

COVID-19 PANDEMIC: TASK ASSESSMENT – LEVEL 3

Management of Health & Safety at Work Regulations 1999

Updated assessment effective from 18/01/2021– Amendments Highlighted



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 3	Date 22/5/2020	Location of task Safety oversight activity undertaken by CAA colleagues in the field where social distancing or high potential for infection exists (see Definition: Level 3 below)		
Risk Assessment Prepared by Business Area Specialist				
Name M. Swift	Job Title Airworthiness Manager	Date 26/05/2020	Department Safety & Airspace Regulation Group	Signature
Risk Assessment Reviewed by H&S Competent Person				
Name M. Banda	Job Title Head of Health, Safety & Security	Date 18/01/2021	Department COO	Signature M. Banda
Risk Assessment Accepted by Responsible Person (Resource Owner)				
Name R. Bishton P. Drissell K. Staples B. Alcott	Job Title Group Director Group Director General Counsel and Secretary to the CAA Director	Date 26/05/2020	Department Safety & Airspace Regulation Group Aviation Security Office of General Counsel International Group	Signature
Scope: This risk assessment covers the task of carrying out SARG/AvSec/IET/IG safety and security oversight activities (audits, inspections, Investigations & observations) whilst Airside and oversight on or around aircraft/FSTD during the 2020 SARS-CoV-2 virus outbreak. SARS-CoV-2 may lead to an individual contracting COVID-19. It takes account of the CAA's requirements to maintain regulatory oversight of the UK aviation industry while protecting, so far as reasonably practicably, CAA colleagues and others who may be impacted by that operation. The assessment relates only to potential cross contamination by SARS-CoV-2 virus (including variants); it does not cover other risks associated with the undertaking of the task, these being covered by other specific risk assessments. This assessment takes account of UK Government and NHS (and where necessary devolved Parliaments and Assemblies information) covering health, safety and hygiene advice and guidance to reduce sources of SARS-CoV-2 virus contamination. This assessment is subject to review as and when new guidance and information becomes available or operational requirements change. Entities being visited may have their own requirements and assessments covering visitors - where these exceed requirements				

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CAA colleagues must also comply with these.

Definition: Level 3 is defined as an oversight activity such as work on or around aircraft or flight simulator training devices (FSTD), presenting the potential for exposure to both travelling passengers/aircraft environment. Tasks may involve lengthy exposure to other persons in circumstances where social distancing **cannot** be maintained such as in security check areas and during travel in airside transit vehicles. Where social distancing measures cannot be applied additional controls such as the wearing of Personal Protective Equipment (PPE) will be required. During these tasks, the surveyor/inspector/Auditor/Investigator may be in contact with surfaces which have been touched by multiple persons such as crew/engineers/passengers/members of the public prior to surface cleaning taking place or where there is little or no knowledge of the cleaning regime. OR the activity requires prolonged one to one contact with a person where social distancing cannot be achieved. These situations must be considered as potentially presenting CAA colleagues a greater short-term exposure risk to SARS-CoV-2 virus (**including variants**) than a Level 2 activity. Mitigation steps must take account of this increased risk and include, as necessary, provision of appropriate additional control measures, including PPE.

Distribution:

CAA Colleagues, Responsible Person, SLO / Safety Representative, CAA HHSS

Task Activity

The entirety of the task giving rise to potential exposure must be assessed e.g. travel to and from an airport or stakeholder premises or any overnight stays

Onsite oversight activity undertaken by CAA colleague's including activities on or around aircraft, flight simulator training devices (FSTD) or security audits during 2020 SARS-CoV-2 virus outbreak

Persons at Risk

SARG/AvSec/IET/IG field force personnel
Airport and airline Operators staff/contractors

Identified Risks

Potential for those undertaking task activities to be exposed to contaminated surfaces or objects, or an individual infected with SARS-CoV-2 virus (**including variants**) putting them at risk of contracting the virus.

The virus is easily transmitted by two routes:

Airborne: The virus is expelled by coughing or sneezing. Droplets generally drop to the floor within 2m of the infected person.

Contact: This may result directly from person to person contact or indirectly involving viral transfer from a person to surface(s) to another person.

Current Risk Rating	Medium	Severity	High	Probability	Possible	Risk Score	12
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<p>Current Control Measures Adequate*</p> <p>* SPECIFY YES or NO</p>	<p>NO</p>
<p>Control Measures* to be applied to reduce risk of exposure to SARS-CoV-2 virus</p> <p>*Consider for each element of the task whether it can be:</p> <ul style="list-style-type: none"> ❖ Avoided (eliminates risk) ❖ Done in another way - remotely or with 2 metre social distancing applied ❖ Further controlled ❖ Requires use of PPE (detail both requirement and how instruction/training on use of the specific PPE is to be provided) 	<p><u>Planning:</u></p> <ol style="list-style-type: none"> 1. Where practicable, all onsite oversight activity during the coronavirus outbreak to be changed to desktop oversight, (carried out from a remote location). Onsite field work only being considered where there is an identified safety concern or specific regulatory/investigative requirement. 2. The scope/tasks required to achieve the Level 3 work shall be pre-assessed to remove any non-essential elements 3. At present CAA colleagues may only continue to undertake Level 3 work if the activity is essential for regulation of safety or security and the work cannot be done at home. Line managers must agree the work and any associated travel following the Essential Safe Mutually Agreed (ESMA) guidance and applicable CAA risk assessments. 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. 4. Colleagues cannot attend work if they are subject to self-isolation/quarantine restrictions following international travel, unless exempt under Government traveller exemption. 5. At present any colleague within the Clinically Extremely Vulnerable category, irrespective of whether they are in a location covered by guidance of the UK Government and NHS or those of a devolved Parliament or Assembly, must not undertake any work in the field. Where their specialist knowledge is needed for delivery of effective oversight, consideration should be given to their providing remote support to an on-site team member via telephone or video link. 6. Where a colleague is in the Clinically Vulnerable category (as defined by UK Government and NHS Guidelines) and there is an essential requirement or desire to undertake work in the field the ESMA conversation must be undertaken to explore/ identify any additional measures necessary to ensure safety such as consideration of their providing remote support to an on-site team member via telephone or video link. 7. Colleagues shall only undertake work in the field if fit to do so and they have not been in contact with a confirmed case or suspect case of Covid-19 for 10 days. 8. CAA colleague to regularly follow personal hygiene measures – specifically washing/sanitising of hands 9. Prior to visiting the site, copies of the risk assessment and COVID-19 procedures of the site operator should, where possible, be requested and reviewed to ensure the inspector understands site Covid-19 control requirements. 10. Notification (where possible) of visit to the regulated entity includes reminder of their duty of care to CAA colleagues whilst on their site. 11. Minimum number of personnel should be deployed in order to safely undertake the oversight activity. 12. Reduce length of the working day as far as practicable to reduce the number of eating/rest breaks required to lowest number of possible exposure points. 13. Before undertaking any task, considering its nature and condition, the individual must discuss and agree with their manager what, if any, appropriate PPE should be used, and this must be made available.



**Control Measures
Continued**

Travel:

1. Where possible colleagues should be encouraged to travel to undertake Level 3 work using their private car or hire car.
2. If travelling on public transport colleagues to wear face covering both to and from work activity.
3. CAA colleagues to regularly follow personal hygiene measures – specifically washing/sanitising of hands, especially following contact with surfaces touched by multiple persons e.g. during refuelling of vehicle, door handles, handrails and immediately prior to eating or drinking, use of toilets and on return to own vehicle.
4. Overnight accommodation will only be provided for essential workers and this should be booked prior to travel ensure accommodation is available. If staying overnight, follow PH guidelines and the requirements of the Hotel. All Hotel accommodation MUST be booked through HRG. If an essential worker letter is required, this should be requested through hr@caa.co.uk.
5. HRG provide some of the required [information on line](#) but if this does not cover the particular hotel they must be contacted directly to ascertain what their precautionary measures are in place.
6. Ask are they following all advice and recommendations from applicable health bodies and government and do they implement control measures such as:
 - Increased cleaning of public areas and surfaces frequently touched by guests and hotel staff.
 - Regular disinfection of door handles, elevator control panels and credit card terminals.
 - Providing additional stations of hand disinfection, and increased focus on the importance of good hand hygiene procedures for hotel staff.
 - Changing all food and beverage services to mitigate the risk for guests and hotel staff
 - Facilitating breakfasting in the hotel room.
 - Updating instructions and procedures for all guests and hotel staff on general hygiene standards and instruction on hand disinfection



- Working in and around aircraft or where social distancing is not possible over and above that covered in Level 2 Assessment:**
7. CAA colleagues to regularly follow personal hygiene measures – specifically washing/sanitising of hands, especially following contact with surfaces.
 8. If no hand washing facilities are available ensure you make regular use of hand gel sanitiser’s especially after contact with surfaces touched by multiple persons e.g. door handles, handrails and immediately prior eating or drinking, use of toilets and on return to own vehicle.
 9. Follow safety procedures of the airport and airline Operator including wearing of PPE.
 10. Throughout visit limit direct engagement with others and, where unavoidable for undertaking essential regulatory activity e.g. within the flight Deck/FSTD and/or cabin.
 11. Observe airport/airline operators/organisations requirements.
 12. If likely to be working in an enclosed space with others e.g. flight deck or travelling in an airside transit vehicle or in prolonged contact with persons where social distancing cannot be achieved ensure appropriate PPE is available and used this specific aspect of the task having been discussed and agreed in advance with your line manager.

Throughout the visit colleagues must undertake their own dynamic assessment of the situation, if they become concerned regarding arrangements in place they should withdraw and consult with their manager.

Additional control measures required EG: Development of a Procedure or Guidance for colleagues undertaking the task

- 1.. Follow UK Government, PH **or relevant devolved Parliament or Assembly guidelines.**
2. Follow airport and airline Operator guidelines.
3. Wear PPE of required specification when required.
4. Ensure staff are aware of task specific procedures.
5. Provide CAA colleagues with adequate training in the use and disposal of PPE.

Post Action Risk Rating	Low	Severity	High	Probability	Unlikely	Risk Score	8
Person Responsible for Action(s)	CAA colleagues and line managers. SSC Business Management	Required Completion Date	Ongoing (see below)				



Comments	ACTIONS: Before undertaking any task, considering its nature and condition, the individual must discuss and agree with their manager what, if any, appropriate PPE should be used.
	Once agreed, 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 to the individual

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 (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 (3-ply mask or similar)	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 Link to Wearing of Face Coverings in conjunction with disposable gloves
Face masks (FFP2 or	YES	To protect CAA colleague where tasks being undertaken cannot be undertaken in a way that avoids them having to be in an enclosed	YES	YES Link to Wearing of Face Masks in conjunction with disposable gloves

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equivalent)		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		
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.

