitising dispensers have been placed around all sites. There are routines in place to replenish these on a frequent basis and additional supplies have been procured as well as being made within site laboratories. Door openers have been provided to employees.	2	5	10		

24	Touching Potentially Infected Surfaces	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Hands contaminated by those who may have the virus can touch hard surfaces and enable transmission of Covid 19. Hard surfaces can retain the virus for up to several days - Entry points give particular cause for concern.	4	5	20	Where deemed feasible turnstiles have been taken out of service as these are used by many people. The requirement to click in to the entry point adjacent to the turnstile has been emphasised and signs put up to this effect to ensure a roll call can be still made. At Lostock there is an entry point that should be used when using the thermal camera. Hand washing / hand sanitising should be mandatory on entry.	3	5	12		
25	Touching Potentially Infected Surfaces	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Hands contaminated by those who may have the virus can touch hard surfaces and enable transmission of Covid 19. Hard surfaces can retain the virus for up to several days. Cleaning	4	5	20	Cleaning regimes have been increased across sites. Additional cleaners have been engaged to cover longer and more frequent cleaning of touch points such as door handles, handrails, lift buttons and shared spaces using cleaning materials that are effective against Covid 19. Anti bacterial wipes and spray bottles have been provided to all work areas for use by employees whenever deemed necessary. Additional employee routines are also in place for their work spaces. Cleaning sheet checklists have been produced to specify cleaning areas and provide audit trails to show that they have been completed. These are checked weekly by a site representative. Where deficiencies have been identified in contract cleaning, formal non-compliances have been raised with relevant companies. Regular handwashing throughout the day for at least 20 seconds is encouraged and signs have been placed to communicate how this should be done effectively in amenities.	3	5	15		
26	Touching Potentially Infected Surfaces	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Hands contaminated by those who may have the virus can touch hard surfaces and enable transmission of Covid 19. Hard surfaces can retain the virus for up to several days. Paperwork / deliveries	3	5	15	Permit hatches or alternative provisions to maintain distancing and reduce contact have been implemented to reduce the risk of transmission. WHO guidance advises that; the likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes Covid-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also low. Parcels have been delivered to dedicated areas where feasible.	1	5	5		
27	Touching Potentially Infected Surfaces	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Hands contaminated by those who may have the virus can touch hard surfaces and enable transmission of Covid 19. Hard surfaces can retain the virus for up to several days. Shared desks and equipment	4	5	20	Use of shared hot desks has been discouraged unless they can be thoroughly cleaned. Shared desks / work areas including laboratories should be cleaned before use. Shared equipment such as shift mobile phones, radios, tools, laboratory equipment etc should be thoroughly cleaned prior to use after handover. Shared pens should be avoided but if necessary wiped prior to handover.	3	5	15		
28	Ventilation levels	EMPLOYEE, , WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Potential to transmit Covid 19 in the workplace.	2	5	10	Opening doors, where not a fire door, and windows should be encouraged to improve ventilation, where possible. HSE have given guidance that use of air conditioning with respect to Covid-19 is a low risk, especially for small standalone recirculation units in individual rooms. Air conditioning across all sites is maintained with service contracts in place. Units which do not introduce fresh air should be used on a high speed where possible with windows / doors open to allow air replacement and reduce areas of stagnant air. Units installed in switch rooms and sub-stations where there may not be windows present a low risk as there will be limited personnel present for short periods of time.	1	5	5		
29	Workplace clothing	EMPLOYEE, , WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Potential to transmit Covid 19 in the workplace via contamination on overalls.	2	5	10	Workwear laundering company has introduced additional measures which include using soluble bags to collect the overalls and these are placed directly into the wash. Clothing is washed at 65 degrees for 10 minutes or 71 degrees for 3 minutes.	1	5	5		
30	Use of PPE	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. PPE and RPE as well as shared gas monitors are used on sites as part of normal operations as well as providing equipment for emergency use on plant. This represents a potential for transmission of Covid 19 especially as much of this protective equipment is used on the face.	5	5	25	Access to RPE rooms has been limited and meticulous cleaning has been observed. Requests have been made to return used masks to outside the RPE room. Disposable PPE used must be disposed of in a sealed bag prior to disposal. Gas monitor calibration at sites other than Lostock has been coordinated directly with external specialist providers to limit cross site exchanges. Special procedures and protocols have been put in place to enable face fit testing in a Covid secure manner.	3	5	15		
31	Waste	EMPLOYEE, , WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Potential to transmit Covid 19 in the workplace.	3	5	16	Waste bin lids or flaps inside buildings should be removed where possible. Waste bins should be emptied more regularly, particularly those in communal areas such as canteens, toilets. PPE items should be bagged prior to disposal and special bins used which enable control to allow a suitable time to elapse before disposal.	1	5	5		
	Breaks and Meal Times										
32	Social Distancing	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Toilets , showers and locker rooms facilities provide shared areas with the potential for the spread of the virus on hard surfaces.	5	5	25	Robust cleaning routines in place. Numbers using facilities have been limited where multiple toilet block / urinals are present and units taped off where applicable. Check lists have been implemented to confirm cleaning. Notices have been put up to prevent access of contractors into office facilities.	2	5	10		
33	Social Distancing	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Kitchens provide shared areas with potential for the spread of the virus on hard surfaces.	5	5	25	Robust cleaning routines in place. Teams have been split into shifts with staggered start times to avoid break times coinciding. Social distancing must be followed with limited numbers allowed in shared kitchen facilities. Food delivery services to sites have been cancelled with employees being encouraged to bring their own food and drink where possible and use their own cooking utensils, ensuring they are washed thoroughly. If dishwashers are available then employees should load their own dishes. Signs have been added to water dispensers to prevent personal bottles touching dispensers.	1	5	5		
34	Touching Potentially Infected Surfaces	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Canteen facility (Middlewich only)	4	5	20	The food service at Middlewich has been converted to use contactless payment so that there is no requirement for cash to be exchanged along with additional Social Distancing measures.	1	5	5		

Accidents, Incidents, First Aid												
35	Social Distancing	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. A minimum distance of 2m should be observed. This could be compromised during an incident or during an evacuation drill.	3	5	15	During an incident, the urgent requirement to evacuate employees would clearly take priority over Social Distancing concerns and people should evacuate as fast as possible. Evacuation drills have been altered to allow increased Social Distancing at muster points and more mock drills are being held using roll call print offs without the trial evacuation.	1	5	5			
36	First Aid	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. A minimum distance of 2m should be observed. This is not always possible when there is a need of first aid.	3	5	15	A SHE Alert has been issued to first aiders. This encourages the risk assessment of the situation such as initially discussing with the patient from a distance. Additional equipment has been provided with first aid kits to facilitate safe management and disposal where there may be contact with bodily fluids. Grab bags with all the necessary equipment including PPE etc have been provided at several locations on each site.	1	5	5			
37	Case of Employee Developing Symptoms in Work	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Imminent risk of spread to other work colleagues,	3	5	15	Employees have been advised to immediately go home and self isolate in several communications if they display any symptoms. TCE will implement its own trace assessment coordinated via the HR hotline to identify if other team members need to be sent home to isolate. A clean down of the work area where the employee has been including amenities and shared spaces should be carried out. Grab bags with suitable supportive equipment are available at locations on sites to help with this.	1	5	5			
38	IT Security	EMPLOYEE, WORK COLLEAGUES. Increased risk of IT security breach during Covid-19 epidemic especially with employees working from home.	2	2	4	Several IT training sessions have been mandated to communicate the additional risk and show how this can be alleviated.	1	2	2			
Working From Home												
39	Digital Screen Set Up	EMPLOYEE. Risk of visual fatigue (including dry, itchy eyes), headaches, musculoskeletal disorders, e.g. back or neck ache, cramp in the hands or fingers	3	4	12	SHE Alert issued about Home Working covering set up for temporary workstations to optimise DSE issues including simple workstation optimisation, recommending regular breaks. A facility has been set up for occupational health DSE assessment where employees have concerns.	1	4	4	HSE currently regard employees working at home as a result of Covid 19 as "temporary" and hence full DSE Assessments are not mandatory. However in time this may change and an improved workstation assessment approach may be required.	SHE Team	As and when HSE Guidance changes
40	Mental Health and Wellbeing	EMPLOYEE. Risk of feeling of isolation being at home and away from the office environment.	3	4	12	SHE Alert issued about Home Working covering the importance of keeping in touch. Wellbeing at Home guidance issued to all those relevant. Support available using occupational health provider if employees require this.	2	4	8	Line Managers should be encouraged to remain in contact with their teams and conduct 1:1 on regular basis.	Line Managers	Ongoing
Communication and Training												
41	Ongoing communication and training	EMPLOYEE, EMPLOYEE'S , WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Not being informed of policy, procedure and site rules.	4	5	20	Maildesk and SHE Alerts have been circulated. Signage is located in prominent places to communicate clear messages and expectations on site. This includes handwashing signs in washrooms and social distancing signs around site. All relevant details have been added to a dedicated Covid-19 portal including all communications issued.	1	5	5			
42	Employee Induction	EMPLOYEE, EMPLOYEE'S , WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Not being informed of policy, procedure and site rules.	4	5	20	Added Covid 19 to induction for new starters	1	5	5			
43	Training Courses	EMPLOYEE, EMPLOYEE'S , WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Training courses	4	5	20	Training sessions required to ensure competency such as First Aid, FLT, etc were put on hold initially in favour of using e-learning where possible. Before any training takes place now Training Department ensure they risk assess the training (internal or external) to ensure it can be done within a safe space with respect to the number of people attending to allow Social Distancing and include cleaning / sanitising capability and vehicle checks if required. Ring fenced shift training is to be re-started and this is deemed safe as long as the elements contained within this RA are followed.	1	5	5			