Group Level

Risk Assessment for the

Long-term Management of

COVID-19

Pathogen:	Long Term Management of COVID-19			References:	1. Travel Policy 2. Contractor Management Policy 3. COVID-19: Guidance for Managers: Risk Assessment & Control 4. COVID-19 Cleaning guidance 5. COVID-19 Code of Conduct 6. Managing Coronavirus in the Workplace Course (Voyage) 7. COVID-19 (self-isolation form)	Nº of persons involved:	Group
Ref Nº:	GL-COVID-19-RA1	Vessel / site:	All	Dept. / location:	Group level	Persons at risk:	All staff / Contractors / Visitors

Hazard COVID-19		Hazard Effect	Control Measure Required	Action Required		Alarp
Location / Activity	Risk Factors	Potential Health Impact	(include existing and proposed)	Department responsible	Date completed	Yes / no
Site/contract level resilience	• Ability to identify risks specific to site or operations • Vulnerable persons (Clinical & BAME) • Understand & identify workforce exposure to COVID-19 • Response time in action & management • Site/contract ability to provide safe uninterrupted service delivery • Projects (e.g., cables, salvage) large teams incl contractors.	Contract / spread disease	COVID-19 Management Team (Chaired by board with representatives from HSEQ, Operations & HR/Training) Site/ contract level risk assessments Management of Change Process Shielding/furlough & self-isolation of clinically vulnerable and Extremely vulnerable persons. Referral to occupational health as necessary COVID-19 Risk Assessment Template COVID-19 Long Term Management Guidance Document Guidance on COVID-19 controls in use of vehicles/plant Guidance on face coverings & PPE Where PPE is deemed necessary it is issued free of charge to employees COVID-19 Absence reporting procedure	Board Local Mngt Local Mngt HSEQ	 15/01/21 (HSEQ review) 16/03/20 09/07/20	Yes

Hazard COVID-19		Hazard Effect	Control Measure Required	Action Required		Alarp
Location / Activity	Risk Factors	Potential Health Impact	(include existing and proposed)	Department responsible	Date completed	Yes / no
			COVID-19 Form (Absence Form) COVID-19 Employee information, instruction, and training	HR	01/09/20	
			Review of minimum safe manning levels to ensure service delivery & compliance with regulations Reporting procedures and resilience action plans	Board		
			Pre-travel Antibody Test & COVID-19 testing (Keep under review availability)	HR	01/10/20	
			Social distancing in conjunction with UK Government guidelines	All	On Going	
Business & crew travel & Accommodation	• Environments outside Briggs control • High risk travel hubs e.g., airports • High risk modes of transport e.g., air & public transport	Contract / spread disease	Travel Policy updated to reflect COVID-19 Environment Accommodation providers are COVID-19 Secure assessed and robust cleaning procedures	Admin	10/07/20	Yes
			Travel risk assessments	Local Mngt	On going	
			Authorisation to travel	Board		
			Social distancing in conjunction with UK Government guidelines	All	16/03/20	
Contractor management	• Transient workers • Contrasting procedures in dealing with COVID-19	Contract / spread disease	Contractor management guidance policy	HSEQ	09/07/20	Yes
			Contractors is COVID-19 Secure COVID-19 risk assessment references use of contractor COVID-19 self-declaration forms (mandatory completion Pre-travel COVID-19 antibody tests	Local Mngt	09/07/20	
			Social distancing in conjunction with UK Government guidelines	All	16/03/20	

Hazard COVID-19		Hazard Effect	Control Measure Required	Action Required		Alarp
Location / Activity	Risk Factors	Potential Health Impact	(include existing and proposed)	Department responsible	Date completed	Yes / no
Maintaining health & welfare of workforce	• Employee mental health • Workforce moral	Contract / spread disease Mental health	Employee Assistance Programme Voyage – Mental Health Awareness Course Consultation/communication on changes	HR	11/01/21	Yes
			Social distancing in conjunction with UK Government guidelines	All	16/03/20	
Cleaning	• Minimise extent of incidence of COVID-19 in workplace • Ability to implement effective cleaning regime • Post COVID-19 Incident • Immediate risk to cleaning staff	Contract / spread disease	COVID-19 cleaning guidance	HSEQ	09/07/20	Yes
			Sufficient appropriate cleaning materials for site & remote workers	HR	01/09/20	
			Instructions and guidance on the use of airborne disinfection fogging, mist, or vapour equipment (referenced in the guidance for managers risk assessment control document, Section - 7.5)	HSEQ	05/02/21	
			Social distancing in conjunction with UK Government guidelines	All	16/03/20	
Goods in & out	• Management of interface between staff and delivery personnel • Surface / object touching i.e., of packages, received items	Contract / spread disease	Site/Contract level risk assessments	Local Mngt		Yes
			COVID-19 Management Guidance document	HSEQ	09/07/20	
			Social distancing in conjunction with UK Government guidelines	All	16/03/20	
Competent personnel	• Ensuring continued competence of personnel • Statutory qualifications • Maintaining general training	Contract / spread disease	Extension to legal required certifications Alternate means of delivery • including Voyage LMS	Local Mngt HR	On going	Yes
			Social distancing in conjunction with UK Government guidelines	All	16/03/20	

Hazard COVID-19		Hazard Effect	Control Measure Required	Action Required		Alarp
Location / Activity	Risk Factors	Potential Health Impact	(include existing and proposed)	Department responsible	Date completed	Yes / no
Tracking & monitoring COVID-19 Incidents, unsafe act, unsafe conditions	• Understanding performance • Learning from previous outcomes	Contract / spread disease	ASSURE reporting system • HSE Obs (unsafe acts or conditions) • Incidents Internal auditing process Social distancing in conjunction with UK Government guidelines Staff Absence records	Local Mngt HSEQ All HR	On going On going 16/03/20 01/09/20	Yes
Monitoring of COVID-19 related absences	• Awareness of the wider social context • Impact on operation delivery	Contract / spread disease	COVID-19 Absence reporting	HR	01/09/20	Yes
COVID-19 aware workforce	• Sufficient instruction, information & training	Contract / spread disease	COVID-19 Code of Conduct document VOYAGE LMS • Mental Health Awareness (Voyage/Teams) • Managing Coronavirus in the Workplace (Voyage) COVID-19 Awareness Campaign Materials • Social distancing • Self-Isolation • Hygiene & Surfaces • COVID-19 Code of conduct	HSEQ HR HSEQ/ Marketing	09/07/20 11/01/21 09/07/20	Yes
Home Working	• Isolation • Poor management • DSE Set up • Connectivity	Mental health Poor productivity Musculoskeletal injury	DSE Assessments Provision of DSE equipment Remote access (VPN & 365) Remote conferencing (MS Teams) Employee Assistance Programme Mental health first aiders	Local Mngt IT HR	16/03/20 16/03/20 11/01/21	Yes

Stationery

1. COVID-19 Risk Assessment Template (Managed by HSEQ)
2. COVID-19 Absence Report Form (Managed by HR)
3. COVID-19 Fit for Work Self-Declaration Form (Managed by HSEQ)
4. Audit module (Assure) Managed by HSEQ)
5. Employee Assistance Programme (V:\CBS\HR\Policies\BENEFITS\Employee Assistance Programme - EAP\AXA Be Supported)
6. COVID-19 Reporting Self Isolation Form

Competence, Training & Awareness

7. COVID-19 Cleaners Guidance Document
8. COVID-19 First Aid
9. Mental Health Awareness (Voyage/Teams)
10. Managing Coronavirus in the Workplace (Voyage)
11. Familiarisation with Site/Contract Level COVID-19 Measures

Emergency Arrangements (Contact numbers, rescue procedures, location of first aid kit)

12. COVID-19 Aware First Aid Provision
13. 999 or Site Emergency Protocol
14. Briggs Assure Reporting System
    a. Risk Module: Unsafe Behaviours or Unsafe Conditions e.g., personnel not following procedure or weakness in management of COVID controls
    b. Incident Module: Near Misses (e.g., cleaning protocols not performed after a suspected case of COVID-19 in workplace)
15. COVID First Aid Protocol

Completed by:	Jeremy Jones Adam Marshall	Role:	Divisional HSEQ Manager HSEQ Officer	Date:	05/02/2021	Date of next review:	25/06/2021
Approved by:	Scott Ward	Role:	Group HSEQ Manager	Date:	05/02/2021		