

Assessment Title	Coronavirus - All activities
Assessment Date	7th April 2020
Who is at risk	Employees
Related Document	Several guidance documents
Risk Owner	Robin Mortimer
Review Period	1 month
Last Review Date	01/08/2020

Final Inherent		
Final Residual		

	Risk Score					Total Risk	
Almost Certain	5	10	15	20	25	Minor	1-3
Likely	4	8	12	16	20	Moderate	4-8
Possible	3	6	9	12	15	Serious	9-14
Unlikely	2	4	6	8	10	Very Serious	15-19
Rare	1	2	3	4	5	Severe	20-25
Likelihood	Minor	Moderate	Serious	Very Serious	Severe	Severity	

NON-OPERATIONAL AND OFFICE RISK ASSESSMENT

Hazard ID	Area/Task	Hazard	Cause	Consequence	Who is affected	Existing Control Measures	Inherent Risk			Additional Control Measures	Control Owner	Residual Risk			Link to SOP
							Likelihood	Severity	Score			Likelihood	Severity	Score	
<p>The greatest risks from COVID-19 spreading within non-operational groups are identified as:</p> <ul style="list-style-type: none"> - Support to operational activities and the interaction with cohorting groups from Line Managers - Financial delays in paying suppliers, sending out invoices or paying personnel on time. - Facilities, engaging with contractors to ensure that the offices are maintained and meet legislative requirements - IT support to office workers - Inability to licence vessels and provide support to infrastructure projects. - Lack of general support and information from Environment, HS&W and HR <p>The term 'necessary works' for non-operational staff refers to all work that takes place by any member of staff within their usual remit and level of engagement.</p> <p>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. The PLA shall be regularly reviewing such guidance to ensure that assessments of risk are based on the latest guidance and information. Where a concern is raised either by an employee regarding their personal safety (or that of a third party) or that the risk assessment diverges from other guidance then the activity shall not proceed until the matter has been escalated to the appropriate ExCo member, HS&W and any other relevant team who shall then advise accordingly.</p>															
1	Symptoms	Lack of recognition of symptoms	Lack of recognition of symptoms	Illness across the PLA	All PLA Staff	Presenteeism is a known adverse affect to the working population, where personnel come into the office when they feel under the weather	3	4	12	<p>If anyone displays symptoms of COVID-19 they are advised to stay at home.</p> <p>If someone displays symptoms whilst they are in the office, then the person should i) go home immediately ii) if they are not well enough to go home by their own means to be placed in a meeting room and isolated from other staff and the NHS is called (Refer to cleaning for suspected case in the workplace) and advised to follow the self-isolation guidance.</p> <p>If a person is symptomatic the PLA encourages staff members to undertake a test at a drive in centre, such as Ebbsfleet. If a person were to present with symptoms of COVID-19, the PLA would make a reasonable management instruction for the individual to take a test.</p> <p>All staff members who are working directly with the person are stood down until we are in receipt of a result and the area is cleaned. If the result is negative then the person and the staff who were in direct contact with them can return to work. In the event of an inconclusive result, the person must undergo a further test at a drive in centre and all persons need to follow government guidance for isolation, until a definitive result is obtained. If a positive result is produced then all persons need to follow government guidance for isolation and the PLA's Test and Trace procedure.</p> <p>Anyone coming back to the office will be required to complete a COVID-19 return to work form to demonstrate that they have not been symptomatic in the last 14 days.</p> <p>The result will need to be disclosed and the record placed on the individual's occupational health record and kept in line with data protection legislation. Staff who have tested positive for COVID-19 and are returning to work following a period of shielding, are required to undergo a further occupational health risk assessment, the results of which are to remain on the staff member's occupational health records</p>	DHR	1	4	4	
2	Hygiene	Lack of hygiene	Lack of hygiene	Spread of infection	All PLA staff	General hygiene was left to the individual, although acceptable hygiene standards were expected within the office environment.	3	3	9	<p>The PLA is communicating to staff members the following increased hygiene expectations, these are in line with government guidance on washing hands for 20 seconds and more frequently. Paper towels for drying of hands, hand dryers are not be used</p> <p>See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>The PLA has issued hand sanitiser for each office workers desk, there is hand sanister in the meeting rooms, at entrances/exits and outside of toilets. Some of the dispensers are hands-free /automatic.</p> <p>Cleaning of all surfaces is undertaken at the end of the day by the cleaning contractor (or at shift changeover) . It is the responsibility of the staff member to keep their desks clean during the day and wipe surfaces and chairs at the beginning and end of each meeting. A clear desk policy to aid the cleaning contractor is to be maintained.</p>	DMO	2	3	6	

3	Office heirarchy		Proximity to other people	Spread of illness	Non-operational staff / office workers	Persons are expected to be in the office environment to undertake their work and if they wish to work from home formal flexible working arrangements are put in place with the Line Manager and HR	2	4	8	The PLA is supportive of the working from home approach, however there may be a need for people to come to the office. When people come to the office the exact balance will depend on people's role and take account of circumstances; this will be agreed by the Head of department, responsible ExCo member, and the individual. Where necessary HR will be involved where formal agile working is required. No member of staff with protected characteristics should face discrimination. As much as possible, keep groups working together in teams that are as small as possible (cohorting). Access and egress - social distancing should be maintained and notices have been displayed. The office environment meets 2m distancing wherever possible with a local team management as agreed by each Head of Department and ExCo member. Where 2m distancing is not achievable mitigation measures are put in place, for example people work side by side or back to back with any desk based activity completed face to face to have perspex screens installed. Meeting rooms have maximum occupancy levels to enable 2m distancing. Corridors, staircases and entrances where people pass each other side by side do not need to be mitigated but people should be discouraged from having informal discussions in these areas of the office. Lifts are restricted to one person occupancy.	DMO	1	4	4
4	Office returns and assessment		Proximity to other people	Spread of illness	Non-operational staff / office workers	Nothing in place previously as all staff came into the office to work, unless a formal flexible working arrangement had been put in place.	2	4	8	The PLA recognises that staff may work from home, however we are planning for a phased return to work for people safely and effectively. This will include a rota system to maintain social distancing. To assist the following process will be used: In assessing whether a person comes into the office to undertake specific activities, the following process will be undertaken: a) Team leaders will review individuals on case by case basis to see where and when going into the office enables particular work to be done more effectively; or b) Personal choice to come in or where this supports their personal wellbeing, taking account of individual circumstances. Line managers will keep a log showing where it has been agreed an office worker goes in and recording why. There will be no presumption or requirement that everybody must come in for a particular number of days per week. Personal circumstances need to be considered in the discussion and agreement, eg. child care. Employees will continue to work fully from home if neither A nor B applies. Nb. There may be a business requirement for a persons to come into the office which prevents home working.	DHR	1	4	4
5	Social distancing		Proximity to other people	Spread of illness	All PLA staff	Persons were sitting and engaging closer than 2m on a daily basis	2	4	8	Staff are reminded to maintain social distancing. Desk space: Pinnacle House - 2m distancing can be achieved at Pinnacle House by using the marked up facilities drawings (completed by P Munson). Alex House - Alex house desks for Hydro and Nav Sys can maintain 2 metre distancing. PCC - Ops room can maintain 2m distancing. PCC Rota system is required for Civil Engineering and Assets and Facilities areas. LRH - we have got 1.4-1.6m centres if sat side-by-side and the screens going in as additional control measures for face to face working Ventilation: Ventilation can assist to mitigate the transmission risk of COVID-19. Ventilation into the building should be optimised to ensure a fresh air supply is provided to all areas of the facility and increased wherever possible. Increasing the existing ventilation rate by adjusting the fan speed. Operating the ventilation system when there are people in the building. Monitoring and managing filters in accordance to manufacturer instructions. Keep doors and windows open if practicable. Where available, ceiling fans or desk fans can be used to improve air circulation, provided there is good ventilation. Teams are encouraged to use a rota system for the office where partnering / fixed teams can be maintained. Kitchen areas and Toilets are restricted to one person at a time. Meetings - Remote meetings are preferred to face to face meetings; although meeting rooms are configured to achieve 2m social distancing. Meeting rooms should be cleaned before and after use, following the pre-start and closing of meeting guidance held in each room.	DMO	1	4	4
6	Home Working		Health and Safety legislation not met	Impact on persons health	Non-operational staff / office workers	Home working is only possible by informal ad hoc agreement with Line Managers or through the formal flexible working procedure	1	1	1	Where it is a business requirement to work from home a formal agile working assessment will be completed, the outcomes will be recorded on a person's HR file. If agreed, the organisation supplies all equipment necessary, advice will be sought from facilities, IT and HS&W, to undertake the tasks. Any home working requirement will need to be reviewed and agreed with the Head of Department and ExCo member. Where a person is choosing to work from home then they are required to complete a DSE risk assessment which is signed off by HS&W, Head of Department and ExCo, with IT advising and supplying selected equipment	DHR	1	1	1

7	Communications		Lack of knowledge and awareness	Spread of illness	All PLA Staff	PLA communicates in a number of ways with members of staff	1	1	1	The PLA communicates and reminds staff members of the COVID-19 requirements through emails, information screens, signs, podcasts, Yammer and specific HS&W communications. Line Managers are engaging with staff through regular catch up sessions over teams and, where they are able to maintain social distancing, in a meeting room. Staff wellbeing is being managed locally by Line Managers, supported by Mental Health First Aiders (MHFA); where any person requires assistance external support can be provided. Regular communications are made to remind people to wash their hands, use sanitiser and adhere to social distancing. Other means of communication is via questionnaire to office based personnel. The PLA are providing communications to help manage work, life and mental health. HR are in a position to provide advice and support. MHFAs are in place to provide signposting if needed to staff members.	DCO	1	1	1
8	Occupational Health - medicals	Any outside activities that could potentially bring the virus into the PLA office Any person who has the virus contaminating you and then you taking it home / elsewhere	Proximity to healthcare worker and member of staff	Illness and spread of infection	All PLA Staff	Provision and access to an onsite Nurse and Physician Attendance at the Nurse and Doctors suite for medical appointments, as per normal operations and without any protective measures	2	4	8	All Occupational health services are undertaken in the following way: All non-essential face to face services are delivered remotely as far as possible i.e : • management referrals and reviews • ENG1 / ML5 Extensions in line with the MCA latest guidance • Remote physiotherapy advice and guidance Where it is essential for the service to be delivered on a face to face basis then the following measures are implemented: * PPE for doctor and physio – Disposable apron, gloves, masks, face shields * Equipment – Clean down of all equipment at the start of the day and after each patient. * Specifically Audio, Scales, Height, sight unit, desks, chairs, patient bed, door handles etc.. * Nurse to clean down nurse treatment room (you would know what people have touched etc.) * Doctor / Physio to clean down doctors treatment room (you would know what people have touched etc.) * Reduced number of persons per day * Person has completed COVID-19 questionnaire and has temperature checked prior to entry to the treatment rooms. BUT No spirometry (lung function) as this is considered a high risk aerosol generating activity and it has been abandoned for the moment by respiratory departments , HSE etc Drugs and alcohol testing: * Testing will be undertaken using a mouth swab kit that will only be handled and disposed of by the individual. CONTROL MEASURE IN PLACE FOLLOWING 31st July 2020 - when current shielding and guidance ends. A health risk assessment is completed for each persons who is in the vulnerable or shielding category to assess if they can come back into the working environment Where people have been identified as shielding, vulnerable or extremely vulnerable, the OH Physician identifies if they can return to the office environment and if so what reasonable additional controls need to be put in place, based on a risk assessment of medical conditions and HS&W controls. Where reasonable controls cannot be put in place then the person should continue to work from home. Process: An occupational health risk assessment and current controls for the person and job role are identified. The Occupational Health Physician assesses the condition against the controls and advises if any additional controls are needed and if the person can return to the office or should remain working from home. Line Managers have been/are being advised which employees may require local arrangements that need to be put in place to protect those individuals who are coming back into the office. We are strongly recommending that staff have flu jabs in preparation for the winter season.	DHR	1	4	4
9	Occupational health - shielding and vulnerable	Interaction with other PLA staff or family members	Infected person, displaying or not displaying symptoms	Illness	Vulnerable persons	Vulnerable persons are isolating or shielding in line with government guidance or persons with medical conditions that are managed and people come to work in the normal way	2	4	8	CONTROL MEASURE IN PLACE FOLLOWING 31st July 2020 - when current shielding and guidance ends. A health risk assessment is completed for each persons who is in the vulnerable or shielding category to assess if they can come back into the working environment Where people have been identified as shielding, vulnerable or extremely vulnerable, the OH Physician identifies if they can return to the office environment and if so what reasonable additional controls need to be put in place, based on a risk assessment of medical conditions and HS&W controls. Where reasonable controls cannot be put in place then the person should continue to work from home. Process: An occupational health risk assessment and current controls for the person and job role are identified. The Occupational Health Physician assesses the condition against the controls and advises if any additional controls are needed and if the person can return to the office or should remain working from home. Line Managers have been/are being advised which employees may require local arrangements that need to be put in place to protect those individuals who are coming back into the office. We are strongly recommending that staff have flu jabs in preparation for the winter season.	DHR	1	4	4
10	Test and Trace	Interaction with others PLA staff	Inability to identify the source of infection	Spread of illness	All PLA Staff	No requirement to test and trace personnel coming to the office, who they engage with or what visitors they meet.	1	1	1	A Data Protection Impact Assessment (DPIA) has been completed for the test and trace process. This is recorded and stored with Legal. The PLA will record and store information for 21 days. The data that is kept is as follows; names, telephone number and email addresses so that quick tracing can be completed. It will require persons identifying who they have had direct contact with for more than 15 minutes in the office environment, this includes contractors and visitors. They will need to identify contact with persons over the previous 10 days. Any PLA contacts who are assessed to be at risk of infection will be told to isolate for 14 days, even if they are not displaying symptoms. If you are contacted by the NHS test and trace service to self-isolate then you must do so and inform your Line Manager and HR as soon as possible. All staff members who are tested for Coronavirus must provide HR with a copy of their results (i.e. a copy of the email, screenshot of the text from the NHS contact number, conveying the test result by telephone, or by written confirmation from the NHS of the test result). Our priority through the COVID-19 response has been to keep all PLA staff safe.	Legal	1	1	1

11	Pool cars / Car sharing	Interaction with other PLA staff and equipment		Spread of illness	All PLA Staff	Pool cars are used by any staff member who has had their driving licence checked at the start of their employment	3	3	9	<p>Pool cars are cleaned by the individual who uses them. Cleaning guidance for vehicles is provided on laminated sheets stored in the vehicle. Cleaning regime focuses on the high touch point areas of the dashboard, gear stick areas, radio, steering wheel and levers, door trims and handles and external handles of doors, boots and keys. Vehicles must be sanitised before and after each shift. Additional supplies can be ordered from Stores.</p> <p>Sharing cars: Try to stick to one person per household, per vehicle. Where this is not possible, passengers are to sit in the back, left-hand seat furthest from the driver. Where there are multiple passengers, they are to sit side by side and not facing each other. Ventilation should be maintained at all times, with windows open where possible.</p> <p>All PLA vehicles to be assigned to one person, per day where possible. If a staff member shows symptoms during a shift, they must drive the PLA vehicle to Denton, leave it unlocked with the keys in the vehicle and call the Procurement Operations and Transport Manager to inform him of the situation. This will then be quarantined and a deep clean performed.</p>	DMO	2	3	6
12	Travel	Interaction with other PLA staff	Infected person, displaying or not displaying symptoms	Illness	All PLA Staff	Staff members used public transport and visited other companies as part of their daily activities.	3	4	12	<p>When travelling between work locations, the PLA recommends to use PLA or personnel vehicles wherever possible.</p> <p>If personnel use public transport then they are to follow government guidance and requirements on face coverings (Nb. These are supplied at the persons own cost as it is not considered PPE)</p> <p>The visiting of other companies is discouraged, but where this is undertaken a visitor guidance is requested and followed.</p> <p>The PLA supports employees in using face coverings safely if they choose to wear one. (Face coverings are employee purchases as they are not deemed PPE, we supply Face masks if there is a need based on risk and therefore will be deemed PPE)</p> <p>Employees will be reminded to:</p> <ul style="list-style-type: none"> *Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it. *When wearing a face covering, avoid touching your face or face covering as you could contaminate them with germs from your hands. *Change your face covering if it becomes damp or if you've touched it. *Continue to wash your hands regularly *Change and wash your face covering daily *If the material is washable, wash in line with manufacturers instructions. If its not washable, dispose of it carefully in your usual waste. *Practise social distancing wherever possible. 	All	2	4	8
13	Lift	Interaction with other PLA staff and equipment	Infected person, displaying or not displaying symptoms	Illness	All PLA Staff	Lifts are in operation at London River House and Pinnacle House	3	3	9	<p>Use of Lifts is restricted to one person at a time. Where possible staircases should be used and keeping to the left principle applied.</p> <p>It is noted that the lifts are used by the cleaning contractor to move between floors and for post and office equipment to be transferred between floors - the restriction in one person still remains.</p>	DMO	2	3	6
14	Workstation / Workplace	Interaction with other PLA staff and equipment	Infected person, displaying or not displaying symptoms	Spread of illness	Non-operational staff / office workers	People were able to move around the office complex and use desks that were not in use.	3	4	12	<p>The PLA has allocated a specific desk to each individual, with the exception of Pilot Planning, VTS, RTP, DPC and ShipCon.</p> <p>No hot desking is permitted, with the exception of those identified above.</p> <p>Layout drawings have been produced to show which areas and desks can be used in order to maintain social distancing.</p> <p>All desks should be kept clean and tidy by the individual, with a clear desk policy used to enable cleaning on a daily basis.</p> <p>Staff members are required to wipe down equipment that they have used on a regular basis.</p> <p>Workspaces have been reviewed with people working side by side (1m+), back to back or face to face where a perspex screen is in place.</p> <p>The workspace has floor marking to help individuals maintain social distancing.</p> <p>Windows are encouraged to be opened and a clear desk policy is in place.</p> <p>Workers are encouraged to stay on-site during working hours to reduce the risk of transmission of possible infection to colleagues.</p> <p>Personnel should ensure their badge is used to release the barriers at LRH and Denton Wharf car park, pedestrian gates and doors etc.</p>	DMO	1	4	4
15	Meetings	Interaction with other PLA staff and equipment	Infected person, displaying or not displaying symptoms	Spread of illness	All PLA Staff	Person held face to face meeting in rooms that had a maximum room capacity, this on occasion was not adhered to.	3	4	12	<p>Face to face meetings are to be kept to a minimum, if meeting rooms are used, distancing should be maintained and the number of attendees restricted to the numbers identified in the room booking tool. This will be checked regularly to ensure compliance.</p> <p>If meeting rooms are used the attendees will follow the meeting room etiquette for pre-start and closing - the guidance is provided in each room.</p> <p>Meetings held outside are acceptable if social distancing or side by side walking can be attained.</p> <p>Meeting using remote tools is being promoted e.g. Teams, Zoom and other media.</p>	DMO	1	4	4
16	Kitchen and Food	Interaction with other PLA staff and equipment	Infected person, displaying or not displaying symptoms or virus on equipment that is used by others	Spread of illness	Non-operational staff / office workers	Kitchen areas were shared with others and close contact.	3	4	12	<p>To manage social distancing one person is able to enter the kitchen at any one time.</p> <p>Food should be prepared and brought in by the individual and not handled by a colleague</p> <p>Tea and Coffee can be prepared for a group, but restricted to partnering or cohorting teams. Anyone engaging with different teams should prepare their own.</p> <p>When making coffee or tea for others, the individual should clean their hands prior to making drinks, use fresh cups and mugs (from the dishwasher) and only touch the handles. Handles are to be cleaned by the recipient.</p>	DMO	1	4	4
17	Incidents				All PLA Staff	Incidents are managed and attended to by First Aiders	3	3	9	<p>Where an individual has been helping in an incident, they should wash their hands prior to and after helping.</p> <p>First Aiders are to be provided with a briefing on the revised mouth to mouth resuscitation and the use of resuscitation bags.</p>	DHR	2	3	6
18	Visitors (General)				All PLA Staff	Attend site on a regular basis as part of the general day to day activities and engagement with the PLA	3	4	12	<p>External visitors are discouraged from attending PLA premises. Where this is unattainable then they will confirm that they are COVID-19 free, by completing a form - this form will be stored for 21 days.</p> <p>The PLA will provide visitors with COVID-19 guidance on how they are to behave when on our site prior to arrival.</p>	All	1	4	4

19	Visitors (Contractors)				All PLA Staff	Attend site on a regular basis	3	4	12	Only contractors that ensure the safe operation of the facilities will be allowed to visit sites, e.g. HVAC Any contractor attending site to maintain the office environment and grounds will need to confirm that they are COVID-19 free, by completing a form - this form will be stored for 21 days. The PLA will provide contractors with COVID-19 guidance on how they are to behave when on our site either prior to arrival or at induction.	All	2	4	8
20	Cleaning	Contact with surfaces that have suspected coronavirus	Failure to undertake adequate cleaning	Spread of illness	Non-operational staff / office workers	Cleaning contractor assigned standard cleaning contract with schedule or activities as per contractual requirements	2	4	8	Site specific requirements have been developed and provided to the cleaning contractor in the form of a clear and robust specification - this details the location and cleaning requirement for each based on current use and risk. The specification identified frequency of cleaning, high touch areas, equipment and general enhanced cleaning regime. A copy of the specification is available in the COVID HS&W folder.	DMO	1	4	4
21	Cleaning (COVID-19 suspected)	Contact with surface that is suspected to be contaminated coronavirus	Failure to undertake adequate cleaning and wear protective equipment	Spread of illness	Non-operational staff / office workers	Not considered previously	3	4	12	First clean hard surfaces with warm soapy water. Then household detergent followed by disinfection (1000 ppm av.cl.) to clean surfaces. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. Cleaners are to wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. All equipment used should be new and disposable (cloths or paper roll and mop heads). If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning A cleaning contractor is in place to provide this service within 24 hours, if the area needs to be cleaned before this, it will be done by the Facilities Team.	DMO	1	4	4
22	Showers (office)	Contact with surface that have suspected coronavirus	Failure to undertake adequate cleaning after use and impacting on others	Spread of illness	Non-operational staff / office workers	Showers were used in the office environment for persons who undertook exercise during the day. These were used regularly, cleaned and run to ensure that build up of bacteria did not occur.	3	4	12	All showers are out of use within the office environment. When showers are returned to use, a Legionella assessment will be required.	DMO	1	4	4
23	Reception / Post room	Engagement with Delivery drivers, members of the public, post and contractors	Infected person, displaying or not displaying symptoms Contact with object that has active virus on material	Spread of illness	Non-operational staff / office workers	No screens in place between reception and visitors or staff. Any staff member could pick up the post for the department. Personal post was delivered to the office.	2	4	8	Accepted post will be business post only, not personal deliveries. This is to reduce the number of delivery drivers attending the office environment. Post is to be picked up by the team administrators for each team and where appropriate the receptionist is to deliver post to each department. Reception area has perspex screens installed to protect against direct face to face contact with individuals	DMO	1	4	4
24	Walking around the PLA complex and restricted areas	Engagement with other PLA members of staff in the office / operations room	Infected person, displaying or not displaying symptoms	Illness	All PLA Staff	No controls in place, normal social interactions undertaken.	2	2	4	PLA management restricted operational areas to protect the health of these key workers. Areas under restriction are Pilot Cutter accommodation, Navigational Systems workshop, VTS/TBNC areas, Gold Room and Pilot lounge areas. Only operational workers and managers/supervisors, ExCo, HR and HS&W are currently in the office on a task based activity. Nb. HS&W and HR where specific issues are raised. Some departments, such as Nav Sys, on occasion will be required to enter restricted areas in order to repair or service equipment. In doing so they will adhere to social distancing and hygiene requirements. A limited number of personnel will be allowed in workshop and office environments to maintain social distancing. Individuals will be responsible for cleaning surfaces throughout the day. Equipment which could be shared must be sanitised before and after use. The facilities team communicate with the organisation whether there are any pedestrian route restrictions around the buildings.	DMO	1	2	2
25	Coronavirus general information	Specific information	Staff members	Managing wellbeing	All PLA Staff	Communication and information to the organisation - programme throughout the year.	2	2	4	Increased messaging and support being promoted by the organisation through Corporate Affairs, other areas of increase include mental health. Mental Health: * Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can. * Mental Health First Aid cover and communications. * Information on general mental health issues, such as financial health and people who are concerned about being isolated. HR: * Clear communication and guidance on isolation, testing, shielding etc has been provided. ExCo: * Clear communication on Home working hierarchy has been provided. * Operational duties, Managerial supporting operational that cannot be performed at home, home working for all others. * Clear series of communications, using staff communications, Yammer, Alerts and posters.	DHR	1	2	2
26	Maintenance - entering Parkside (residence managed by Estates)	Engagement with the public in private residence to accommodate repairs works	Infected person, displaying or not displaying symptoms	Illness	PLA maintenance staff, residents, those over 70, PLA contractors	Staff members follow current recommended best practice and safe operating procedures that do not identify control measures for infectious disease.	3	4	12	Any visit to this property is strictly prohibited unless cleared in advance by Head of Estates. The only visits that will be permitted will be emergency call outs such as boiler breakdown. Contact to be made with resident in advance to ensure they have no symptoms. Workers are to follow social distancing and work separately from any residents (in another room). They should wash their hands before entering (or use hand sanitiser if this is not possible), gloves are recommended and workers should avoid touching their face. Workers should sanitise their hands on leaving and wash them for 20 seconds as the earliest opportunity.	DF	1	4	4

27	Deliveries to PLA Sites	Deliveries	Contamination from handling / touching signing equipment	Illness	Delivery Driver, Stores, Reception, all staff	Deliveries signed for by PLA staff either electronically (finger to pad signature) or pen to paper.	3	3	9	Delivery driver to drop package at Reception or Stores and verbally take receiver's name and sign for delivery on their behalf. When handling deliveries and post, staff are to wear gloves and wash hands after handling.	DMO	2	3	6
28	Training - Pilotage	Interaction with examiners	Infected person, displaying or not displaying symptoms	Illness	Pilotage	No control in place, normal activities are undertaken in meeting rooms to support examinations	3	3	9	The Exams will be held in suitable sized rooms, primarily Hoogly (PCC 2), Gold Room or Simulator room. The Exam room(s) desk and touch-point surfaces should be wiped down before and after each exam. Only those persons required to enable the exam or interview to take place will be present and maintain social distancing [for side-by-side / back to back placement] must be maintained (Hoogly - max 4 persons / Simulator viewing room - 2 persons max / simulator - 2 persons max). No other persons should attend the Exam room without the express permission of the Pilot Examiner. The Exam Administrator, who is always required, will be located in a separate room and call remotely into the Exam via Teams with the Pilot Examiner. The Harbour Masters will attend the Pilot Trainees 3rd Exam, or PEC exams. This will be in agreement with the Pilot Examiner and may be remotely via Teams. Hand sanitizing gel will be supplied within the Exam room(s).	DHR	2	3	6
29	Training - simulator	Interaction with trainers	Infected person, displaying or not displaying symptoms	Illness	Pilotage	No control in place, normal activities are undertaken in meeting rooms to support examinations	3	3	9	There will be one Pilot Instructor each day. There will be one Pilot each day. No other persons should attend the Simulator room without the express permission of the Instructor. Hand sanitizing gel will be supplied within the Simulator room(s). Wherever possible dialogue between the Pilot Instructor and the pilot should not be face to face. Side by side or at a tangent is recommended. All equipment used should be wiped with supplied sanitized wipes, before and after use.	DHR	2	3	6
30	Training - VTS	Interaction with other staff members	Infected person, displaying or not displaying symptoms	Illness	VTS	No control in place, normal training activities are undertaken in Ops room	3	3	9	Where practical, trainees will be assigned to a single watch for as long as possible to reduce potential exposure to themselves and other teams. Wherever possible training/shadowing should be undertaken side by side and minimum social distancing adhered to as well as standard operations room practices. All equipment used should be wiped with supplied sanitized wipes, before and after use.	DHR	2	3	6
31	Training - overnight stay	Interaction with other	Infected person, displaying or not displaying symptoms	Illness	Pilotage	Use of PLA cabins, first come first served	3	3	9	Rooms will be booked where social distancing and training bubbles can be maintained. Where PLA staff need overnight accommodation following on site training, a pilotage bunk can be booked, where this is the case cleaning / laundry to be increased that week. The shower facilities are on the same level as the cabins. Provision of takeaway food services to be identified to those staying over who are unfamiliar with the area	DHR	2	3	6
32	Training - sending people to external providers	Interaction with other	Infected person, displaying or not displaying symptoms	Illness	All PLA Staff	PLA send personnel to external providers for training	2	4	8	PLA will request a copy of the risk assessments and protocols to ensure that measures are in place to manage training in line with government guidance. The HS&W team will review the risk assessments to ensure that the control measures are adequate, in line with or better than we have, for PLA staff to attend. We have a preference that the person drives themselves to the training location, it is recommended that PLA staff should not travel with a colleague. If PLA staff are required to use public transport to do so during off-peak travel times and following government advice on social distancing, travelling and wearing of face coverings. The PLA will ask the person attending training to complete health status form 24 hours prior to the date of training, the responses will identify if the person is to attend or miss the training session.	DHR	1	4	4
33	External training provider on PLA premises (or Visitors)	Interaction with other	Infected person, displaying or not displaying symptoms	Illness	All PLA Staff	External provider attends site and delivers training course Visitors attending PLA premises	3	4	12	External trainer is to be free from any symptoms for the last 14 days and that they have not been in contact with anyone who has tested positive during this period, to their knowledge. They are not to travel or attend site if they have any symptoms. The External provider will be supplied with HS&W guidance prior relating to precautions and briefing on working arrangements whilst working or attending PLA premises	DHR	1	4	4
34	Staff Training	Cross contamination	Contamination from staff members	Illness resulting in ability to maintain weir operations	All PLA Staff	Staff training undertaken as normal - PLA Staff Sickness procedures and return to work processes apply	3	3	9	Staff Training will be conducted where necessary, utilising the appropriate measures. As much as practically possible the 2m rule on social distancing will apply. Where this cannot be achieved, staff should work side by side, or facing away from each other, rather than face to face if possible. Online courses will be provided if available. Staff regularly reminded to only come into work if they are well and no one in their household is self-isolating. Courses undertaken at PLA offices will be assessed on a case by case basis. External courses will be assessed based on the provision of an adequate risk assessment and joining instructions.	DHR	2	3	6
35	Training, Plant and Equipment planning - certification	Safe work operations	Lack of safe work operations	Potential injury	All staff and equipment	All training, plant and equipment is maintained and certified in line with legislative requirements	2	2	4	The PLA are following government relaxation of training requirements and extension (grace) periods, these include extensions for training such as first aid and fire awareness. A similar approach is being taken with statutory certifications, only where a test cannot be achieved. Online training will be favoured over face to face where this is possible. Where equipment is out of certification a review of the work activity will take place, an assessment of whether the equipment is to be used and a discussion held with our insurers. This will be documented in a risk assessment and method statement where equipment is permitted to be used.	DHR	1	2	2

36	Emergency procedures and Evacuation	Interaction with other PLA staff members, contractors, etc.	Infected person, displaying or not displaying symptoms	Illness	All PLA Staff	No control measures previously provided, normal social interactions	3	3	9	It is recognised that during an emergency evacuation, it may not be possible to stay 2 metres apart. Government guidance "Coronavirus (COVID-19): Safer transport – guidance for operators" states that you are very unlikely to be infected from walking past another person, but Public Health England recommends trying to keep 2 metres away from people where possible, as a precaution. In the event of fire alarm activation, everyone is to evacuate the building and make their way to the muster point. Fire marshals will not check that the areas are clear. No marshals should investigate the cause of the fire, but instead wait for the fire service to arrive and deal with any alarm activations. Social distancing does not need to be maintained in emergency situations such as evacuation from the building (apart from at the assembly point), or where someone is assisting during an evacuation.	CHM / DHR	2	3	6
37	Permit to work	Cross contamination	Multiple handling of documentation	Illness	Issuers of permits	Permit to work for any high risk activity is completed and document is handled and physically signed by all parties	3	3	9	When issuing a permit to work document for any works conducted in the office complex the permit applicant will first wash their hands or use hand sanitiser prior to handling any documentation. The use of gloves is optional for the PLA permit issuer when handling and signing documentation. Once the permit has been signed by both parties it should be placed in the plastic wallet. Gloves (if worn) can then be removed and carefully disposed of. Both parties should then wash their hands again for 20 seconds.	All	2	3	6

Assessment Title	activities
Assessment Date	7th April 2020
Who is at risk	Employees
Related Documents	Several guidance documents
Risk Owner	Robin Mortimer
Review Period	1 month
Last Review Date	24/07/2020

Final Inherent	12
Final Residual	6

	Risk Score					Total Risk
	5	10	15	20	25	
Almost Certain	5	10	15	20	25	Minor 1-3
Likely	4	8	12	16	20	Moderate 4-8
Possible	3	6	9	12	15	Serious 9-14
Unlikely	2	4	6	8	10	V Serious 15-19
Rare	1	2	3	4	5	Severe 20-25
Likelihood	Minor	Moderate	Serious	Very Serious	Severe	Severity

OPERATIONAL ACTIVITIES RISK ASSESSMENT

Hazard ID	Area/Task	Hazard	Comments on Disposition	Cause	Consequence	Who is affected	Existing Control Measures	Inherent Risk			Additional Control Measures	Control Owner	Residual Risk			Link to SOP
								Likelihood	Severity	Score			Likelihood	Severity	Score	
<p>The greatest risks from COVID-19 spreading within operational groups are identified as:</p> <ul style="list-style-type: none"> - Failure to keep the safe navigation of the river - Provide a pilotage service to the inward and outward bound vessels - Failure to keep operational activities underway from a general activity basis and from competent persons - Provide a service to Members of the Public when using the river for leisure and recreation <p>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. The PLA shall be regularly reviewing such guidance to ensure that assessments of risk are based on the latest guidance and information. Where a concern is raised either by an employee regarding their personal safety (or that of a third party) or that the risk assessment diverges from other guidance then the activity shall not proceed until the matter has been escalated to the appropriate ExCo member, HS&W and any other relevant team who shall then advise accordingly.</p>																
1	Pilot Activities - Complete passage planning	Completing activities in the office with other personnel around		Contaminated desks and equipment	Illness	Pilots	Normal operation and working practices to complete a passage plan is undertaken at computer in the office or at the pilots home.	3	3	9	Pilots undertake their passage plans either: a) on their home computers, which the pilots will be responsible for ensuring that they are keeping clean. b) using shared PLA computers. When using shared PLA computers personnel are requested to clean the mouse, keyboard, desk and screen prior to use and then again after their use. PLA has issued general guidance to all employees via Intranet, email.	Pilotage Manager	1	3	3	
2	Pilot Activities - Walking around the PLA complex	Engagement with other PLA members of staff in the office / operations room		Infected person, displaying or not displaying symptoms	Illness	Pilots Other PLA staff member Contractors Navigation Systems	No controls in place, normal social interactions undertaken.	2	2	4	PLA management restricted operational areas to protect the health of these key workers. Areas under restriction are Pilot Cutter accommodation, Navigational Systems workshop, VTS/TBNC areas, Gold Room and Pilot lounge areas. Guidance for Normal Operational Activities has been issued - refer to HSW003 and HSW004 (Guidance for Supervisory Staff) communication. All operational areas have increased cleaning regimes and hand sanitisers. Cleaning in the operational areas completed by the people on shift, including moving waste to a central area for collection. The PLA has adopted the social distancing recommendations. Nb. refer to risk in pilot cutter. Only operational workers and managers/supervisors are currently in the office on a task based activity. Nb. PLA have issued guidance that if anyone is displaying symptoms then they are to self isolate and advise Line Manager and HR (HR are treating each case individually)	Pilotage Manager	1	2	2	
3	Pilot Activities - Receiving and Handling over paperwork to VTS staff	Transfer of contaminated material		Infected person, displaying or not displaying symptoms	Illness	Pilots VTS staff Navigation systems	Pilotage acts have a number of forms that need to be completed and signed for to confirm that the act has taken place. These forms are handled by a number of people	3	3	9	All paperwork, e.g. A-forms can be photographed and emailed to VTS to prevent any cross-contamination. The PLA has removed the requirements for paperwork to be signed by the Master and returned after each act.	Pilotage Manager	1	3	3	
4	Pilot Activities - Receiving information from vessel about health status	Potential interaction with COVID-19 carriers		Crew member isolated	Illness from equipment or surfaces	Pilots	Under normal operations, if the Port Health Authority - Health Declaration form not advised by the vessel to the PLA Pilots will continue to undertake Pilotage act and board the vessel in line with the embarkation and disembarkation procedure	3	3	9	The PLA require the Health Declaration form to be completed and submitted to the Port Health Authority. The PLA will receive information on the health of the ship and crew, where there are no issues identified the servicing of the vessel continues as normal. Where there is a declared health issue this information is discussed with the Port Health Authority and if necessary Public Health England for guidance. The PLA has a flow chart decision tree on this which should be referred to. Confirmed cases refer to guidance HSW006.	Pilotage Manager	1	3	3	
5	Pilot Activities - Boarding the pilot cutter / HSL and engaging with crew	Proximity to other PLA staff members to carry out works		Vessel dimensions	Illness and spread between different PLA teams and then potentially family	Pilots Pilot cutter crew HSL, Taxi Drivers	Pilots and Pilot cutter / HSL crew are in close proximity to one another, regularly interacting with each other.	2	3	6	The PLA Pilot cutter / HSL has been issued with cleaning products and hand sanitiser to keep surfaces and hands clean whilst in operation. The social distancing of 2m is difficult to maintain within the wheelhouse. Where social distancing is not attainable, staff should work side by side, or facing away from each other, rather than face to face if possible. Pilot cutter crew to be positioned behind the screen of the Patrol, with the Pilots sitting in the seated area, where this is possible. Ensure that ventilation is in place, doors and windows open where necessary. A process for pilots and pilot cutter crew has been published (via email) to deal with a suspected COVID-19 case on a vessel. Time on the cutter should be kept to a minimum. Cutter to be cleaned before and after use and frequently touched surfaces to be wiped down as often as possible.	Pilotage Manager	1	3	3	
6	Pilot Activities - Vessel embarkation and disembarkation	Potential initial contact with Captain and crew without wearing additional PPE		Potential spread through person unaware that they are infectious	Illness	Pilots Pilot cutter crew Vessel crew Taxi Drivers HSL	PLA Pilots undertake the embarkation and disembarkation in the normal way.	3	3	9	PLA Pilots ask the Captain / Pilot cutter / MRI if they wish them to wear additional PPE whilst engaging. Additional PPE are gloves and masks. This is also there to protect the vessel crew as much as the pilot. The PLA Pilots have been issued the following additional PPE - masks, gloves, hand sanister and wipes. They will also observe the social distancing requirements. If a known or suspected case is identified then a different procedure is adopted and appropriate PPE is available. Refer to NABSO 10. Nb. Face masks are not mandatory, but will be provided for enclosed spaces. Face masks can be provided if required for work on the bridge. Pilots and crews can have them as "an extra precaution" but they are not mandatory in light of PHE advice. Pilots can replenish stock through PLA Taxi drivers.	Pilotage Manager	1	3	3	
7	Pilot Activities - Activities on the bridge	Completing pilotage activities		Contaminated desks and equipment	Illness	Pilots, Vessel Crew	Pilots attend bridge and carry out normal work tasks and activities in the usual way, without any precautions	3	3	9	PLA pilots are required to clean and wipe down equipment, such as surfaces, chairs and equipment, including handsets, knobs and dials that they may use as part of their activities on a vessel. They have been supplied sanitiser wipes to undertake this activity. When on the bridge social distancing should be maintained where it is possible to do so, however it is recognised that mask may be worn or other control measures put in place for smaller vessels and those activities on a bridge wing	Pilotage Manager	2	3	6	
8	Pilot Activities - Special precautions for suspected or known case of COVID-19	Pilot becomes infected with COVID-19		Direct interaction with infected people or equipment	Severe illness to the pilot and potentially those they come in contact with	PLA Pilot PLA Pilot cutter crew PLA Taxi Driver Taxi driver - contractor	Pilot follow normal embarkation and disembarkation safe operating procedures and any Notice to Mariners to undertake pilotage acts	3	4	12	Special procedures have been agreed and in place where pilots are required to board critically important vessels where COVID-19 is known or suspected. There are separate procedures for Pilots and Pilot Cutter Crew. The assigned pilot(s) are informed that the vessel has a case, Pilot decides on whether they wish to attend the vessel, if not an informed volunteer pilot is found. Emergency kit is deployed and advice provided to Pilot boarding. Guidance and requests made to the vessel prior to the pilot boarding, this could include crew wearing protective overalls, gloves and masks - this will be agreed with each vessel in turn. The vessel's captain, may put in place additional control measures, such as placing a bin liner over chairs and replacing them for each pilot. This is a mitigation completed by the vessel not stipulated by the PLA.	Pilotage Manager	1	4	4	

9	VTS operation - Operations room	Impacting operations		Contaminated personnel interacting with VTS staff and any authorised staff in that location at the same time	Illness	VTS staff, other PLA staff, contractors, Navigation systems	Normal operation and visitors from other departments whom have access	4	3	12	The PLA Management in early March 2020 advised that the VTS operations room was restricted to VTS personnel and their Line Management only. This is for TBNC and PCC sites. Pilot information is now being returned electronically rather than in paper format. As much as possible workers working together in teams of minimum manning levels and work a 5 shift pattern. For example, keep crews working together, rather than mixing crew members on different shifts. If anyone becomes unwell with a continuous cough or high temperature, they will be sent home and are to follow the advice from the PLA Occupational Health Physician. If they are symptomatic, they will be asked to arrange and attend a coronavirus test and confirm the results with HR and their line manager. There is a requirement for others on the shift to self-isolate, until a negative result has been received. Where social distancing is not attainable, staff should work side by side, or facing away from each other, rather than face to face if possible. Pilot information is now being returned electronically rather than in paper format to further reduce footfall within the PCC. Only two Coastguard staff attend at TBNC with remaining shifts operated remotely from NMOC in Fareham. Attendance of contractors and service engineers are pre-notified and minimum contact/social distancing applied. PCC workstations: no workstations have been moved, we have activated the spare workstation to enable staff if they so wish to have a dedicated workstation for the duration of the shift. Plans are in place to cancel all leave if manning levels are reduced by 50%.	VTS Manager	2	3	6
10	ShipCon, SeaPilot co-ordinator and River Pilot coordinator	Impacting operations		Contaminated personnel interacting with VTS staff	Illness	Co-ordinator - sea and river	Normal operations undertaken in VTS operations room	3	3	9	The restrictions have been put in place in the VTS operations room has been to limit the number of personnel interacting with each other. Currently, the VTS team and the Coordinator teams are on two different shift patterns, this means that we cannot maintain a minimum amount of interaction within this area. Operational area 1. 2m distancing can be maintained, with side by side working for the ShipCon and River Coordinator in the rear office 2. Protection from interaction is in place between the rear office and VTS operational area with a permanent glass screen. VTS Staff, Pilotage Coordinator and Shipping Coordinator to use the Western stairwell only. /Duty River Pilot and if operationally needed river pilot to use the Eastern Stairwell only. 3. A temporary end shield will be placed at the end of the ShipCon desk, to assist with social distancing. 4. Trolleys on the 4th floor to be used by VTS and Co Ordinator's only (A lock is being installed and signage added to the door). 5. No River Pilots are to attend the Operations room. Necessary paperwork and completed forms to be left in Pilot Rest Room [PCC Level 1] Cleaning 1. Individuals are required to maintain current hygiene practices. 2. Individuals are to wipe down their workstations and local areas regularly. 3. Contract cleaner to attend all areas on the 3rd and 4th floors in the morning. Staff have the option to have their desk area cleaned if they wish or do it themselves if they prefer. 4. Contract cleaner to increase the cleaning for high touch point areas. Shared facilities 1. Kitchen (sink area) one person at a time 2. Photocopier area one person at a time, and people are to wipe down the equipment after use. 3. Additional tea and coffee point available at the rear of the operations room for ShipCon, Pilot coordinator and River pilot coordinator Rest room Restroom to be used by one person at a time An extra rest room has been provided, the NEVA meeting room at the bottom of the Western staircase for use by the Pilot and Shipping Coordinators. The River Pilot to use the Pilot rest room.	Pilot	2	3	6
11	VTS operation - cleaning	Impacting operations		Contaminated personnel interacting with VTS staff	Illness	VTS staff	Normal cleaning regime by contracted cleaners	4	3	12	No contracted cleaning personnel are to be cleaning the VTS area and kitchen area. The VTS staff are to undertake the cleaning of their environment, including hoovering and wiping down all surfaces and equipment at the start and end of each shift. Additional cleaning products have been provided including sanitising wipes and gloves. Masks are available on request. Request for additional supplies from VTS is to go straight to Stores. Wipes we have been supplied with gloves and advised (verbally) to wear these when using the wipes or to wash hand immediately after use as they may irritate the skin.	VTS Manager	2	3	6
12	VTS operation - kitchen	Impacting operations		Contaminated surfaces	Illness	VTS staff	Normal cleaning regime by contracted cleaners	4	3	12	The VTS staff have been requested to use their kitchen areas in PCC and TBNC, this means the kitchenette areas in PCC and the Kitchen on the 4th floor, the tea point in TBNC and the kitchen area on the floor below. These areas also are required to be kept clean. The external cleaning contractor will clean and change the bin in this area.	VTS Manager	2	3	6
13	Richmond Lock and Weir - Emergency Operations arrangements	Inability to operate the Weir to meet legislative requirements		Loss of operational staff due to illness	Loss of maintained water level above Richmond with damage to vessels and infrastructure	RL&W staff / River Stakeholders	There is a shift system of 5 lock keepers to cover 24/7. Additional Harbour Service crew are trained in Richmond Lock	3	1	3	Numbers of trained lock keepers increased from 5 to 10. Approval from DfT to open the Weirs at Richmond in the event our manning levels are diminished to 2 lock keepers.	HMU / RLM	1	3	3
14	Richmond Lock and Weir - Cleaning	Potential impact to weir operations		Contaminated personnel interacting with staff	Illness resulting in inability to maintain weir operations	RL&W staff	General cleaning undertaken by lock keepers with products supplied by stores. Cleaning system in place but no particular focus on key contact points.	2	3	6	No contract cleaning company personnel are to be cleaning the RL&W facility. The RL&W staff are to undertake the cleaning of their environment, specifically increased cleaning of high frequency used areas and equipment, i.e. door knobs, shared areas and computer equipment. At the end and beginning of each shift the duty Lock foreman is required to wipe down all surfaces: keyboard, mouse, phone, kettle, TV remote, keys. Provision of gloves, hand sanitiser etc	HMU / RLM	1	3	3
15	Richmond Lock and Weir - General Operational arrangements	Potential impact to weir operations		Contaminated personnel interacting with staff	Illness resulting in inability to maintain weir operations	RL&W staff	General cleanliness on site and number of lock keepers on site at any one time limited to 2 persons. Resilience in roster accounts for staff sickness / annual leave	3	3	9	Access to the site is now by the PLA footbridge only. This ensures social distancing from the general public. Handovers are carried out in the crew room at a distance greater than 2m. The public footbridge re-opened on the 4th July. Any contractor or visitor to confirm that they are not displaying symptoms prior to arrival. Training of 5 extra staff to provide resilience in the manning of Richmond Lock. Hand towel dispensers have been installed and the hand dryers taken out of action.	HMU / RLM	2	3	6
16	Richmond Lock and Weir - Public Interaction Footbridge	General communications		Contamination from Members of the Public	Illness affecting ability to maintain weir operations	Members of Public RL&W Staff	PLA staff use PLA Footbridge to provide separation from members of the public. Staff communications with members of the public typically undertaken at a distance	2	3	6	RL&W footbridge re-opened on the 4th July, reverts back to normal operations	HMU / RLM	2	3	6
17	Richmond Lock and Weir - Public interaction Vessel	Interacting with vessels that are paying for and using the lock		Contamination from objects and cash	Illness resulting in inability to maintain weir operations	RL&W staff Members of Public	General cleanliness and good hygiene	3	3	9	Vessels on the river have almost ceased. However, when dealing with the general public and exchanging cash/card machine disposable throwaway gloves are being worn.	HMU / RLM	1	3	3

18	Operational Boat crews - general operations	Safety of Port Reduced due to necessary works not being undertaken		Cross contamination from PLA colleagues or plant surfaces	Illness and spread between different PLA teams and others leads to loss of capability to respond and reduction in safe port/terminal access.	PLA Marine Services PLA Hydrographic HSL Members of the public Pilot Cutter, Navigation Systems	Work tasks are completed using a variety of vessels available to PLA departments	2	3	6	There are some vessels that cannot achieve full-time social distancing remaining in service to meet operational requirements. There are however some vessels that cannot achieve full-time social distancing remaining in service to meet Essential works, Legal obligations and Navigational critical activities. All works on vessel will be subject to a review of operating procedure / method statement prior to works proceeding. Crews are cohorting, any 'visitors' are required to be on deck for HSL, with a maximum of 4 pilots / passengers on the pilot cutter. Operational requirements are considered as the following: - Contracted works that are proceeding as they are deemed necessary by the government (i.e. necessary National Infrastructure projects) - Shoal/Limiting channel and approach depth areas. - Dredging support surveys to fulfil licensing and safe operational requirements. - Keeping the navigable channel open for shipping by responding to navigational significant incidents, reported obstructions or issues which may arise and that could affect navigational safety. - Necessary maintenance work to navigation buoys, fixed shoreside lights, ship tiers and operationally necessary moorings - Navigational necessary works - markers and surveys - TOSCA response to a known oil spill. - Legal/Contractual obligations which cannot be delayed without resulting in site closures, delayed reopening of sites/operations or contractual penalties. - When using the Dory, staff are to wear gloves and wipe down controls directly after use. Transfers should be limited to ensure social distancing is maintained. - Clearance of debris from the foreshore and emptying PDCs Nb. This is not an exhaustive list. The necessary activities list will be decided by the relevant ExCo member as recorded on a Activity briefing sheet.	MSM Hydrographic Manager	1	3	3
19	Work activities	General working activities		Cross contamination from PLA colleagues or plant surfaces	Illness and spread within PLA and Family/Public Interfaces.	PLA Marine Services PLA Hydrographic HSL Navigation Systems, Marine Surveyors	Works and activities are completed in line with normal operating procedures and method statements	3	3	9	Works (as per 18 above) are being planned and arranged by Operations Management teams. These works are being scheduled in advance with all work activities being discussed and reviewed. This review is being completed with staff, so is therefore inclusive and they are able to provide input into how things may need to change, whilst feeling confident that the PLA are taking appropriate and reasonable precautions to protect them. Work planning should be undertaken in planning discussions, pre-scheduling and on site as part of the toolbox talk to review how the activities can be completed to maximise social distancing and undertaking the operation safely. Where works cannot be completed safely with additional control measures put in place to protect staff, then the works will be stopped on H&S grounds. Additional PPE will be provided where appropriate to meet the hazards and risks associated with the task.	MSM Hydrographic Manager	1	3	3
20	Operational Boat crews - navigational safety and emergency operations	Kitchen / mess area / Welfare area of cross contamination		Contamination from another person or surface	Illness	Navigation Systems Marine Engineering, Marine Surveyors	Welfare and mess areas are used/shared by all crew at the same time	3	3	9	Staggering use of shared areas. Maintaining distancing by separating personnel when sitting together Additional cleaning requirements have been advised to PLA staff and follows government guidance, this includes hand sanitiser and wipes available. All surfaces and areas are to be wiped down before and after use.	MSM Hydrographic Manager	2	3	6
21	Operational Boat crews - navigational safety and emergency operations	Potential impact to vessel operations		Contamination from surfaces	Illness	PLA Marine Services PLA Hydrographic HSL, Marine Surveyors	Vessel crews clean and get rid of waste to central points for disposal.	2	3	6	Vessel crews continue to clean and get rid of waste. Increased cleaning requirements on surfaces, instruments, displays, handle and surfaces have been put in place. The vessels have been issued with suitable sanitising cleaning kit, crew have been asked to clean down the craft at the beginning and end of each working day.	MSM Hydrographic Manager	1	3	3
22	Operational Boat Crews - navigational safety and site survey operations (with contractor involvement)	Spread of infection - impacting operational capability		Cross-contamination of crews and contractors/3rd parties	Illness	PLA Hydrographics, Marine Services, HSL, Marine Engineering, Marine Surveyors	Contractors on board vessels to complete commercial works, they are trained, briefed and have a valid method statements and risk assessment	3	3	9	Potential to reduce/refine scope and/or to split the works into higher/lower priority works to be explored in the first instance with the client alongside seeking to reschedule works until after COVID-19 restrictions relaxed. Any sub-contractors on-board will be kept to a minimum and the maximum amount of time can be achieved to meet the full social distancing requirements. Each activity will be reviewed and assessed on a case by case basis to seek reduced personnel interaction an associated processes and procedures agreed i.e. different levels of manning for mobilisation/acquisition phases. All teams are returning to work and increasing their activities on the river but maintaining cohorts. They are following guidance HSW003 and any local arrangements specific to the vessel.	MSM Hydrographic Manager, Harbour Master Upper, Harbour Master Lower	2	3	6
23	Operational Boat crews - Site survey works to meet Regulatory requirements	Failed Compliance to Licensing authorities/regulators for non-performance of licence conditions set in place to reduce risks of works		Cross Contamination of crews and contractors/3rd parties	Illness	PLA Marine Services and PLA Hydrographic, Marine Engineering, Marine Surveyors	Operations are planned and works proceed in line with associated licensing obligations and published/agreed schedules/delivery dates.	3	3	9	The Licencee (client or their agent) is requested with PLA Marine services/Hydrographic support to request the regulator to move the stated due dates/period for the associated survey/task due to the covid-19 restrictions and best practice with respect to undertaking necessary works. To reduce/refine scope and /or to split the works into higher/lower priority works to meet regulators priority requirements related to safety of navigation and/or asset integrity i.e flood defences. All are managed on a case by case basis Each activity will be reviewed and assessed on a case by case basis to seek reduced personnel interaction an associated processes and procedures agreed.	MSM Hydrographic Manager	2	3	6
24	Operational Boat crews - Site survey works to enable sites to remain operational /open or to reopen for works	Failed Compliance to Client for non-performance of contracted conditions relating to site safety or time necessary planning of follow on works		Cross Contamination of crews and contractors/3rd parties	Illness	PLA Marine Services and PLA Hydrographic	Operations are planned and works proceed in line with associated contractual obligations and published/agreed schedules/delivery dates.	3	3	9	The client or their agent is requested by Marine Services/Hydrographic to reschedule the works to a later date after relaxation of COVID-19 restrictions To reduce/refine scope and /or to split the works into higher/lower priority works to meet regulators priority requirements related to safety of navigation and/or asset integrity i.e flood defences. All are managed on a case by case basis. Each activity will be reviewed and assessed on a case by case basis to seek reduced personnel interaction and associated processes and procedures agreed.	MSM Hydrographic Manager	2	3	6
25	Operational boat crew - accommodation	Impacting operations		Contaminated personnel interacting with Pilot cutter crew	Illness	Pilot cutter crew HSL crew Hydro crew	RTP accommodation is used by Pilot cutter, HSL and Hydro crews. All interact with each other and share facilities.	3	3	9	Operational areas: 2m distancing can be maintained with the RTP accommodation, social distancing to be maintained between crews and effects of shift pattern handovers and changes. IT equipment: Equipment is spaced at greater than 2m apart and personnel can sit side by side, however proximity to the seating area and one of the computer terminals would require crews to engage to manage the social distancing requirements. IT equipment will be marked to identified which teams can use which computers and teams should only use their own marked-up equipment. All IT equipment is to be wiped down after use. Toilets, washing and changing facilities are to remain separated, as indicated by signage. RTP, Unity House and BGP washroom facilities have additional cleaning products provided in common areas. Suspected cases: All parties are to follow HSW006 and the COVID19 Case flowchart Welfare: HSL staff should continue to use the galley onboard as much as possible. Shared facilities: Kitchen one person at a time, all surfaces and plates, cups and cutlery to be washed and/or wiped down after use. Photocopier area will be limited to one person at a time - key card use is recommended to minimise potential transfer of infection. Rest area seating can maintain 2m distancing but limited to the number of people using it - 1 armchair, 1 grey sofa, 1 black sofa.	Hydrographic Manager HSL	1	3	3

26	Operational boat crew - Office accommodation cleaning	Impacting operations		Contaminated personnel interacting with Pilot cutter crew	Illness	Pilot cutter crew HSL crew Hydro crew	Contract cleaning organisation comes into clean the area, and also cleans all other areas within the PLA	3	3	9	Cleaning: Individuals are required to maintain current hygiene practices and are to wipe down their workstations and local areas regularly. Contract cleaner to attend all areas in the morning and will be on site to undertake cleaning of high touch point areas.	Facilities Manager	2	3	6
27	Pilot cutter crew Activities - Special precautions for known case of COVID-19	Proximity to Pilots who have come from infected vessels		Direct interaction with infected people or equipment	Severe illness to the pilot and potentially those they come in contact with	Pilots Pilot cutter crew	Pilot cutter crew follow normal embarkation and disembarkation safe operating procedures for pilotage acts	3	4	12	Special procedure applies for this task where pilots boarding onto vessels where COVID-19 is known. Pilot launch will provide dedicated service for the respective vessel. Pilot cutter crew (deckhand) will be provided with additional PPE. Gloves and masks will need to be worn whilst in the proximity of the vessel, especially where there is a side entry. Pilots to wash immediately after leaving the vessel and after removing their additional PPE. BPA guidance currently is - if a member of staff or a passenger has helped someone who was taken unwell with symptoms of coronavirus (COVID-19), they do not need to go home unless they develop symptoms themselves. However, they are required to record for the next 7 days who they have been in contact with in case they develop symptoms. They should wash their hands thoroughly for 20 seconds or more after any contact with someone who is unwell. It is not necessary to close the transport setting or send any staff home unless government policy changes	HSL	1	4	4
28	Pilot cutter crew Activities - Operation and cleaning	Proximity to other PLA staff members to carry out works		Vessel dimensions	Illness and spread between different PLA teams and then potentially family	Pilots Pilot cutter crew	Pilots and Pilot cutter crew are in close proximity to one another, regularly interacting with each other.	2	3	6	The PLA Pilot Cutter has been issued with cleaning products and hand sanitiser to keep surfaces and hands clean whilst in operation. Pilot Cutter Crew are to wipe down all surfaces and equipment at the start and end of the shift. They are to follow HSW002 guidance documentation. Additional Pilot Cutter cleaning time available at change of watch by declaring restricted service for 15 mins The social distancing of 2m is difficult to maintain within the wheelhouse. Pilot cutter crew are to be together at the helm of the vessel whilst in transit, with the pilots sitting in the seats behind. This is to achieve the greatest amount of social distancing between the pilot cutter crew and the pilots. Pilots are to be requested to use hand sanitiser when first arriving on board. Pilot Cutter Wheelhouse segregated using rope & signage with forward area designated for Cutter Crew only. In the event that a family member of the crew displays symptoms of the virus, that crew member should notify their Line Manager, and follow the PLA's Test and Trace Procedure document. In the event that the member of staff tests positive, other crew members will also be subject to the PLA's Test and Trace Procedure. The Pilot cutter has a limit of 4 pax. If persons where masks on the pilot cutter they are to do so for the entire time, this is optional.	HSL	1	3	3
29	Coronavirus general information	Specific information		Staff members	Managing wellbeing	All staff	Programme of mental health throughout the year.	2	2	4	Increased messaging and support around mental health provided. Mental Health - Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can. Mental Health First Aid cover and communications Information on general mental health issues, such as financial health and people who are concerned about being isolated	DHR	1	2	2
30	Coronavirus general information	Specific information		Staff members	Illness and spread of infection	All staff	Normal hygiene expectations from staff members	3	3	9	If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the self-isolation guidance and the PLA's Test and Trace Procedure. Line managers will maintain regular contact with staff members during this time. Hand Washing -Hand washing facilities with soap and hot water in place. -Stringent hand washing taking place. -Paper towels for drying of hands, hand dryers are not be used *See hand washing guidance. -https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ -Gel sanitisers in any area where washing facilities not readily available *Due to the exceptional circumstances we find ourselves in, if a person were to present with symptoms of COVID-19, the PLA would make a reasonable management instruction for the individual to take a test. The result will need to be disclosed and the record placed on the individuals occupational health records and kept in line with data protection legislation	DMO	1	3	3
31	Accessing 3rd party operational sites	Safe working operations		Third parties or public interacting with PLA Staff members	Illness and spread of infection	Civil Engineering Navigational Systems, Estates and P&E	Attendance at remote site to maintain equipment and assets	3	3	9	19.06.20 Update - The term 'necessary works' [referring to operational staff and operational office supervisors] now refers to all work that takes place by any member of staff within their usual remit. Attendance only required if necessary to the operations of the PLA, or if the asset/equipment poses a safety issue to the wider organisation or member of the public, or adversely affects the environment of the Thames and surrounding area. Each request to be considered on a case by case basis. Teams are placed in a cohort to minimise the likelihood of spread of virus within the team. Lone working is permitted with agreement from Line Manager and an additional risk assessment in place to address additional risk. Arrangements with third party to include and verify that our team would be the only ones on site or if social distancing can be maintained effectively. Lock entrances behind you when entering sites and keep locked shut until leaving if required by site entrance arrangements. Take hand sanitiser to remote sites - in lieu of available washing facilities at those.	Civil Engineering Navigational Systems, Estates and P&E	2	3	6
32	Fork Truck operations	Safe working operations		Sharing equipment between staff members	Illness and spread of infection	Marine Engineering Marine Services	Anyone who has a fork lift truck ticket is able to use the equipment and therefore strong possibility of cross contamination.	3	3	9	To liaise with Marine Services Ashore when requiring the use of Fork Truck. For Marine Services Designated user to assist with deliveries from stores and other items that are too heavy and require the use of the fork truck, this will reduce the risk of contamination. A designated user has been assigned to the FLT daily, they will be responsible for operating and cleaning the FLT before and after each shift.	Marine Engineering	2	3	6
33	Ashore based work activities, including Thames Bridges	safe working operations and working in public spaces		Staff members interfacing with public and third parties	Illness and spread of infection	Marine Engineering Marine Services, Navigational Systems	Staff members follow current recommended best practice and safe operating procedures that do not identify control measures for infectious disease.	3	3	9	Due to the nature of some work activities within Marine Engineering and Navigation Systems, there may be rare occasions when 2 people will need to be within 2m of each other. In these rare situations the task should be carried out as quickly as safely as possible with the use of face coverings. Follow HSW003 and DABs for work activities	Marine Engineering Marine Services, Navigational Systems	2	3	6
34	Maintenance - entering Parkside (residence managed by Estates)	Engagement with the public in private residence to accommodate repairs works		Infected person, displaying or not displaying symptoms	Illness	PLA maintenance staff, residents, those over 70, PLA contractors	Staff members follow current recommended best practice and safe operating procedures that do not identify control measures for infectious disease.	3	4	12	As the tenant falls into the over 70s risk category. Any visit to this property is strictly prohibited unless cleared in advance by John Ball - Head of Estates. The only visits that will be permitted will be emergency call outs that need to be rectified e.g. boiler breakdown. Contact to be made with resident in advance to ensure they have no symptoms. Workers are to follow social distancing and work separately from any residents (in another room). They should wash their hands before entering (or use hand sanitiser if this is not possible), gloves are recommended and workers should avoid touching their face. Workers should sanitise their hands on leaving and wash them for 20 seconds as the earliest opportunity.	Civil Engineering, Estates Teams	1	4	4
35	Site inspections	Access into 3rd party sites		Infected person, displaying or not displaying symptoms	Illness	Civil Engineering, Facilities, other PLA staff, contractors	Induction to be undertaken before accessing site and personal protective equipment to be provided. Persons who are unfamiliar with location to be accompanied at all times.	3	3	9	Where possible, all site inspections are to be conducted virtually in the first instance. All site inspections and visits are to be notified to the contractor within a reasonable timeframe. Unexpected visits or inspections will not be permitted. For the purpose of CDM, any sites which have been handed over to the Principal Contractor will remain under their control, however, the PLA will notify them of changes to our working practices in relation to COVID-19 where there is a shared site such as the GAP project and the Denton South Shed Floor replacement. The Principal Contractor is expected to provide additional information by way of induction (or similar) to any PLA staff or other visitors about measures they are taking to ensure the protection of workers and visitors and what needs to be done by the PLA to comply. This will as a minimum, reflect the requirements of the PLA by maintaining social distancing, frequent handwashing, the provision of paper towels in favour of hand dryers, face coverings to be considered in enclosed spaces.	Civil Engineering, Facilities	1	3	3

36	Management of contractors on PLA Sites	Access for 3rd parties onto PLA sites to undertake maintenance/repairs		Illness	Civil Engineering, Estates, Marine Engineering, Marine Services, Navigation Systems, Stores and FM	All contractors are to attend the PLA Induction before starting any work. They are to attend reception to sign in and meet the PLA responsible person. The PLA responsible person will provide their induction and review their RAMS to ensure they reflect the work to be carried out and that they have the appropriate PPE. Contractors will be issued a pass from reception to enable them access to the necessary locations permitted by their visit. Persons who are unfamiliar with the location to be accompanied at all times. Denton Contractor Welfare Unit - strictly one person in a time, clean before and after use, tables and chairs have been removed.	3	3	9	On arrival, contractors will be required to use the hand sanitiser provided and await collection by the responsible person. The receptionist will complete a signing in sheet for the contractor (on paper) and will be handed a sanitised visitors pass. This should be shown in the event they are challenged for being on site. In addition to attending the PLA induction, any contractors will be given an on site briefing to cover the PLA requirements for COVID-19. During this induction, the contractor will be given information on areas which are restricted. On leaving the site, the contractor will report back to reception to sign out (receptionist to sign out on behalf of contractor). The contractor should sanitise their hands on entry to all buildings. Screens have been put up in the PLA reception area to protect our staff from their potential increased exposure to colleagues/contractors/members of the public.	Civil Engineering, Estates, Marine Engineering, Marine Services, Stores and FM	2	3	6		
37	Site surveys	Access into 3rd party sites	Infected person, displaying or not displaying symptoms	Illness	Civil Engineering, Estates, other PLA staff, contractors	Induction to be undertaken before accessing site and personal protective equipment to be provided. Persons who are unfamiliar with location to be accompanied at all times. Risk assessment and method statement to be reviewed and confirmed on arrival to ensure safe working practices are to be adhered to.	3	3	9	All site surveys are to be notified to the contractor within a reasonable timeframe. Unexpected visits or inspections will not be permitted. On attendance, the surveyor will attend the required site induction and agree to work in accordance with the control measures set out by the contractor. The contractor is expected to provide additional information by way of induction (or similar) to any PLA or other visitors about measures they are taking to ensure the protection of workers and visitors and what needs to be done by the PLA to comply. This will as a minimum, reflect the requirements of the PLA by maintaining social distancing, frequent handwashing, the provision of paper towels in favour of hand dryers, face coverings to be considered in enclosed spaces. All employees are advised that if they do not feel comfortable with the measures set out, or they feel they are still at risk, to inform their manager who will rectify the issue. They should not carry out any work until this has completed satisfactorily.	Civil Engineering, Facilities	1	3	3		
38	Deliveries to PLA Sites	Deliveries	Contamination from handling / touching signing equipment	Illness	Delivery Driver, Stores, Reception, all staff	Deliveries signed for by PLA staff either electronically (finger to pad signature) or pen and paper.	3	3	9	Delivery driver to drop package at Reception or Stores and verbally take receiver's name and sign for delivery on their behalf. When handling deliveries and post, staff are to wear gloves and wash hands after handling.		2	3	6		
39	Diving operations	Diving operations	Close contact during diving ops - contamination	Illness	Divers and crew	Normal working procedures	3	3	9	Due to the very nature of the interaction between Diver and Dive Tender, social distancing is not possible. Measures to limit exposure will be used [standing side by side or back to back - use of face masks] Before and after use, cleaning of mess rooms and shared spaces. Use of gloves when handling multi user equipment or in contact with infrastructure that is in frequent use. Use of gloves when handling personal equipment. If any member of the diving team tests positive for Coronavirus they will adhere to the PLA's Test and Trace Procedure and the Association of Diving Contractors Information Notice 08/2020 - 'Medical Fitness and Assessment of Commercial Divers During the COVID-19 Outbreak' - which outlines the return to work assessment required dependant on the severity of symptoms.		2	3	6		
40	Permit to work	Cross contamination	Multiple handling of documentation	Illness	Civil Engineering, Navigation Systems, Marine Services, Marine Engineering, Facilities	Permit to work for any high risk activity is completed and document is handled and physically signed by all parties	3	3	9	When issuing a permit to work document both the issuer and the permit applicant will first wash their hands or use hand sanitiser prior to handling any documentation. The use of gloves is optional for the PLA permit issue when handling and signing documentation. Once the permit has been signed by both parties it should be placed in the plastic wallet. Gloves (if worn) can then be removed and carefully disposed of. Both parties should then wash their hands again for 20 seconds.	Civil Engineering, Navigation Systems, Marine Services, Marine Engineering, Facilities	2	3	6		
41	Driving and travelling for work	Engaging with staff members whilst using vehicles to travel to and from sites	Proximity to other staff members and drivers	Illness and spread of infection	Hydrographics Civil Engineering Navigation Systems Marine Engineering Marine Services Marine Surveyors PLA Taxi drivers Pilots	Staff travel to and from site locations. For staff using pool cars, PLA taxis, vans and lorries, staff are registered on the system for insurance purposes.		5	3	15	The PLA discourages the use of public transport. Use of such transport is at the individuals own risk and they will need to provide their own face covering. Vehicles must be sanitised before and after each shift. Controls and dashboards will be cleaned regularly and frequently throughout the shift. Keys, handles, locks and catches and handrails are to be sanitised after each use. Try to stick to one person per household, per vehicle. Where this is not possible, passengers are to sit in the back, left-hand seat furthest from the driver. Where there are multiple passengers, they are to sit side by side and not facing each other. Ventilation should be maintained at all times, with windows open where possible. Taxi drivers are to pick up one passenger at a time, where possible. Taxi drivers are to inform passengers to sit in the rear, to maintain as much social distancing as possible. If more than one pilot is picked up, it is not possible to remain 2 metres apart, staff should sit side by side, or facing away from each other, rather than face to face if possible. PLA taxis have been issued with cleaning materials (diluted bleach or 70% alcohol sprays), sanitising wipes, hand sanitiser and gloves in each taxi they own. Taxi drivers have the capacity to replenish pilots with hand sanitiser. They have the larger gel dispenser on board for the pilots to use, so they don't deplete their own before boarding. The PLA Taxi driver and other PLA vehicle users are required to ensure that the taxi/vehicle is cleaned regularly, and meet the HSW002 guidance. Drivers are only working for the PLA, and not undertaking other work. All PLA vehicles must be wiped down between each use and equipment and materials have been provided for this. Additional supplies can be ordered from Stores. All PLA vehicles to be assigned to one person, per day where possible. At the end of the day, that vehicle is to be thoroughly wiped down. If a staff member shows symptoms during a shift, they must drive the PLA vehicle to Denton, leave it unlocked with the keys in the vehicle and call the Procurement Operations and Transport Manager to inform him of the situation. This will then be quarantined and a deep clean performed.	Hydrographics Civil Engineering Navigation Systems Marine Services Marine Surveyors PLA Taxi drivers Pilots Procurement Operations and Transport Manager		4	3	12
42	GALLOPER - Operation and cleaning	Close Proximity to other PLA staff members to carry out works	Vessel dimensions	Illness and spread between PLA team	Hydrographic	Crew and surveyor are in close proximity to one another, regularly interacting with each other.	2	3	6	The Galloper has been issued with cleaning products and hand sanitiser to keep surfaces and hands clean whilst in operation. The crew and surveyor are to wipe down all surfaces and equipment at the start and end of the shift. They are to follow HYD001 guidance documentation. The social distancing of 2m is impossible to maintain within the wheelhouse. Crew member and surveyor sit side by side in the front seats facing forward. Surveyor and Crew to use hand sanitiser when first arriving on boat. 2 people maximum to be aboard. Face masks to be made available and worn if required whilst working in the wheelhouse. Working time to be kept to a maximum of 4 hours wheelhouse time and breaks scheduled in between any periods. Persons aboard the Galloper may also include contractors, but the total persons aboard must still not be more than 2.		1	3	3		