

Risk Assessment:

Dealing With COVID-19 at [insert port name]

Written by:	Date:	Approved by:	Date:
Effective date:		Review date:	

1. PURPOSE

1.1. This risk assessment gives guidance on how to deal with the current Covid-19 situation in the workplace.

N.B.: Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

2. SCOPE AND APPLICATIONS

2.1. This risk assessment applies to all activities which take place within [insert port name] and, in particular, those which require any level of social interaction.

N.B.:
There are approximately [insert number] personnel employed by [insert port name]. However, the number of people on site on any given day greatly exceeds this. The additional numbers are made up of shipping agents, hauliers, ships' crew, surveyors, contractors and so on. Many of these are transient and may visit the port on one occasion only.

For the duration of this crisis essential works only will be carried out, thereby reducing the numbers of visitors to the port.

It is imperative that all staff adhere rigidly to procedures and guidance to help minimise the spread of COVID-19.

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		Severity Rating				
		Very Low	Low	Medium	High	Very High
		1	2	3	4	5
Likelihood Rating	Very Low 1	1	2	3	4	5
	Low 2	2	4	6	8	10
	Medium 3	3	6	9	12	15
	High 4	4	8	12	16	20
	Very High 5	5	10	15	20	25
	Score 1 - 5		Low Risk	Score 6 - 12	Medium Risk	Score 15- 25

Score	Rating	Likelihood	Severity
1	Very Low	Very unlikely to occur e.g. 1:40 years	No treatment required
2	Low	Unlikely to happen, probability very low	Minor treatment required e.g. local first aid
3	Medium	May occur, incident occurred within 5 years	Professional medical attention required
4	High	Likely to occur, one or more incidents per annum	Long term or serious injury
5	Very High	Will occur, controls not in place	Fatality or life-changing injury

Risk Rating	Actions Required
Low	Activity deemed to be safe and sufficiently controlled. Ensure adherence to current procedures.
Medium	Additional control measures required. All activities to be closely supervised.
High	Activity to cease. Immediate containment required. Additional control measures to mitigate risk must be in place before activity can resume

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Activity or Task	Persons at risk	Hazard	Risk Rating								
			Before controls			Control Measures	After controls				
			L	S	RR		L	S	RR		
1	General work activities	Port Staff. Agents. Seafarers. Contractors.	Spread of COVID-19 Coronavirus	4	5	20	<ul style="list-style-type: none"> Staff split into two teams working on separate shifts. Commencing 12th April 2020: Shift B will commence a “furlough” period. If no activity on site, staff sent home without loss of pay. This will minimise contact. Where possible office-based staff will work from home. Non-essential meetings/training etc postponed. Use of video-conference calls. Only contractors carrying out essential work permitted on site. This includes work-spaces, meeting rooms, canteen etc. 	2	5	10	

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- 2m “social distancing” in place.
- Regular handwashing/sanitising.
- Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.
- Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.
- Time and attendance clock system converted to face-recognition.
- Deep clean carried out on all mobile plant.

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							temperature taken by means of non-contact reader. Anyone with a temperature of 37.8°C or above will be refused access and advised to follow NHS guidance.			
2	Interaction between Port Control staff and visiting drivers/hauliers.	Port Control staff. Visitors.	Spread of COVID-19 Coronavirus	4	5	20	<ul style="list-style-type: none"> In-bound vessels must submit “Declaration of Health” before arrival. Mission to Seafarers facility temporarily closed. 	2	5	10
3	Interaction between Operations Administration/Silo Office staff and visiting drivers/hauliers.	Operations Admin/Silo Office staff.	Spread of COVID-19 Coronavirus	3	5	15	<ul style="list-style-type: none"> Drivers’ temperatures taken at Port Control. Those with a temperature of 37.8°C or above will be refused access 	1	5	5

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							<ul style="list-style-type: none"> and advised to follow NHS guidance. • Intercom systems installed at silo office and operations reception. • Key card access only to operations building. • The provision of the silo docket detailing the product, location and health and safety information of the stored goods will be temporarily suspended 			
4	Operation of mobile plant/vehicles.	Port staff.	Spread of COVID-19 Coronavirus	3	5	15	<ul style="list-style-type: none"> • Initial deep clean of all plant. • Cleaning of cabs at beginning and end of shift using suitable biocidal cleaner/disinfectant. • Where possible vehicles will have a dedicated driver. • When a change of operator/driver is required cab must be cleaned using suitable biocidal cleaner/disinfectant. 	1	5	5