

RISK ASSESSMENT – HWH

No.	OPS 007
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DIVISION:	All areas	LOCATION:	Harwich International Port
OPERATIONS COVERED BY THIS ASSESSMENT:			
All HWH Operations – COVID-19			
MAXIMUM NO. OF PEOPLE EXPOSED:		About 1200 including visitors and contractors	
FREQUENCY & DURATION OF EXPOSURE:		24 / 7	
HAZARDS:			
<p>1. Being exposed to the SARS-COV-2 virus whilst working for HPUK and contracting COVID-19, a zoonotic microorganism which can cause a mild to serious illness and in some cases death. Symptoms include a persistent cough, sore throat, high temperature, shortness of breath, aches and in some cases pneumonia</p>			
ACTION ALREADY TAKEN TO REDUCE THE RISK:			
<i>(N.B. There must be at least one control measure for each hazard. Hazards may be linked to a specific control measure using a reference if required)</i>			
<ol style="list-style-type: none"> 1. Coronavirus Steering Group (Gold Command) formed – meetings 3 times weekly to coordinate and lead HPUK response. Chaired by the CEO, members HPUK Executive Committee, Head of Corporate Communications, Head of ISD, Head of Health and Safety. 2. Creation of an HPUK Contingency plan 3. Creation of individual Departmental contingency plans and plans for LTP and HWH 4. Senior Management Team participate in a COVID-19 update conference call 3 times per week 5. Government guidance on hygiene and other control measures communicated widely through regular briefings, posters, letters and emails sent to all employees 6. Special emphasis given to the need to wash hands regularly, observe 2 metre social distancing and wear suitable face masks at all times 7. Disposable latex gloves are readily available to all staff who require them 8. Significantly increased procurement effort and spend - obtained plentiful supplies of masks, disinfectant (0.25% hypochlorite), hand sanitiser, gloves, cleaning kits and other materials 9. Introduced hand sanitisers in and around offices/buildings and implemented a refill system 10. Introduced cleaning kits for use in all plant (0.25% hypochlorite, paper towels, gloves, safety card, bag) 11. Introduced individual cleaning kits for office environments (0.25% hypochlorite, paper towels, gloves, safety card,) to allow employees to use between contract cleaning operations. 12. Introduced an enhanced cleaning regime with our cleaning contractors, with increased cleaning regime in the Passenger Terminal for regularly handled items, such as hand rails and door handles 13. Hypochlorite refill station set-up in Engineering stores 14. Set up a second Operations Centre to facilitate a move if required through contagion 15. Introducing home working for all those for whom it is practical and provided appropriate IT support 16. Set workstations up in vacant office space to separate key staff members 			

17. Reorganised rest facilities to minimise the risk of congregation and contagion to specifically avoid people from different teams coming into contact
18. Individual plant assigned to operators where available
19. Social distancing in the Operation Centre to provide segregation between teams and ensuring employees are working in work stations at least 2 metres apart
20. Vehicle Reception Team relocated to a separate building to support social distancing
21. Hauliers passport self-scan process implemented as part of the mandatory passports passport checks at the Operations Centre
22. Locking down buildings and offices to visitors. IT provided so meetings completed remotely
23. Relocated the Trailer Checking team from the small office shared with Security staff to the larger Operations Centre area.
24. Suspended routine maintenance tasks to reduce the exposure to the limited number of critical engineers
25. Suspended all training where it cannot be done within social distancing guidelines
26. Provided hand sanitiser dispensers at the haulier counter and reducing the need to handle haulier's paperwork during check-in
27. Checking the temperature of employees arriving for work if requested. It has been implemented in office locations and on a reactive basis
28. OHC support
29. Retained the services of 2 specialist companies to undertake deep-cleans of any areas or equipment in the event of a suspected case of COVID-19 including the use of 2 fogging machines
30. HR support – welfare phone calls and RTW, including all new critical safety protocols. Employees advised to arrive later than required on first day so briefing can be completed if need additional support
31. Key Worker status recognised by HM Government with free movement of staff to and from work
32. Locked down the Passenger Terminal between vessel calls to limit the number of non-essential visitors
33. Perspex screen installed in Operations Centre to Protect staff from freight drivers during check-in procedure. Two metre segregation of freight drivers reinforced with floor markings.
34. Perspex removable screens used in reception area for protection of staff during pass issuance or interaction with passengers.
35. Perspex screens installed at all Border Force Control Desks within the Passenger Terminal
36. Staggered start times where applicable/practicable and team rotations introduced where some colleagues work in the office one week and then swap to work at home the following week. Adjusted shift times for people deemed particularly vulnerable by OHC
37. Introduction of health declaration form for visitors to declare personal health prior to arriving onsite at any Hutchison Port location
38. Paperless processes implemented with Stena ships to remove the need to physically handle documentation
39. New reports issued daily to monitor absence trends relating to the virus outbreak in Hutchison Ports and across the UK
40. All external recruitment frozen to remove opportunities for members of the public to be onsite at any Hutchison Port location

41.	Full sick pay provisions applied for employees self-isolating with advice provided to employees on the sickness and self-isolation procedure
42.	No longer permitting any national or international business travel
43.	Introduced track and trace procedures to contact colleagues who have been in contact with a confirmed case. Any high risk contacts identified in this process are sent to local testing centre
44.	The Supervisor completes a Toolbox Talk with Port Operatives, Ships Crew and Agents on the control measures to be followed before commencing operations on all ad-hoc vessels
45.	Cargo for ad-hoc vessels that requires to be driven by port employees is shut out 72 hours before the vessel arrives to ensure contamination is minimised

REFER TO ALL RELEVANT SSOW, SCOP etc.

Now consider how likely each of the possible outcomes is, using the guidance below:

Likelihood	Indicative frequency	L
Almost certain: expected to occur in most circumstances; history of frequent occurrence	Weekly	5
Likely: strong possibility; history of regular occurrence	Monthly	4
Possible: might occur at some time; history of occasional occurrence	Annually	3
Unlikely: not expected, but slight possibility of occurrence at some time	1 in 10 years	2
Rare: will only occur in exceptional or freak conditions	< 1 in 20 years	1

Put **L** in each line against its corresponding outcome. Now multiply **S** by **L** and put the answers in the sub-risk column:

OUTCOME * S	LIKELIHOOD L	RISK RATING	
		Sub-risk	Highest Risk
5 Catastrophic Multiple fatality or widespread destruction	3	15	15
4 Major Single fatality or life changing injury	3	12	
3 Moderate Other reportable injury	4	12	
2 Minor First aid injury	4	8	
1 Insignificant Non-first aid injury	4	4	

1-6 Low

7-11 Medium

12-15 High


16+ Very high

Further control measures **MUST** be considered if the risk is high.

If the risk is very high activities must cease or not be carried out.

FURTHER ACTION REQUIRED: (once completed, add to 'action taken' and re-assess risk)

FURTHER ACTION COMPLETION DATE:

SIGNED: 	First Assessed by:	Eddie Scoggins Nigel Ross	Date: 15 4 2020 20 4 2020
	Position:	Senior Manager - Operations Support	
	Current Assessment by:	Robert Hymers	Date: 17 4 2020
	Position:	Operations Support Coordinator - Safety	
HEAD OF HEALTH AND SAFETY	CURRENT REVIEW:	14/05/2020	REVIEW DATE: 21/10/2020

* More guidance on reputational, legal, operational, financial and environmental outcomes is contained in the Risk Assessment Code of Practice