

Assessment Title	Coronavirus - All activities
Assessment Date	
Who is at risk	Employees
Related Documents	Several guidance documents
Risk Owner	
Review Period	1 month
Last Review Date	

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

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 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 [Port] 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 a 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 [Port] computers. When using shared [Port] computers personnel are requested to clean the mouse, keyboard, desk and screen prior to use and then again after their use.	Pilotage Manager	1	3	3	
2	Pilot Activities - Walking around the [Port] complex	Engagement with other [Port] members of staff in the office / operations room		Infected person, displaying or not displaying symptoms	Illness	Pilots Other [Port] staff member Contractors Navigation Systems	No controls in place, normal social interactions undertaken.	2	2	4	[Port] management restricted operational areas to protect the health of these key workers. Areas under restriction are Pilot Cutter accommodation, Navigational Systems workshop, VTS/location 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 is completed by the people on shift. The [Port] 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. [Port] 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 Handing 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, can be photographed and emailed to VTS to prevent any cross-contamination The [Port] 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 [Port] Pilots will continue to undertake Pilotage act and board the vessel in line with the embarkation and disembarkation procedure	3	3	9	The [Port] requires the Health Declaration form to be completed and submitted to the Port Health Authority. The [Port] 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 [Port] has a flow chart decision tree on this which should be referred to. Confirmed cases refer to item 9.	Pilotage Manager	1	3	3	
5	Pilot Activities - Boarding the pilot cutter / HSL and engaging with crew	Proximity to other [Port] staff members to carry out works		Vessel dimensions	Illness and spread between different [Port] 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 [Port] 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	[Port] Pilots undertake the embarkation and disembarkation in the normal way.	3	3	9	[Port] 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 [Port] Pilots have been issued the following additional PPE - masks, gloves, hand saniter 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 [Port] 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	[Port] Pilots are advised to avoid using Ship equipment where possible. But if necessary, they must wipe down all surfaces, chairs and equipment, including handsets, knobs and dials that they may use as part of their activities. 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.	Pilotage Manager	2	3	6	
8 - has been left blank intentionally																
9	Pilot Activities - Special precautions for 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	[Port] Pilot cutter crew [Port] 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 procedure applies for this task for pilots boarding critically important vessels where COVID-19 is known. There are separate procedures for Pilots and Pilot Cutter Crew. Vessel to be served only when movement of the vessel is deemed critical. Safety of life / humanitarian need, or occupation of a strategically required berth or cargo as directed by relevant Government body (DfT). Two volunteer Pilots to attend vessel always. Pilot launch will provide dedicated service for the respective vessel. 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. Pilot attends the vessel in the normal embarkation way and proceeds to put on the additional protective equipment whilst on the vessel, this includes paper disposable suits with hoods, double layer gloves, safety goggles, sanitising wipes for equipment. When on the bridge social distancing should be maintained, where possible. Pilot to wash immediately after leaving the vessel and change their clothing. 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 [Port].	Pilotage Manager	1	4	4	

10	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 [Port] staff, contractors, Navigation systems	Normal operation and visitors from other departments whom have access	4	3	12	The [Port] Management in early March 2020 advised that the VTS operations room was restricted to VTS personnel and their Line Management only. This is for [location] and [location] 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 [Port] 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 no requirement for others on the shift to self-isolate provided that social distancing has been maintained. 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 [location]. Only two Coastguard staff attend at [location] with remaining shifts operated remotely from NMOC in Fareham. Attendance of contractors and service engineers are pre-notified and minimum contact/social distancing applied. [location] 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
10a	ShipCon, SeaPilot co-ordinator and River Pilot co-ordinator	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 move of personnel from 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. Operations have been moved to [location] to ensure that we can meet health and safety requirements and maintain social distancing requirements. Air Conditioning: Air conditioning in the [location] works. The temperature is set at 19 degrees. The control panel for the Air Conditioning is on the 2nd floor of [location], access to this is via a secure entry lock. If anyone working in the [location] wishes the temperature to be adjusted they have access to the control panel. Temperature: By providing air conditioning the office environment should be able to maintain a comfortable temperature to work in. We recognised that this may be an issue with temperatures at night dropping, to manage this we have provided additional temporary heaters. Space: The main office space is 82.8m cubed and the back office is 38.5m cubed, taking out walking routes etc..., the space is large enough working environment for more than the three members of staff. Social distancing: The desk set up have been completed to meet social distancing requirements. The distance between each seated position is 2.2m, this was measure by myself with two staff members sat at the workstations. The river pilot desk is in the back office, overlooking the river, they are the only person in this office, so social distancing can be maintained. Rest: There is space to use around the meeting table in the same office. There are alternative spaces on the ground floor in the Navigation Systems kitchen and pilot training area. There has been an agreement made with Navigation Systems to do this and their area is cleaned regularly. Security: The door into the Gold room is on a access control lock. We can improve the security arrangements on this door to restrict access to specific individuals. The Security personnel will be made aware of the new office arrangement, and the gold room, and stairwell will be added to the regular patrols. Lone Working: a review of the work activities that would be undertaken and have developed a lone working procedure for the activities that will be performed during the hours of 02:00 – 07:00. Welfare (toilets): It is reasonable for 3 people to use one toilet, this can be a unisex toilet. However, if there are any concerns raised by individuals we can make the toilet on the 4th floor a male toilet, there is female toilet on the 2nd floor	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 [location] and [location], this means the kitchenette areas in [location] and the Kitchen on the 4th floor, the tea point in [location] and the kitchen area on the floor below. These areas also are required to be kept clean.	VTS Manager	2	3	6
13 - has been left blank intentionally															
14 - has been left blank intentionally															
15	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
16	Richmond Lock and Weir - Cleaning	Potential impact to weir operations		Contaminated personnel interacting with staff	Illness resulting in ability 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
17	Richmond Lock and Weir - General Operational arrangements	Potential impact to weir operations		Contaminated personnel interacting with staff	Illness resulting in ability 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 [Port] footbridge only. This ensures social distancing from the general public. Handovers are carried out in the crew room at a distance greater than 2m. Shut down of [location] lock to all but necessary staff / contractors to isolate lock keepers from external contact as much as possible. 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 [location] Lock	HMU / RLM	2	3	6
18	Richmond Lock and Weir - Public Interaction Footbridge	General communications		Contamination from Public	Illness affecting ability to maintain weir operations	Members of Public	[Port] staff use [Port] 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 has shut been to members of the public as they were ignoring the one way footpath request.	HMU / RLM	1	1	1
19	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 ability 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
20 - has been left blank intentionally															

21	Staff Training	Cross contamination		Contamination from staff members	Illness resulting in ability to maintain weir operations	All staff	Staff training undertaken as normal - [Port] 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 can't 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 [Port] offices will be assessed on a case by case basis (e.g. Simulator training in Gold Room for VTS staff at end of July). Health and safety certification has been extended for First Aid, Fire and other courses for 3 months from expiry (after 23rd March 2020).	HMU / RLM	2	3	6
22	General guidance all staff members	Social distancing		Contamination from staff members and/or contractors/general public	Illness and spread between different [Port] teams and others.	All staff	All [Port] staff interact with each other on a regular basis.	3	4	12	The [Port] are following current government advice, we continue to make every possible effort to enable working from home as a first option. Where working from home is not possible, we have put in place a number of approaches to ensure that we are complying with the social distancing guidelines. The social distancing guidelines were amended, 8th April 2020, for our sector as it recognises that we are not always able to maintain the 2 metres distancing. The guidance now refers to 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. The [Port]'s priority is to maintain the 2m distancing wherever possible. It also states, which we already have in place as control measures; - all those working aloft or ashore should wash their hands with soap and water for 20 seconds or more and more frequently than normal, - increase the frequency of cleaning procedures on the vessel and on site ensuring it is disinfected as often as is feasible. - To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating. - As much as possible, keep groups working together in teams that are as small as possible (cohorting). For example, keep crews working together, rather than mixing crew members on different shifts. - Access and egress areas and desks have been marked to ensure social distancing can be maintained and notices have been displayed. - Urinals are not to be used. - Only one person at a time is allowed in the kitchen areas. Staff are encouraged to bring their own cups and cutlery. They should wash any cups and cutlery before use and put these in the dishwasher at the end of the day. N.B. The government is still only recommending face masks for people working in clinical areas. Face masks and gloves are available at present to be used aboard if required. Refer to HS&W Guidance documents HSW003 and HSW004.	DHR	1	4	4
23	Operational Boat crews - general operations	Safety of Port Reduced due to necessary works not being undertaken		Cross contamination from [Port] colleagues or plant surfaces	Illness and spread between different [Port] teams and others leads to loss of capability to respond and reduction in safe port/terminal access.	[Port] Marine Services [Port] Hydrographic HSL Members of the public Pilot Cutter, Navigation Systems	The appropriate and safest vessel to undertake a particular necessary tasks are utilised from Marine Services and Hydrographic department operational vessels.	2	3	6	There are some vessels that cannot achieve full-time social distancing remaining in service to meet operational requirements. Legal obligations and Navigational necessary activities. All works on vessel will be subject to a review of operating procedure / method statement prior to works proceeding. 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	MSM Hydrographic Manager	1	3	3
24	Work activities	General working activities		Cross contamination from [Port] colleagues or plant surfaces	Illness and spread within [Port] and Family/Public Interfaces.	[Port] Marine Services [Port] 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 23 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 inclusive and they feel they have a say and that we 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
25	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, hand sanitiser and wipes available. All surfaces and areas are to be wiped down before and after use.	MSM Hydrographic Manager	2	3	6
26	Operational Boat crews - navigational safety and emergency operations	Potential impact to vessel operations		Contamination from surfaces	Illness	[Port] Marine Services [Port] 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

27	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	[Port] 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	<p>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.</p> <p>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.</p> <p>Each activity will be reviewed and assessed on a case by case basis to seek reduced personnel interaction and 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.</p>	MSM Hydrographic Manager, Harbour Master Upper, Harbour Master Lower	2	3	6
28	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	[Port] Marine Services and [Port] 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	<p>The Licence (client or their agent) is requested with [Port] Marine services/Hydrographic support to request the regulator to move the stated due dates/period for the associated survey/task to due to the covid-19 restrictions and best practice with respect to undertaking necessary works.</p> <p>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</p> <p>Each activity will be reviewed and assessed on a case by case basis to seek reduced personnel interaction and associated processes and procedures agreed.</p>	MSM Hydrographic Manager	2	3	6
29	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	[Port] Marine Services and [Port] Hydrographic	Operations are planned and works proceed in line with associated contractual obligations and published/agreed schedules/delivery dates.	3	3	9	<p>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</p> <p>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.</p> <p>Each activity will be reviewed and assessed on a case by case basis to seek reduced personnel interaction and associated processes and procedures agreed.</p>	MSM Hydrographic Manager	2	3	6
30	[Port] staff members - office environment	Spread of Coronavirus through normal office engagements. Staff members interacting in the office environment, meeting rooms. Staff members are sat in close proximity, this has been made worse with the GAP refurbishment of the LRH complex.		Proximity of staff members in the office environment	Illness and stop of Port activities	All Staff	No controls in place, normal social interactions undertaken.	2	2	4	<p>[Port] Management took the decision, following government advice, to restrict [Port] staff members from attending the office environment. Only skeleton staff are in the office and are those who support or react to operational activities. All business activities are being managed on [Port] IT equipment or through home IT equipment. Meeting are conducted over Teams, Lifesize or Skype. Line Managers are ensuring that they are in regular contact with their teams. Regular communications are being issued via email, intranet, Yammer these are documents and video presentations. Regular updates on the current Coronavirus guidance provided to staff members, information in line with government advice and PHE. The [Port] staff members have been given guidance on how to set up the work stations and the hazards and risks they may come across. The [Port] are providing communications to help manage work and life and information on how to manage their mental health. HR are in a position to provide advice and support. MHFAs are in place to provide signposting if needed to staff members. Visitors are only permitted in exceptional circumstances. Further guidance based on the Government's announcement on 11th May 2020 has been compared and is summarised in HSW004 and associated DABs. Layout drawings have been produced to show which areas and desks can be used in order to maintain the 2m social distancing guidelines. Communication of layout will be confirmed by line management. There will be no hot desking allowed. Ventilation system is maintained and serviceable, but in order to improve ventilation, we are actively encouraging windows and doors to be kept open even though this will reduce the effectiveness of the ventilation system. Showers should be cleaned after use.</p>	DMO	1	2	2
31	[Port] staff members - office environment	Spread of Coronavirus		Contamination from another person	Illness	[Port] Staff members	Cleaning was completed by an onsite cleaning company (contractor)	2	3	6	<p>Cleaning contractor has been scaled back to key operational areas only, requiring staff to clean the areas in which they are working. Staff are only allowed in the office or site environment if they directly support operational activities or are supporting a team to find a resolution for work activities or resolve an incident. Staff members in the office are required to meet social distancing requirements. Staff members are required to wipe down equipment that they have used at the start and end of the day. Guidance for meeting rooms can be identified in HSW004 Staff are encouraged to wash all mugs and cutlery before using and dishwasher everything at end of day</p>	DMO / Facilities	1	3	3
32	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	<p>"X" and "Y" crews are currently using [location] Messroom. Limited access for HSL crew to lockers and toilets at RTP. All facilities have been separated. Use of Ready Room & Kitchen area now restricted to Pilot Cutter Crew only. Hydro & Harbour Service crews not using these areas but can continue to access lockers & facilities. Hydro are getting changed on the boats and leaving any possible equipment there for use. RTP, Unity House and BGP washroom facilities now segregated between Pilot Cutter & Harbour Service with separate facilities designated for each, additional cleaning products provided in common areas. Accommodation areas now off limits to anyone else, including Pilots who have been specifically instructed not to use washroom facilities at RTP, Unity House and BGP.</p>	Hydrographic Manager HSL	1	3	3
33	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 [Port]	3	3	9	<p>The contracted cleaning remains, to clean [location(s)] accommodation. Additional cleaning regime put in place. Contracted cleaning organisation has been instructed to reduce cleaning areas to stop cross contamination.</p>	Facilities Manager	2	3	6

34	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 wash to 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. 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
35	Pilot cutter crew Activities - Operation and cleaning	Proximity to other [Port] staff members to carry out works		Vessel dimensions	Illness and spread between different [Port] 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 [Port] 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	HSL	1	3	3
36	Occupational Health - new starters, case management and medicals	Any outside activities that could potentially bring the virus into the [Port] 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 staff	Attendance at the Nurse and Doctors suite for medical appointments, as per normal operations and without any protective measures	4	3	12	At present all work needs to be done remotely to avoid the risk of acquiring the infection, this has been successfully achieved. The MCA have provided extensions (and the ability to do telephone assessments) for ENG1 and ML5 renewals with the ability to extend the duration of their certificates. For new starters, i.e. those who have never had an ENG1 or ML5 medical, the OH Physician will wear the following: Gloves, Safety glasses, Masks (P3 or full face). The office must be cleaned and hand sanitiser available for personal use. Surfaces, equipment, furniture are to be wiped down after each medical. These measures are in place to reduce the possibility of passing on the infection to the new recruits and OH physician. The OH Physician has provided guidance on testing and advice. We are strongly recommending that staff have flu jabs in preparation for the winter season. Lung function tests have been postponed on the advice from a huge number of sources due to the very high risk of passing on the infection as it is not possible to decontaminate the machine between uses. Patients will need to wear masks and gloves to reduce the risk of them passing the infection to the medics. Where possible, we need to avoid recruiting individuals who do not have an existing ENG1 or M5 certificate as far as possible.	DHR	1	3	3
37 - has been left blank deliberately															
38	Staff engagement	Social distancing is not maintained		Proximity to other staff members	Illness and spread of infection	All staff	Staff continue to work as previously undertaken, and work consistently closer than 2 metres.	3	3	9	Our priority is to maintain the two-metre distancing, wherever possible. We continue to make every possible effort to enable working from home as a first option. Where this is not possible, we have implemented measures to ensure that we comply with the social distancing guidelines for ports, as amended by the Government (8 April), these recognise that the sector is not always able to maintain the two metres distancing. • Where it is not possible to remain two metres apart, staff should work side by side, or facing away from each other, rather than face to face, if possible. • Where face-to-face contact is necessary, this should be kept to 15 minutes or less, wherever possible. • As much as possible, workers should cohort together in the same team; teams should also be kept as small as possible. Other areas and work activities may not allow social distancing to be achievable, these will be assessed as to whether they are necessary work activities. Examples and consideration will be given to tasks where more than pairs are required, the expertise of the work team affects the working group and how much time are they working in close proximity. Operational staff are cohorting as much as possible to minimise excessive interaction and potential transmission. Refer to guidance documents HSW003 and HSW004.	DHR	2	3	6
39	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
40	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. 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	DMO	1	3	3
41	Post Lockdown - Office return	Specific information		Proximity to other staff members	Illness and spread of infection	All staff	All staff are in the office working as normal	4	3	12	This if for supervisory staff and managers supporting operational needs that cannot be undertaken at home, only. Office complex will be partially reopened to staff to ensure that social distancing can be maintained whilst sat at desks. AN office layout has been identified as a guide to which desks can be used to maintain social distancing and create a staff rota attending offices. Clear communication will be provided to staff on how to work within the office environment, including use of kitchens, toilets and desks. Staff members are encouraged to stagger arrival, departures and breaks. Offices will be ventilated using the existing HVAC system, people are also encouraged to increase throughflow by opening doors and windows - it is recognised that this will decrease the overall effectiveness of the HVASC system. Office plans have been reviewed, desk locations have been measured to ensure that 2m distancing can be achieved. Refer to guidance HSW004.	DMO	2	3	6

42	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 [Port] 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
43	Accessing 3rd party operational sites	Safe working operations	Third parties or public interacting with [Port] 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	Attendance only required if necessary to the operations of the [Port], or if the asset/equipment poses a safety issue to the wider organisation or MoP, 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
44	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
45	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 possible with the use of face coverings. Follow HSW003 and DABs for work activities	Marine Engineering Marine Services, Navigational Systems	2	3	6
46	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	[Port] maintenance staff, residents, those over 70, [Port] 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 premises falls into the over 70 risk category, any visit to this property is strictly prohibited unless cleared in advance by [named responsible person]. 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
47	Site inspections	Access into 3rd party sites	Infected person, displaying or not displaying symptoms	Illness	Civil Engineering, Facilities, other [Port] 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 [Port] 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 [Port] or other visitors about measures they are taking to ensure the protection of workers and visitors and what needs to be done by the [Port] to comply. This will as a minimum, reflect the requirements of the [Port] 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
48	Management of contractors on [Port] Sites	Access for 3rd parties onto [Port] sites to undertake maintenance/repairs		Illness	Civil Engineering, Estates, Marine Engineering, Marine Services, Navigation Systems, Stores and FM	All contractors are to attend the [Port] Induction before starting any work. They are to attend reception to sign in and meet the [Port] responsible person. The [Port] 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 at 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 [Port] induction, any contractors will be given an on site briefing to cover the [Port] 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.	Civil Engineering, Estates, Marine Engineering, Marine Services, Stores and FM	2	3	6
49	Site surveys	Access into 3rd party sites	Infected person, displaying or not displaying symptoms	Illness	Civil Engineering, Estates, other [Port] 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 [Port] or other visitors about measures they are taking to ensure the protection of workers and visitors and what needs to be done by the [Port] to comply. This will as a minimum, reflect the requirements of the [Port] 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
50	Deliveries to [Port] Sites	Deliveries	Contamination from handling / touching signing equipment	Illness	Delivery Driver, Stores, Reception, all staff	Deliveries signed for by [Port] 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.		2	3	6
51	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.		2	3	6
52	Navigational Systems workshop	Access to workshop area	Contamination from shared surfaces. Unable to meet social distancing	Illness	Engineers and workshop staff	Normal working procedures	3	3	9	A limited number of personnel will be allowed in workshop to maintain social distancing [remainder working / rostered from home]. Surfaces to be cleaned before and after use. Equipment which could be shared must be sanitised before and after use. Reinforcing virus hygiene.		2	3	6
53	Access to welfare in the public domain	Site welfare	No welfare available in public domain	Illness and inability to perform duties	Navigation Systems and Lighthouse Keeper	Normal working procedures	3	3	9	Portable welfare to be supplied (existing control measures are no longer viable due to queuing at supermarkets etc)	Navigation Systems	2	3	6
54	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 [Port] 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.	Civil Engineering, Navigation Systems, Marine Services, Marine Engineering, Facilities	2	3	6

