



## SMS 305 v2 Appendix 5 - Risk Assessment Template

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Date: 19.05.20

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

Review Date: 01.06.20 or as Government or HSE Guidance is updated

Area: All

Risk Assessment  
No: COVID 19 TCE General RA

Authorised by: Gill Littlewood / Phil, Davies

Comments & common factors (insert photos & text): This Risk Assessment has been updated to include updated Government Guidance issued 11 May 2020: Working Safely During Covid 19 in offices and contact centres, Working Safely During Covid 19 in factories, plants and warehouses, Working Safely During Covid 19 in construction and other outdoor work.

No.	Task / Hazard	Who might be harmed and how? (Also consider environmental harm)	Likelihood (L)	Severity (S)	Risk Level (LxS)	Control Measures Implemented	Likelihood (L)	Severity (S)	Risk Level (LxS)	Additional Control Measures or Actions	By whom?	When?
	<b>Attending Work</b>											
1	Employee health	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Awareness of the symptoms of Covid 19 is key to preventing the spread. The relevant symptoms include a high temperature, a new persistent cough, shortness of breath or a loss of or change to your sense of smell or taste.	2	5	10	The UK Government and PHE have publicised that people showing symptoms should stay at home. Guidelines have been issued via Mail Desk and Workplace to highlight the symptoms and it has been made clear that any individual who is concerned should self isolate at home. This also applies to anybody who shares a household with any person displaying symptoms or testing positive. Clear guidance has also been provided of how long this self isolation should be based on the number of people in the household. An HR dedicated helpline for Covid 19 (4999) has also been set up to use to communicate any health concerns with HR. HR also facilitate testing to confirm health status wrt Covid 19.	1	5	5	Create dedicated portal to communicate RA, Signed Government Covid 19 5 Steps Charter, Guidance and Alerts for operational teams	Vicky Watson, Jon Jackson	22 May 2020
2	Employee health	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Vulnerable workers.	4	5	20	Any vulnerable employee who needs to be shielded has been requested to work from home where this is possible. Where work cannot be managed from home then employees have been offered to be included within the Government furlough scheme so that they can remain at home to provide the protection against having to go to work.	1	5	5	Regular welfare checks should be made by line Managers for those working at home.	Line Managers	Asap
3	Equality in the workplace	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Vulnerable workers.	4	5	20	Any person whose protected characteristics might either expose them to a different degree of risk, or might be affected by any steps that may be appropriate or challenging will be involved and communicated in those decisions.	2	5	10			
4	Working From Home	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. Workspaces were not previously capable of implementing Social Distancing.	4	5	20	Whilst it is essential that operations are maintained to provide the essential products supplied by TCE, work activities have been reviewed and people who can work from home, either full time or by covering roles attending part time, have been requested to do so. Where needed IT equipment has been provided to facilitate this including access to work systems.	2	5	10	Any increase in people returning to the workplace from home working must be carefully managed so as not to increase the risk in work. Regular welfare checks should be made by line Managers for those who are home working	Line Managers	Ongoing
5	Change in Work Patterns	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. Workspaces were not previously capable of implementing Social Distancing with all team members present in work at the same time.	4	5	20	Work teams have been assessed and split into teams where appropriate to provide adequate cover whilst also minimising the number of people in work, preventing too many people arriving at the same time, and enabling staggered break times to facilitate Social Distancing.	2	5	10			
6	Business Travel	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE, MEMBERS OF THE PUBLIC. Travel has the potential to encourage the spread of Covid 19.	3	5	15	The UK Government has banned all but essential travel. TCE has banned any travel for business.	1	5	1			
	<b>Travelling To Work</b>											
7	Use of public transport	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS, MEMBERS OF THE PUBLIC. Social distancing may be difficult on crowded public transport. Coronavirus may endure on some materials for very long times. Plastics and metals may retain active virus for many hours	4	5	20	Avoid public transport where possible. Always wash hands when arriving at work or home. Use soap and water for at least 20 seconds or hand sanitiser gel (>70% alcohol) if no soap and water not available. Government guidance states that use of masks may be beneficial if social distancing is not possible on public transport.	1	5	5			

8	Use of Company Vehicles	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS. Social distancing is not possible if more than one person uses the vehicle to travel to work at a different site. Coronavirus may endure on some materials for very long times. Plastics and metals may retain active virus for many hours	3	5	15	The UK Government and PHE have publicised that people showing symptoms should stay at home. SHE Alert issued on use of shared company vehicles. This includes the need to have single user per vehicle, wash hands, wipe down all regular contact points with sanitiser or soapy water. The vehicle should be kept clean and a vehicle cleansing and sanitising check list should be completed prior to use as part of the pre-operational checks. Vehicle windows should be opened wherever possible to ensure circulation of air.	1	5	5			
	<b>Activities in the Workplace</b>											
9	Use of Company Vehicles including shared vans, FLT's, front loading shovels, backhoe wagons	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS. Social distancing is not possible if more than one person uses the vehicle to travel to work at a different site. Coronavirus may endure on some materials for very long times. Plastics and metals may retain active virus for many hours	3	5	15	The UK Government and PHE have publicised that people showing symptoms should stay at home. SHE Alert issued on use of shared company vehicles. This includes the need to have single user per vehicle, wash hands, wipe down all regular contact points with sanitiser or soapy water. The vehicle should be kept clean and a vehicle cleansing and sanitising check list should be completed prior to use as part of the pre-operational checks. Vehicle windows should be opened wherever possible to ensure circulation of air.	1	5	5			
10	Arrival at Work	WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Potential to bring Covid 19 into the workplace.	3	5	15	Employees have been advised NOT to attend work if they display any of the symptoms of Covid 19 or any member of their household show these symptoms or test positive for Covid 19. All personnel must wash their hands on arrival at work using soap and water and more frequently during the day for at least 20 seconds each time. Where frequent handwashing is not possible hand sanitisers have been placed at entry points and in some cases festival sinks for multi-user sites. Signs with reminders about Social Distancing at entry doors and gates to sites.	2	5	10	Look to install more permanent and larger signs at entry.	Sites	Asap
11	Arrival at Work	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Potential to bring Covid 19 into the workplace.	4	5	20	Where work has not been necessary during this time contractors and visitors have been requested not to attend. Any person who is not a TCE employee attending any TCE site is required to complete a Covid 19 google questionnaire to ascertain that they do not have any symptoms, and that they will alert their supervisor or TCE representative if this situation changes. For Major Construction projects eg Quartz signing in sheets for contractors will be separated by company, the sheets will also state that by signing the sheet that they do not have any symptoms of Covid-19 before entering site.	3	5	15	There remains a risk that staff and contractors may not disclose that they have symptoms either because of work or personal pressures. A robust system should be implemented where all staff, visitors and contractors are monitored more closely. Staff should be encouraged to report instances where they feel that a person on site may be presenting symptoms, anonymously if necessary.	Wider discussion with Unions and sites.	Asap
12	Arrival at Work - Hauliers and Deliver Drivers	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Potential to bring Covid 19 into the workplace.	4	5	20	Multi-lingual signs have been installed at gatehouses advising not to enter site if they have any symptoms along with additional hand sanitiser dispensers. Entry has been limited to gatehouses where possible. Haulier toilet facilities have also been subject to additional cleaning regimes.	3	5	15	Seek to introduce additional multi-lingual challenge by security at gatehouse with more detailed guidelines with instructions deny entry unless the driver can confirm his good state of health and communicate.		
13	Social Distancing	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. A minimum distance of 2m should be observed.	4	5	20	In addition to reducing the number of employees on site where practicable, desks have been relocated, walkways identified through common spaces to achieve the required separation, or personnel have been relocated to separate office spaces. People should ideally be side by side or back to back rather than facing each other. SHE Alerts have reminded employees and signs have been put up.	3	5	15	Perspex screens have been ordered to seek further improvements on segregation for desks. Non-essential travel around buildings and sites should be discouraged. Where possible some areas should be restricted particularly those where it is likely that social distancing is not possible. Further review of routes and use of entrances is ongoing.	Sites	Asap
14	Social Distancing	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. A minimum distance of 2m should be observed. <b>Permit To Work.</b>	4	5	20	Controls have been implemented at Permit To Work Locations. Where possible hatches have been created to limit access to key essential operational staff only or additional barriers / screens used where feasible.	3	5	15	Consider precautions for reception in Natrium.		
15	Social Distancing	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. A minimum distance of 2m should be observed. <b>Meetings</b>	4	5	20	Meetings held in rooms are limited to the number of people who can do so at a safe distance. The use of Google Hangouts is utilised by people working from home, working at other sites or within the same site where more people need to attend than can be safely accommodated within the meeting room. Briefings with plant personnel should be held outside whilst maintaining Social Distancing where possible.	3	5	15	Consider adding more signage in meeting rooms as a reminder along with hand sanitiser.	SHE team	Asap

16	Social Distancing	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. A minimum distance of 2m should be observed. <b>Staircases and lifts</b>	4	5	20	Staircases should be used in preference to lifts where possible. Where the use of lifts cannot be avoided, the number of people must be limited to maintains the 2m Social Distancing requirement.	3	5	15	Consider adding signage outside lifts and marking inside lifts to reinforce limit on number of people. Where feasible look at providing one way systems on staircases or segregating as much as possible. Look to increase signage and floor markings.		
17	Social Distancing	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. A minimum distance of 2m should be observed. <b>Auditing.</b>	3	3	9	SHE Audits are being carried on using Social Distancing rather than the usual examination of paper documents. Teams have been encouraged to conduct audits and identify proactive near miss issues as part of their essential visits on site rather than making dedicated visits.	3	5	15	Operational teams should be encouraged to carry out more housekeeping audits to ensure that hygiene standards are maintained within their areas of working and ensure that supplies of sanitisers and disinfectants are sufficient. More detailed site specific Covis 19 audit forms are being generated.	SHE Team	22 May 2020
18	Work requiring being less than 2m Social Distancing - TCE Employees	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE.Principles of Social Distancing are key to preventing the spread of Covid 19. A minimum distance of 2m should be observed however there are some activities where this is not possible.	5	5	25	A SHE Alert has been issued giving guidance on this. Every work activity should be reviewed and assessed using a dynamic risk assessment specifically covering Covid 19 aspects. Where possible any work requiring working at a distance of less than 2m should be avoided. Where this is not possible, and the work activity is required, the work team / supervisor should consider other ways to undertake the task safely. If a job can be done an alternative way, even if it takes longer, to achieve the 2m distancing guidelines then this should be done. If no other alternative can be proposed then the following options have been given in line with HSE and PHE guidelines. <ul style="list-style-type: none"> <li>• Working side by side or facing away from one another.</li> <li>• Where face to face contact is essential, this should be kept to 15 minutes or less wherever possible.</li> <li>• Keep teams of workers together (cohorting)</li> <li>• Keep teams as small as possible. Hands should be washed frequently throughout the day with soap and water for 20 seconds..</li> </ul> If gloves are deemed to be helpful then these must be taken on and off as per the guidelines issued and disposed of in a sealed bag prior to disposal. <b>ANY INSTANCE WHERE A MEMBER OF STAFF OR CONTRACTOR ON SITE FEELS UNSAFE THEY ARE ENCOURAGED TO STOP WORK IMMEDIATELY AND REPORT THE INCIDENT</b>	3	5	15	TCE has procured some face coverings in case this is mandated by Government. WHO and UK Government have so far not made this mandatory and there are aspects of mask use that could increase virus transfer if not used appropriately. Masks will not be used, other than for protection from chemical hazards as per existing COSHH assessments, unless further assessment and control measures are implemented.		
19	Work requiring being less than 2m Social Distancing - Contractors	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE.Principles of Social Distancing are key to preventing the spread of Covid 19. A minimum distance of 2m should be observed however there are some activities where this is not possible.	3	5	15	Any contractors intending to work on site are required to have a Covid 19 risk assessment as part of their normal provision of risk assessment for activities. This must be reviewed along with their normal RAMS by the responsible Supervisor or Contractor Manager.	2	5	10			
20	Proximity to Other People	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Coughs and sneezes present the greatest risk if you are within 2 metres of the source	4	5	20	Observe Social Distancing. If you sneeze, sneeze into a tissue or else sneeze into your armpit. Ensure frequent handwashing with sapo and water for 20s or use hand sanitiser.	3	5	15	If a staff member is presenting symptoms of any illness an assessment of the risk should be made and the individual should be sent home if in any doubt. Additional perspex screens are being procures for increased protection between workers at workstations.	All/ Procurement	
21	Touching Potentially Infected Surfaces	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Hands contaminated by those who may have the virus can touch hard surfaces and enable transmission of Covid 19. Hard surfaces can retain the virus for up to several days. <b>Hand washing</b>	4	5	20	Hands should be washed frequently throughout the day with soap and water for 20 seconds. Additional hand sanitising dispensers have been placed around all sites. There are routines in place to replenish these on a frequent basis and additional supplies have been procured as well as being made within site laboratories.	3	5	15			
22	Touching Potentially Infected Surfaces	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Hands contaminated by those who may have the virus can touch hard surfaces and enable transmission of Covid 19. Hard surfaces can retain the virus for up to several days - <b>Entry points</b> give particular cause for concern.	4	5	20	Turnstiles have been taken out of service as these are used by many people. The requirement to click in to the entry point adjacent to the turnstyle has been emphasised and signs put up to this effect to ensure a roll call can be still made. Hand washing / hand sanitising should be mandatory on entry.	3	5	12	Periodic observation of this practice should be made to ensure that a) staff are fobbed in, b) that sanitisers are being used regularly and c) social distancing is being adhered to where there are groups entering through.	SHE Team	
23	Touching Potentially Infected Surfaces	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Hands contaminated by those who may have the virus can touch hard surfaces and enable transmission of Covid 19. Hard surfaces can retain the virus for up to several days. <b>Cleaning</b>	4	5	20	Cleaning regimes have been increased across sites. Additional cleaners hae been engaged to cover longer and more frequent cleaning of touch points such as door handles, handrails, lift buttons and shared spaces using cleaning materials that are effective against Covid 19. Anti bacterial wipes and spray bottles have been provided to all work areas for use by employees whenever deemed necessary. Additional employee routines are also in place for their work spaces. Regular handwashing throughout the day for at least 20 seconds is encouraged and signs have been placed to communicate how this should be done effectively in amenities.	3	5	15	Cleaning checklists have been made more structured and require more sign off processes. Weekly audit by SHE Team to be implemented.	SHE Team	22 May 2020

24	Touching Potentially Infected Surfaces	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Hands contaminated by those who may have the virus can touch hard surfaces and enable transmission of Covid 19. Hard surfaces can retain the virus for up to several days. <b>Paperwork / deliveries</b>	4	5	20	See additional control measures				Review management handling of paperwork i.e. permits, maintenance logs, delivery notes, also delivered items such as materials, parcels, supplies.	Sites	Asap
25	Touching Potentially Infected Surfaces	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Hands contaminated by those who may have the virus can touch hard surfaces and enable transmission of Covid 19. Hard surfaces can retain the virus for up to several days. <b>Shared desks and equipment</b>	4	5	20	Use of shared hot desks has been discouraged unless they can be thoroughly cleaned. Shared desks / work areas including laboratories should be cleaned before use. Shared equipment such as shift mobile phones, radios, tools, laboratory equipment etc should be thoroughly cleaned prior to use after handover. Shared pens should be avoided but if necessary wiped prior to handover.	3	5	15			
26	Ventilation levels	EMPLOYEE, , WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Potential to transmit Covid 19 in the workplace.	3	5	15	Opening doors, where not a fire door, and windows should be opened frequently to encourage ventilation, where possible instead of using air conditioning units for office environments. Air conditioning units fed from outside air are safe.	2	5	10	Advice sought from contractors relating to the use of air conditioning systems	SHE Team / CE teams	29 May 2020
27	Use of PPE	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. PPE and RPE as well as shared gas monitors are used on sites as part of normal operations as well as providing equipment for emergency use on plant. This represents a potential for transmission of Covid 19 especially as much of this protective equipment is used on the face.	5	5	25	Access to RPE rooms has been limited and meticulous cleaning has been observed. Requests have been made to return used masks to outside the RPE room. Disposable PPE used must be disposed of in a sealed bag prior to disposal. Gas monitor calibration at sites other than Lostock has been coordinated directly with external specialist providers to limit cross site exchanges.	3	5	15			
28	Waste	EMPLOYEE, , WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Potential to transmit Covid 19 in the workplace.	3	5	16	Waste bin lids or flaps inside buildings should be removed where possible. Waste bins should be emptied more regularly, particularly those in communal areas such as canteens, toilets and where PPE is disposed of to prevent contact. PPE items should be bagged prior to disposal.	1	5	5			
<b>Breaks and Meal Times</b>												
29	Social Distancing	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. <b>Toilets</b> , showers and locker rooms facilities provide shared areas with the potential for the spread of the virus on hard surfaces.	5	5	25	Robust cleaning routines in place. A call before entering should be made to ask whether anyone is in there before entering. Notices have been put up to prevent access of contractors into office facilities.	3	5	15	Audits of cleaning schedules to be increased	SHE Team	22 May 2020
30	Social Distancing	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. <b>Kitchens</b> provide shared areas with potential for the spread of the virus on hard surfaces.	5	5	25	Robust cleaning routines in place. Teams have been split into shifts with staggered start time to avoid break times coinciding. Social distancing must be followed with limited numbers allowed in shared kitchen facilities. Food delivery services to sites have been cancelled with employees being encouraged to bring their own food and drink where possible. Signs have been added to water dispensers to manage use to prevent using personal bottles against dispensers.	3	5	15	Audits of cleaning schedules to be increased	SHE Team	22 May 2020
31	Touching Potentially Infected Surfaces	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. <b>Canteen</b> facility ( Middlewich only)	4	5	20	The food service at Middlewich has been converted to use contactless payment so that there is no requirement for cash to be exchanged along with additional Social Distancing measures.	2	5	10			
<b>Accidents, Incidents, First Aid</b>												
32	Social Distancing	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. A minimum distance of 2m should be observed. This could be compromised during an incident or during an evacuation drill.	3	5	15	During an incident, the urgent requirement to evacuate employees would clearly take priority over Social Distancing concerns. Evacuation drills have been suspended to prevent assembly of people at the muster points	2	3	6	As the length of time extends consideration needs to be given to doing paper drills to ensure compliance with roll call protocols.	SHE Team	Mid June 2020
33	First Aid	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Principles of Social Distancing are key to preventing the spread of Covid 19. A minimum distance of 2m should be observed. This is not always possible when there is a need of first aid.	5	4	20	A SHE Alert has been issued to first aiders. This encourages the risk assessment of the situation such as initially discussing with the patient from a distance. Additional equipment has been provided with first aid kits to facilitate safe management and disposal where there may be contact with bodily fluids.	4	3	12			



34	Case of Employee Developing Symptoms in Work	EMPLOYEE, EMPLOYEE'S FAMILY, WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Imminent risk of spread to other work colleagues,	4	5	20	Employees have been advised to immediately go home and self isolate. A clean down of the work area where the employee has been including amenities and shared spaces should be carried out.	3	3	9	SHE Alert being written to cover a risk based approach to reviewing the role and individual concerned, along with potential contacts tracing, and guidelines on additional grab bags for immediate response with necessary protective equipment, along with additional external contract cleaning as per Government guidelines.	SHE Team /Sites	22 May 2020
	<b>Working From Home</b>											
35	Digital Screen Set Up	EMPLOYEE. Risk of visual fatigue (including dry, itchy eyes), headaches, musculoskeletal disorders, e.g. back or neck ache, cramp in the hands or fingers	3	4	12	SHE Alert issued about Home Working covering set up for temporary workstations to optimise DSE issues including simple workstation optimisation, recommending regular breaks.	2	4	8	HSE currently regard employees working at home as a result of Covid 19 as "temporary" and hence full DSE Assessments are not mandatory. However in time this may change and an improved workstation assessment approach may be required.	SHE Team	As and when HSE Guidance changes
36	Mental Health and Wellbeing	EMPLOYEE. Risk of feeling of isolation being at home and away from the office environment.	3	4	12	SHE Alert issued about Home Working covering the importance of keeping in touch. Wellbeing at Home guidance issued to all those relevant.	2	4	8	Line Managers should be encouraged to remain in contact with their teams and conduct 1:1 on regular basis.	Line Managers	Ongoing
	<b>Communication and Training</b>											
37	Ongoing communication and training	EMPLOYEE, EMPLOYEE'S , WORK COLLEAGUES, CONTRACTORS AND VISITORS ON SITE. Not being informed of policy, procedure and site rules.	4	4	16	Maildesk and SHE Alerts have been circulated. Signage is located in prominent places to communicate clear messages and expectations on site. This includes handwashing signs in washrooms and social distancing signs around site.	2	4	8	There needs to be ongoing engagement with staff and contractors to monitor the effectiveness of the current measures also to identify any operational issues and further risks associated with them. Plan to update new starter induction to cover Covid 19 aspects.	All	