

Coronavirus Risk

Order	Risk Description	Assessment					Current Mitigation											
		Likelihood	Impact	Initial Impact					Likelihood	Impact	Residual Impact							
				Likely	Financial	People	Environment	Reputation			Risk	Likely	Financial	People	Environment	Reputation	Risk	
9 L	Person infected with Coronavirus spreading the virus to employees or contaminating surfaces.	<ul style="list-style-type: none"> See COVID-19 likelihood register 	<ul style="list-style-type: none"> Significant reduction in available resource due to employees having to isolate. Reluctance of staff to attend work due to employee infection. Possibility of serious illness and fatalities. Potential reduction in service levels due to reduced resource availability. Financial impact of mitigation and potential inability to service customers as a result of reduced resource. The age demographics of our employees make the potential impact higher Potential legal and reputational damage should the Authority not appropriately mitigate the likelihood of infection. 	4	3	5	1	5	56	<ul style="list-style-type: none"> See COVID-19 likelihood register 	<ul style="list-style-type: none"> Mitigation protecting employees reduces potential spread of infection and impact of serious legal and reputational damage. 	2	3	4	1	4	24	Med



Coronavirus Risk: Likelihood

When assessing likelihood - it is an assessment of the likelihood of the risk of a "person infected with Coronavirus spreading the virus to employees or contaminating surfaces".

Activity	Initial Likelihood Assessment		Current Likelihood Assessment	
	Description	Score	Mitigation	Score
Keeping employees informed	<ul style="list-style-type: none"> Employees may not be up to date with the latest guidance. 	3	<ul style="list-style-type: none"> Executive meeting three times a week to discuss coronavirus pandemic and issuing regular communications to employees. 	2
Working from home	<ul style="list-style-type: none"> While working from home reduces the likelihood of spreading of coronavirus, it increases health and safety risks of employees working in an inappropriate environment. 	3	<ul style="list-style-type: none"> Employees working from home have been provided with additional health and safety guidance regarding working from home. Managers have been encouraged to stay in contact with employees working from home and monitor their wellbeing. Managers will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can. Mental Health First Aiders are in place and can provide support to employees who require it 	2
Returning to the office	<ul style="list-style-type: none"> The Authority has implemented significant mitigation that employees may not be aware of, reducing the effectiveness of said mitigation. 	4	<ul style="list-style-type: none"> Employees are notified of any changes to working practices via email and text message. Employees are encouraged to use public transport to travel to work as a last resort. 	2
Travelling for work	<ul style="list-style-type: none"> It is not possible to maintain social distancing in some vehicles and vessels. 	4	<ul style="list-style-type: none"> Staff should not be using public transport when conducting Authority business Controls and dashboards of shared vehicles should be cleaned regularly and frequently throughout the shift. Keys, handles, locks and catches and handrails are to be sanitised after each use. Shared vehicles to be assigned to one person per day where possible. Ventilation should be maintained at all times, with windows open where possible. Pilots are recommended to use masks in taxis. Taxi drivers are required to ensure that the taxi/vehicle is cleaned regularly, and meet the HSW002 guidance. Taxi drivers are to pick up one passenger at a time, where possible. Taxi drivers are to inform passengers to sit in the rear, to maintain as much social distancing as possible. If more than one pilot is picked up, it is not possible to remain 2 metres apart, staff should sit side by side, or facing away from each other, rather than face to face if possible. 	2

Cross-infection between staff	<ul style="list-style-type: none"> • Employees displaying symptoms could infect others. • Employees told to shield are at increased risk of serious impacts from infection. 	3	<ul style="list-style-type: none"> • Where possible, employees have been requested to work from home, reducing risk of contamination. • Employees are regularly reminded to stay at home if they display any of the symptoms (new continuous cough, high temperature, loss of taste or smell). • Employees told to shield are currently furloughed. • See items on use of buildings, vessels, facilities etc 	2
Moving around and use of buildings	<ul style="list-style-type: none"> • The Authority's buildings have narrow corridors and some small offices, limiting the ability to socially distance. • Multiple touch points that could be contaminated. 	3	<ul style="list-style-type: none"> • Where possible, employees have been requested to work from home, reducing occupancy. • "Coronavirus (COVID-19): Safer transport – guidance for operators" states that you are very unlikely to be infected from walking past another person. • Guidance displayed at building entrances and in corridors highlighting the rules of each building (taking note of guidance, keeping left in corridors, staying 2m from others, and hygiene advice). • Entry and exit points to be clearly marked, and where practical should be different. • Hand sanitiser provided at entry and exit points. • Employee encouraged not to travel between buildings. • Increased cleaning regime of shared areas and touch points. 	2
Utilising toilets	<ul style="list-style-type: none"> • Some toilets are too small to allow for social distancing. • Multiple touch points that could be contaminated. 	3	<ul style="list-style-type: none"> • Where social distancing can not be maintained within a toilet capable of multiple occupancy, locks moved to the outer entrance. • Guidance displayed in toilets regarding effective hand washing. • Paper towel dispensers installed. 	2
Utilising shared kitchens	<ul style="list-style-type: none"> • The Authority has a number of small shared kitchens that each service a large number of employees, limiting the ability to socially distance. 	4	<ul style="list-style-type: none"> • Where possible, employees have been requested to work from home, reducing usage. • Occupancy notices displayed at the entrance to each kitchen highlighting the maximum number of people permitted and highlighting advice (staying 2m from others and hygiene advice). • The floor outside kitchens has been marked to allow for a 2m separation queue. • Kitchens are stocked with cleaning supplies. 	2
Utilising office space	<ul style="list-style-type: none"> • The Authority has limited office space and so occupancy levels are high and desks are close together limiting the ability to socially distance. 	4	<ul style="list-style-type: none"> • Where possible, employees have been requested to work from home, reducing occupancy. • Occupancy notices displayed at the entrance to each office highlighting the maximum number of people permitted and highlighting advice (staying 2m from others and hygiene advice). • Employees encouraged to keep offices well ventilated. • Offices stocked with cleaning supplies. • Increased cleaning regime of offices. • Employees will be provided gloves and face coverings for when social distancing can not be maintained for specific activities. 	2

Utilising meeting rooms	<ul style="list-style-type: none"> The Authority's meeting rooms are small, and some have very limited ventilation. 	4	<ul style="list-style-type: none"> Where possible, employees have been requested to host meetings online. Occupancy notices displayed at the entrance to each meeting room highlighting the maximum number of people permitted, permitted seating positions marked and highlighting advice (using only the marked seating positions, staying 2m from others and hygiene advice). Meeting rooms stocked with cleaning supplies and hand sanitiser. Increased cleaning regime of rooms. 	2
Utilising ready rooms	<ul style="list-style-type: none"> Some of the Authority's ready rooms are small limiting the ability to socially distance. 	4	<ul style="list-style-type: none"> Staggering use of shared areas. Additional ready room areas have been established Maintaining distancing by separating personnel when sitting together Ready rooms stocked with cleaning supplies and hand sanitiser. Increased cleaning regime of rooms. 	2
Hot-desking	<ul style="list-style-type: none"> Shared use of equipment greatly increases the risks of infection via contaminated surfaces. 	4	<ul style="list-style-type: none"> The default position is that hot-desking is not permitted, however there are some areas (such as reception, ready rooms and VTS) where hot-desking will still be required. In these circumstances, staff have been provided with cleaning supplies and briefed to clean desks, phones, keyboards, mice and any other shared equipment before use. 	2
3rd party visitors	<ul style="list-style-type: none"> Third parties could have coronavirus practices incompatible with the Authority's and pose a significant risk to Authority employees. 	3	<ul style="list-style-type: none"> Attendance of a third party will only be permitted if necessary to the operations of the Authority. Each request to considered on a case by case basis and approved by a member of the executive. On arrival, third parties will be required to use the hand sanitiser provided and await collection by the responsible person. The responsible person will give the contractor an on site briefing to cover the Authority requirements for COVID-19. During this briefing, the contractor will be given information on areas which are restricted. 	2
Handling of paperwork and deliveries	<ul style="list-style-type: none"> Studies suggest that coronaviruses may persist on surfaces for a few hours or up to several days 	2	<ul style="list-style-type: none"> Where possible, paperwork and packages should be left for as long as possible to avoid contamination. Where not possible, employees should thoroughly wash their hands after handling paperwork and packages. 	1

Pilots embarkation, disembarkation and on-board vessel	<ul style="list-style-type: none"> A pilot may encounter an infected person or contaminated surfaces on-board a vessel. 	3	<ul style="list-style-type: none"> The Authority require the Health Declaration form to be completed and submitted to the Port Health Authority. The Authority will receive information on the health of the ship and crew, where there are no issues identified the servicing of the vessel continues as normal. VTS to confirm directly with vessels prior to pilots embarking whether there are any passengers or crew displaying symptoms. Pilots and launch crew are also advised to confirm positive health status with vessels if in doubt. Where there is a declared health issue this information is discussed with the Port Health Authority and if necessary Public Health England for guidance. Such vessels will not be served a pilot until a further risk assessment has been conducted and mitigations have been considered. A process for Pilots and Pilot Launch Crew has been published (via email) to deal with a suspected COVID-19 case on a vessel. Pilots will observe the social distancing requirements where practicable. Pilots have been provided gloves, hand sanitiser and wipes and face coverings for when social distancing can not be maintained. In case of having to pilot a vessel with a suspected or confirmed case of Coronavirus, the Authority has secured a supply of specific PPE. 	1
Transport in launch	<ul style="list-style-type: none"> It is not possible to maintain social distancing within the launches. Pilots and Pilot Launch Crew are in close proximity to one another and regularly interacting with each other. 	4	<ul style="list-style-type: none"> Pilot Launch Crew has been issued with cleaning products and hand sanitiser to keep surfaces and hands clean whilst in operation. Launch to be cleaned before and after use and frequently touched surfaces to be wiped down as often as possible. Pilot Launch Crew and Pilots have been issued with face coverings, the use of which is mandatory. Screens have been installed between the Pilot Launch Crew seating and Pilot seating. Pilots are to be seated as directed by Pilot Launch Crew where maximum distance can be maintained. Number of passengers limited to 4 (or less when reasonably practicable). Launch heating/ ventilations systems adapted for fresh air supply. Pilot Launch Crew are advised to ensure that ventilation is in place, doors, windows and hatches can be opened where suitable. Time on the launch vessel should be kept to a minimum. 	2

<p>Working from launches (buoy maintenance, survey, sampling, working on tide gauges)</p>	<ul style="list-style-type: none"> • It is not possible to maintain social distancing whilst carrying out all operations. Marine Support crew are in close proximity and regularly interacting with each other. 	<p>4</p>	<ul style="list-style-type: none"> • Crews have been issued with cleaning products and hand sanitiser to keep surfaces and hands clean whilst in operation. Vessels to be cleaned before and after use and frequently touched surfaces to be wiped down as often as possible. • Non-essential maintenance, survey and sampling has been deferred. • Crew are advised to ensure that ventilation is in place, doors, windows and hatches can be opened where suitable. • Employees will observe the social distancing requirements where practicable. • Employees will be provided gloves and face coverings for when social distancing can not be maintained. • Additional PPE will be provided where appropriate to meet the hazards and risks associated with the task. 	<p>2</p>
<p>VTS activity</p>	<ul style="list-style-type: none"> • Shared use of equipment greatly increases the risks of infection via contaminated surfaces. 	<p>3</p>	<ul style="list-style-type: none"> • VTS operations room is restricted to VTS personnel and authorised personnel only. • Attendance of contractors and service engineers are pre-notified and minimum contact/social distancing applied. • Non essential maintenance has been deferred. • VTS staff undertake their own cleaning of the workspace (see hot-desking). • Document transfer is via specially installed external tray to reduce person to person risk (see handling of paperwork). 	<p>2</p>
<p>Staff training</p>	<ul style="list-style-type: none"> • The Authority's meeting rooms are small, and some have very limited ventilation. 	<p>3</p>	<ul style="list-style-type: none"> • Where possible, training should be hosted online. • Where that is not possible, the occupancy rules of the host room will apply (including the 2m rule on social distancing). • Courses undertaken at Authority offices will be assessed on a case by case basis. Health and safety certification has been extended for First Aid, Fire and other courses. • Avoid use of badly ventilated meeting rooms 	<p>2</p>
<p>Essential works activity in close proximity or enclosed spaces</p>	<ul style="list-style-type: none"> • It is not possible to maintain social distancing on some vessels. • Engineering employees are in close proximity to one another and regularly interacting with each other. • It is not possible to maintain social distancing when conducting some IT activity, such as server room works or works undertaken at Landguard. 	<p>3</p>	<ul style="list-style-type: none"> • Certain routine activities have been deferred. • All essential works be subject to a review of operating procedure / method statement prior to works proceeding. These reviews are completed with employees in an collaborative way to ensure that we are taking appropriate and reasonable precautions to protect employees. • Employees will observe the social distancing requirements where practicable. • Employees will be provided gloves and face coverings for when social distancing can not be maintained. • Additional PPE will be provided where appropriate to meet the hazards and risks associated with the task. 	<p>2</p>

Occupational health assessments	<ul style="list-style-type: none"> • It is not possible to maintain social distancing whilst conducting health assessments. 	3	<ul style="list-style-type: none"> • Occupation health services are via an external contractor who will undertake appropriate risk assessments before working on site. • An enhanced cleaning routine has been put in place for the conference room in Harbour House. • Appointment times have been extended to allow thorough cleaning between appointments. 	2
Inacting emergency proceures	<ul style="list-style-type: none"> • Employees are likely to ignore social distancing in an evacuation. • Social distance can not be maintained whilst providing first aid. 	2	<ul style="list-style-type: none"> • It is recognised that during an emergency evacuation, it may not be possible to stay 2m apart. • In the event of fire alarm activation, everyone is to evacuate the building and make their way to the muster point. • No sweeping is to take place, evacuation is the priority. • No marshals should investigate the cause of the fire, but instead wait for the fire service to arrive and deal with any alarm activations. • Social distancing does not need to be maintained in emergency situations such as evacuation from the building (apart from at the assembly point), assistance during an evacuation, first aid incidents. • First aiders are to avoid touching their face and wash their hands thoroughly for 20 seconds after contact with someone who is unwell. 	2

Risk: Scoring

Score	Likelihood	Impact			
		Financial	People	Environment	Reputation
5	<ul style="list-style-type: none"> Frequent Occurs every year Has occurred recently or is currently being experienced Complex processes with minimal checks and balances Many factors outside the Authority's control 	<ul style="list-style-type: none"> Service disruption or failure for more than two days Direct loss of over 10% of revenue (>£2M) or total departmental budget 	<ul style="list-style-type: none"> Health and safety incident resulting in fatalities 	<ul style="list-style-type: none"> Major tier three (national assistance) oil spill, widespread flooding, extensive damage to amenities or other serious environmental impact 	<ul style="list-style-type: none"> Business or reputation damage such as legal action which could result in custodial sentences or extensive media attention
4	<ul style="list-style-type: none"> Probably Occurs every three years Has previously occurred at the Authority Complex processes with some checks and balances Some impacting factors outside the Authority's control 	<ul style="list-style-type: none"> Service disruption or failure for up to two days Direct loss between 5-10% of revenue (£1-2M) or over 50% departmental budget 	<ul style="list-style-type: none"> Health and safety incident resulting in a single fatality or major injury 	<ul style="list-style-type: none"> Serious tier two (regional assistance) oil spill, localised flooding, multiple amenities impaired or other significant environmental impact 	<ul style="list-style-type: none"> Business or reputation damage such as legal action or national attention from media or regulators
3	<ul style="list-style-type: none"> Possible Occurs every 10 years Frequently occurs in the industry but not at the Authority Complex processes with extensive checks and balances 	<ul style="list-style-type: none"> Service disruption or failure for less than a day Direct loss below 5% of revenue (<£1M) or 20-50% of departmental budget 	<ul style="list-style-type: none"> Health and safety incident resulting in serious injury or requires hospital treatment lasting more than 24 hours Strike action by unionised staff 	<ul style="list-style-type: none"> Moderate tier one (small operational) oil spill, environmental amenity impaired or other moderate environmental impact 	<ul style="list-style-type: none"> Business or reputational damage such as legal action or attention from local media or regulators
2	<ul style="list-style-type: none"> Unlikely Occurs every 25 years Has previously occurred in industry but never at the Authority Non-complex process and/or existence of checks and balances 	<ul style="list-style-type: none"> No service disruption Negligible loss of revenue or 10-20% of departmental budget 	<ul style="list-style-type: none"> Health and safety incident resulting in lost time (over seven days) Work-to-rule action taken by unionised staff 	<ul style="list-style-type: none"> Minor environmental impact 	<ul style="list-style-type: none"> Business or reputational impact such as non-significant compliance or legal action.
1	<ul style="list-style-type: none"> Remote Occurs every 50 years Has not occurred before in industry or at the Authority Simple process 	<ul style="list-style-type: none"> No service disruption No loss of revenue 	<ul style="list-style-type: none"> No health and safety impact or incident resulting in cuts or bruises No industrial relation issues 	<ul style="list-style-type: none"> No environmental impact or insignificant environmental impact 	<ul style="list-style-type: none"> No business or reputational impact or business or reputational impact whereby systems could be improved.