

DIVISION:	All areas	LOCATION:	LTP
OPERATIONS COVERED BY THIS ASSESSMENT:			
All LTP Operations			
MAXIMUM NO. OF PEOPLE EXPOSED:		About 120 including visitors and contractors	
FREQUENCY & DURATION OF EXPOSURE:		24 / 7	
HAZARDS:			
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.			
ACTION ALREADY TAKEN TO REDUCE THE RISK:			
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 with regular updates			
4. Rotation of teams introduced to minimise contact within teams in shared office spaces and work areas. Working from home introduced for those with the ability to do so.			
5. Government guidance on hygiene and other control measures communicated widely through regular briefings, posters, letters and emails sent to all employees			
6. Regular communication updates from the CEO, supported by a substantial communications plan which informs all line managers of timely information on business and hygiene matters			
7. Dedicated Covid-19 web pages created on the intranet for all staff to access. Messages sent out on employee app			
8. Twice weekly texts, emails and updates on the employee app to remind employees of social distancing and hygiene requirements			
9. Special emphasis given to the need to wash hands regularly, observe 2 metre social distancing and wear suitable face masks at all times			
10. Significantly increased procurement effort and spend - obtained supplies of masks, disinfectant (0.25% hypochlorite), hand sanitiser, gloves, cleaning kits and other materials			
11. Introduced hand sanitisers in and around Reception areas where contact with external customers/clients may take place and implemented a refill system			
12. Additional Security gates opened to reduce the number of personnel exposed in one area			
13. Marked lines at 2 metre intervals at entrances and staff swipe reader corridors to remind colleagues about social distancing			
14. Introduced the mandatory use of face masks for all Hutchison Ports personnel in Hutchison Ports sites			
15. Supplied sufficient cleaning kits for every type of plant, for pre use cleaning (0.25% hypochlorite, paper towels, gloves, safety card, bag)			
16. Resource provided for use as cleaning teams for plant			
17. Hypochlorite refills are managed by safety department			

18. Introduced individual cleaning kits for office environments (0.25% hypochlorite, paper towels, gloves, safety card, bag) Hygiene practices and increased general cleaning rotas for office based employees, particularly in communal areas or areas of frequent use such as door handles, kitchen surfaces, lift buttons, photocopiers and telephones
19. Introduced an enhanced cleaning regime with our cleaning contractors and provided disinfectant and appropriate equipment to allow employees to use between contract cleaning operations
20. 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
21. Reorganised rest facilities to minimise the risk of congregation and contagion to specifically avoid people from different teams coming into contact including the use of deployment rooms
22. Individual plant for operators where available
23. Adjusted shift times for people deemed particularly vulnerable by OHC
24. Review undertaken to identify where measures are required to enable people to continue working in certain roles, where working from home not possible
25. Texting colleagues to arrange different start times
26. Encouraging people to take breaks and meals in their own cars rather than use shared facilities, reduced the use of the mess rooms
27. Introducing home working for all those for whom it is practical and provided appropriate IT support
28. Introduction of port wide Skype conference facilities to help avoid face to face meetings
29. Checking the temperature of employees who are feeling unwell or are suspected of being unwell when at work
30. Contingency in place for opening second Operations/Engineering/IT Centres to facilitate deep cleaning of contaminated areas
31. Changing shift changeover procedures, including staggering start times where feasible, to reduce the need for people to congregate in groups while being assigned to plant and introducing non-verbal instructions to employees in assigning their duties
32. Assigning wherever practical operators to a single piece of plant for the duration of the shift
33. Suspending all training where it cannot be done within social distancing guidelines
34. Assigning vehicles to individual groups, drivers to ensure no more than two passengers are carried in minibuses in the workplace to comply with Government social distancing guidance. Using designated walkways to access work areas rather than using vehicles
35. Introduction of health declaration form for visitors to declare personal health prior to arriving onsite at any Hutchison Port location
36. Introduced contingency measures for avoiding the requirement for visiting ships (for example employing the use of electronic communication) .Along with a vessel quarantine plan for vessels with known cases on board,
37. Requiring all managers to visit their areas regularly and strictly enforce these control measures
38. Strict enforcement of disciplinary procedure for employees breaching procedures relating to absence, hygiene, social distancing or conduct
39. OHC support by phone and email weekly. Counselling service sign posted for employees struggling with wellbeing issues, directed via our onsite Occupational Health provider.
40. No longer permitting any national or international business travel
41. Local Union updated on steering committee outputs as and when changes are made

42.	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
43.	Daily reports generated to monitor absence trends relating to the virus outbreak in London Thamesport & Hutchison Ports UK
44.	All external recruitment frozen to remove opportunities for members of the public to be onsite at any Hutchison Port location
45.	Full sick pay provisions applied for employees self-isolating with advice provided to employees on the sickness and self-isolation procedure
46.	No longer permitting any national or international business travel Critical worker status recognised by HM Government with free movement of staff to and from work
47.	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 covid-19 testing centres (Ebbsfleet)
48.	All visitors /contractors (except hauliers) that are interacting with Hutchison port workers or entering LTP staffed buildings will be provided with a face mask and are required to follow HPHUK covid-19 procedures.

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	RISK RATING	
			L	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


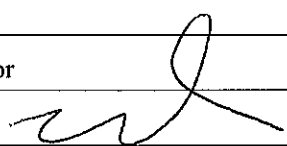
16+ Very high

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: Coronavirus (COVID-19) advice: Public health England, HSE & NHS notifications and guidance to be adopted where applicable

FURTHER ACTION COMPLETION DATE: ongoing weekly

SIGNED: 	First Assessed by:	Ian Iveson	Date: 14. 5 .20	
		Nigel Blown		
	Position:	Health & Safety Advisor		
	Position:	Operations Manager		
HEAD OF HEALTH AND SAFETY	CURRENT REVIEW:	14/05/2020	REVIEW DATE:	14.08. 2020

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