

COVID-19 PANDEMIC: ASSESSMENT – LEVEL 1

Management of Health & Safety at Work Regulations 1999

Updated Assessment Effective from 18/01/2021 – Amendments Highlighted extending to All UK CAA offices confirmed as Covid-19 Secure



This form is to be completed by the Responsible Person as part of the CAA Health and Safety at Work policy and procedures in accordance with 'Health and Safety' guidance set out on the Intranet site.

Ref: COVID-19 Level 1	Date 01/09/2020	Location All CAA UK Offices - Confirmed Covid-19 Secure		
Risk Assessment Completed by Competent Person				
Name Mtinawa Banda	Job Title Head Health Safety and Security	Date 18/01/2021	Department COO	Signature M.Banda
Report accepted by Responsible Person				
Name Jane Cosgrove	Job Title People Director	Date 24/08/2020	Department HR	Signature
<p>Scope This risk assessment covers occupation of UK CAA Offices during the 2020 SARS-CoV-2 virus outbreak and the requirements to ensure offices are Covid-19 secure and continue to be safe for occupation. It takes account of the CAA's requirements to maintain regulatory oversight of the UK aviation industry while protecting, so far as reasonably practicable, CAA colleagues and others who may be impacted by that operation.</p> <p>The assessment only relates to potential cross contamination by SARS-CoV-2 virus (including variants) and possible transmission of Covid-19 and does not cover other standing risks within the office environment, these being covered by other specific risk assessments. It takes account of the UK Government's (and where necessary devolved Parliaments and Assemblies), health, safety and hygiene advice and guidance to reduce sources of virus contamination.</p> <p>This assessment is subject to review as and when new guidance and information becomes available or operational requirements change.</p> <p>Definition: Level 1 is defined as an assessment for making the UK CAA Offices, Covid-19 secure.</p>				
<p>Distribution: CAA Colleagues, Responsible Person SLO / Safety Representative, CAA HHSS</p>				

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Item or Activity		Occupation of UK CAA Offices Confirmed Covid-19 Secure during Pandemic outbreak of SARS-CoV-2 virus					
Persons at Risk		<p>All CAA Colleagues Inclusive of CAA Colleagues coming under either of the definitions below where NHS Guidance indicates they are at higher risk of experiencing serious illness: - Clinically Extremely Vulnerable - Clinically Vulnerable</p> <p>CAA Colleagues having household members who come under either of the above definitions.</p> <p>Contractors based in CAA offices Contractors visiting CAA offices to support infrastructure activities</p> <p>Visitors</p>					
		Potential for those working or visiting CAA Offices to be exposed and cross contaminated with SARS-CoV-2 virus (including variants) and possible transmission of Covid-19 from an infected person attending the offices.					
Current Control Measures		<ol style="list-style-type: none"> 1. Reduced numbers attending office based on task, collaboration requirements, wellbeing 2. Maintenance of social distancing while in office 3. Advice to regularly follow personal hygiene measures 4. Cleaning regime in place to clean potential surface contamination 5. Routine maintenance activities only on site – visiting contractors briefed and required to follow hygiene requirements 6. No site visitors permitted - unless prior agreement and specific task/visit risk assessment are in place 					
Current Risk Rating	Low	Severity	4	Probability	2	Risk Score	8
Current Control Measures Adequate							No
Additional Control measures required to ensure office Covid-19 secure							



Colleagues

1. In England all those in the **Clinically Extremely Vulnerable** category **must stay at home** in line with UK Government guidance. They must discuss with their line manager work/arrangements to enable home working. The situation for those in the Clinically Extremely Vulnerable category living within either a Scottish Level 4 area (individuals will receive a shielding notification) or a Welsh Alert Level 4 area must also stay at home in line with guidance from the respective devolved Parliament or Assembly. All efforts should be made to allow home working, where this is not possible this should be discussed with line managers who should look to change role/activities accordingly.
2. All CAA colleagues **must work from home** unless there is an essential business or personal need to come into the office. Line managers must agree office attendance following the [Essential Safe Mutually Agreed \(ESMA\)](#) guidance. Where helpful an individual's specific requirements can be recorded on an [ESMA risk assessment form](#). The form is not mandatory for all ESMA conversations.
3. **Colleagues should NOT travel for business unless the work being undertaken is considered essential and approved via the ESMA process.** Colleagues cannot attend work if they are subject to self-isolation/quarantine restrictions following international travel, unless exempt under [Government traveller exemption](#).
4. Where a colleague is in the **Clinically Vulnerable** category (as defined by UK Government and NHS Guidelines) and there is a requirement or desire not to work from home the ESMA conversation, dependant upon the reason, must either consider a change in tasks/activities undertaken by the individual to facilitate homeworking or ensure the 2m social distancing in the office can be maintained and explore/ identify any additional measures necessary to ensure safety. **Any changes in activity or additional safety measures must be recorded on an ESMA form.**
5. Within offices a restricted number of workstations are available to ensure social distancing and must be booked prior to attendance through the relevant business area Chain Representative
6. Colleagues who attend an office shall do so only if fit and providing they have not have been in contact with a confirmed case or suspect case of Covid-19 for 10 days..
7. Where possible colleagues should only travel to work using their private car, cycling or walking.
8. If travelling on public transport carry hand sanitiser and wear face covering both to and from work.
9. Consideration should be given to group separation/shift patterns to limit potential spread within cohorts and staggering arrival and departure times.
10. While working in the office colleagues must follow safe systems of work this will include;
 - a. On entry to the building use hand sanitiser in entrance lobbies.
 - b. On entry where temperature checkers are in use, check temperature and leave immediately if high temperature is recorded.
 - c. Follow good hygiene practices washing hands regularly for 20 seconds and hand sanitising when necessary.
 - d. Maintain social distancing of 2m.
 - e. **When moving about offices face coverings must be worn.** They are not required when at a workstation **however colleagues should feel free to wear one if they so wish.**
 - f. Use only allocated desks.
 - g. Follow any one-way systems.
 - h. Work to defined shift patterns and office working hours.
 - i. Use of lifts following restricted occupancy limits.
 - j. Avoid shouting or raising voices to reduce droplet spread.
 - k. Ensuring at a facility that requires cleaning prior to next use, that the cleaning card indicator is turned from Green to Red.
 - l. Completion of an additional risk assessments where it is considered necessary to introduce further local control measures either for individuals or a task.



Site based contractors

1. **Site based contractors** shall, prior to working in the offices, provide risk assessments and method statements setting how their operation will support and maintain Covid-19 secure status while operating on site.
2. Contractors shall only attend CAA offices where this is essential and when directed to do so via their contract manager.
3. Contractors shall only attend if fit to do so and must not have been in contact with a confirmed case or suspect case of Covid-19 for 10 days.
4. While working in the office contractors must follow safe systems of work this will include;
 - a. On entry to the building use hand sanitiser in entrance lobbies.
 - b. On entry where temperature checkers are in use, check temperature and leave immediately if high temperature is recorded.
 - c. Follow good hygiene practices washing hands regularly for 20 seconds and hand sanitising when necessary.
 - d. Maintain social distancing of 2m.
 - e. Follow one-way systems.
 - f. Use of lifts following restricted occupancy limits.
5. When moving about offices they **must wear face coverings**. They are not required to wear one when at a workstation however they should feel free to wear one if they so wish.
6. Ensure as far as reasonably practicable where working practices may lead to surface contamination during working activities that these areas are cleaned and sanitised before being put back into operation. Where necessary requesting support from cleaning contractors on site.

Visiting contractors

1. Visiting contractors shall **only attend site where there is an essential business need to do so** and then only by prior appointment.
2. Contractors shall only attend if fit to do so and additionally must not have been in contact with a confirmed case or suspect case of Covid-19 for 10 days. They must sign a declaration to confirm this as part of the site briefing. Additionally, they should check in to the NHS Test and Trace App by scanning the QR code at the building entrance, where possible.
3. They shall be required to provide risk assessments and method statements that include stated controls for reducing possible cross contamination from SARS-CoV-2 virus from their work activities.
4. While working in the office contractors must follow safe systems of work this will include;
 - a. On entry to the building use hand sanitiser in entrance lobbies.
 - b. On entry where temperature checkers are in use, check temperature and leave immediately if high temperature is recorded.
 - c. Follow good hygiene practices washing hands regularly for 20 seconds and hand sanitising when necessary.
 - d. Maintain social distancing of 2m.
 - e. Follow one-way systems.
 - f. Use lifts following restricted occupancy limits.
 - g. When moving about offices they **must wear a face covering**. They are not required when at a workstation however they should feel free to wear one if they so wish
 - h. Ensure as far as reasonably practicable where working practices may lead to surface contamination during working activities that these areas are cleaned and sanitised before being put back into operation. Where necessary requesting support from cleaning contractors on site.



Visitors

1. Visitors to CAA Covid-19 Secure offices are not allowed, unless by prior agreement and in accordance with [visitor protocol](#). Larger scale activities such as face-to-face training, Medical clinics, on site exams shall be agreed by Project Link command and require an agreed specific task/visit risk assessment to be in place.
2. Where an agreement and specific risk assessment are in place the visitors will be subject to strict control. Any task/visitor specific risk assessment and controls must include the following requirements;
 - i. Visits to be by appointment only.
 - j. On entry to the building the use of hand sanitiser in entrance lobbies.
 - k. On entry where temperature checkers are in use, check temperature and leave immediately if high temperature is recorded.
 - l. Report to reception and sign a declaration confirming they are fit and have not been in contact with a confirmed or suspected case of Covid-19 for 10 days or other quarantine restrictions Additionally, check in to the NHS Test and Trace App by scanning the QR code at the building entrance, where possible.
 - m. Follow good hygiene practices washing hands regularly for 20 seconds and hand sanitising when necessary throughout the visit.
 - n. Wear a face covering during the visit in building circulation areas.
 - o. Maintain social distancing of 2m, except when medical examinations are taking place.
 - p. Follow one-way systems or routes directions.
 - q. Use of lifts is restricted to displayed numbers.

Building Design and Operation

1. Additional building layout and operational controls shall be in place to reduce possible Covid-19 cross contamination. These include
2. Engineering/design controls;
 - a. Provide information and guidance to all building users of the rules and procedures required to be followed while on site.
 - b. Set up of sanitation points on building entry and exit and across floors to supplement handwashing facilities – hand sanitiser and surface wipes.
 - c. Allocation of clearly identified specific workstations to use by colleagues to allow effective social distancing.
 - d. Design and sign building circulation routes to support 2 m social distancing.
 - e. Marking on floor plate social distance spacing as necessary including lifts, shower rooms, reception, toilets and kitchenettes.
 - f. Designing, printing and erection of promotional support material to provide onsite guidance for occupiers to follow.
 - g. Design and build of additional screening for building reception staff in reception area.
 - h. Implementation of restricted building operation times to allow additional cleaning to take place outside operational hours.



- i. Design and implement system to identify used surface areas that require cleaning prior to next use e.g. workstation, meeting rooms, common seating areas.
- j. An occupied/unoccupied system for toilet facilities to allow maintenance of social distancing.
- k. Design layouts to allow limited use of meeting rooms for private conversations. (Default requirement is for colleagues to work from workstation only)
- l. Develop procedure for social distancing following an emergency evacuation.
- m. Where temperature checkers are in use, have in place monitoring for recording high temperatures and action as required.
- n. Develop processes for handling deliveries including post and building supplies.

1. Cleaning

- a. Implementation of additional cleaning of surfaces during office hours, concentrating on high traffic areas, high touch points and those used for hygiene, food and drink preparation and consumption.
- b. Implementation of a daily cleaning regime outside office working hours to ensure sanitised workspaces for a new work day.
- c. Develop cleaning system for areas that may have become contaminated if someone falls ill at work.
- d. Develop and implement cleaning and sanitation arrangements for minibus.

2. Heating and Ventilation

- a. Implementation and maintenance of increased fresh air airflow through ventilation system
- b. Monitoring ventilation efficiency to ensure low particle count through system
- c. Commission independent environmental testing of services prior to extended building occupation

3. Emergency Outbreak Response

- a. Ensure a plan is in place to deal with confirmed or suspected cases of Covid-19 where individuals have worked or visited offices.

Post Action Risk Rating	Low	Severity	4	Probability	1	Risk Score	4
Person Responsible for Action	Project Link Building and Offices Workstream		Required Completion Date	Active from 18/01/2021			
Comments	<p>ACTIONS: Before undertaking any task where additional local controls are required, consider the tasks nature and the prevailing conditions. The individuals must discuss, agree and record in a risk assessment with their manager what additional controls are required.</p> <p>If PPE is required the manager should initiate ordering from Business Management using Form SPPE 01 and emailing to businessmanagement@caa.co.uk for the attention of Lesa Gregory for onward delivery</p>						



ITEM	PPE (according to Gov guidance)	PURPOSE	REQUIREMENT TO PROVIDE INFORMATION/TRAINING ON USE OF ITEM	INFORMATION AVAILABLE
Hand sanitiser	NO	Maintaining hand hygiene where washing facilities are not available	NO	N/A
Wipes (alcohol or detergent containing)	NO	Cleaning of items such as mobile phones or ipads	NO	N/A
Disposable gloves (non latex, non powdered)	YES	Avoiding contact with hard surfaces that may potentially have been exposed to SARS-CoV-2 virus	YES	YES Link to instructions for safe use of disposable gloves
Face covering (e.g 3-ply mask)	NO	For use in enclosed spaces where social distancing is not possible. Use of this item must NOT be considered a replacement for other ways (minimising the period of contact and practising good hygiene of both hands and surfaces) of managing the potential for contracting COVID-19 infection	NO	YES Guidance for use in conjunction with disposable gloves Wearing of Face Coverings in conjunction with disposable gloves
Face masks (FFP2 or equivalent)	YES	To protect CAA colleague where tasks being undertaken cannot be undertaken in a way that avoids them having to be in an enclosed environment (eg flight deck) within 2m of a person who may have symptoms of SARS-CoV-2 virus. ENVISAGED WILL ONLY OCCUR FOR TASKS COVERED UNDER LEVEL 3 GENERIC ASSESSMENT	YES	YES Wearing of Face Masks in conjunction with disposable gloves
Face Shield	NO/YES	A face shield used alone is not considered suitable as a face covering and must be used in conjunction with other face covering. PPE if used for eye protection with FFP2 . Additional risk assessment required	YES	YES Link to Wearing of Face Shields in conjunction with disposable gloves



**RISK ASSESSMENT RATINGS ARE ASSESSED AS A PRODUCT OF PROBABILITY AND SEVERITY
PLEASE USE THE TABLES BELOW TO OBTAIN A RISK ASSESSMENT RATING**

Risk Matrix (Probability x Severity)					
Probability (Likelihood)	Severity (Impact)				
	Very Low e.g. Minor Injury or Delay (1)	Low e.g. Lost Time or Injury (2)	Medium e.g. Major Injury (3)	High e.g. Single Death (4)	Very High e.g. Multiple Deaths (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare (1)	1	2	3	4	5

Risk Assessment Rating		
Score	Priority	Action
1 -3	Very Low	Low priority action required to reduce risk Time, effort and cost should be proportional
4- 8	Low	Action required - Maintain risk controls
9-15	Medium	Action required to improve risk control Interim short-term measures may be required
16 - 20	High	Immediate or Urgent action required Unacceptable risk - Stop activity until reduced
25	Catastrophic	Unacceptable risk- Stop activity Immediately and raise alarm to others who maybe impacted

1. Assess the Severity of the activity and assign a score, taking into consideration all control measures and the worst possible outcome
2. Assess the Probability of that outcome occurring from the activity
3. Multiply the two scores obtained and Cross Reference in the Risk Assessment Matrix to obtain a Risk Assessment Rating, which should then be read from the Risk Assessment Rating table. E.g. Probability possible (3) x Severity Medium (3) = Risk rating (9)
4. Enter each Risk Assessment Rating into the assessment for current (pre action) action box.
5. Assess Current Control Measures effectiveness.
6. Develop recommendations using the hierarchy of controls; for controls to be applied. Assign tasks and completion dates and reassess Risk Assessment Rating based on new control measures.

