

## Risk Assessment Form

Date	28/05/20	Page 1 of	10	Ref. No.		Assessors Name	R.Ball
<b>1. Instructions</b>	<b>2. Describe the activity including those at risk</b>			<b>5. Are Risks adequately controlled?</b>			
Complete the assessment below in sequence (1 to 7). Use the 'Accident / Incident Potential Matrix' opposite to estimate the risk category and put the relevant numbers in the 'Risk Cat. now' columns.				This is a high-level review of the control required across the HS2 Ltd., for COVID-19. It includes risks to staff, contractors, third parties, visitors, and the public, of the initial return to the workplace			<b>Yes</b> = Existing Management controls plus any additional controls lower the risk to a tolerable level.

Likelihood		Consequence	
1	Highly Unlikely	1	No injury, no lost time
2	Unlikely	2	Minor 'first aid' injury, little lost time
3	Possible	3	Injury or illness causing lost time / multiple minor first aid injuries
4	Likely	4	Major injury / multiple lost time injuries
5	Highly Likely	5	Fatality

	Consequence				
Likelihood	5	4	3	2	1
5	High	High	High	Medium	Medium
4	High	High	Medium	Medium	Low
3	High	Medium	Medium	Medium	Low
2	Medium	Medium	Medium	Low	Low
1	Medium	Low	Low	Low	Low

<b>3. Hazards and associated Risks</b>	<b>Risk</b>	<b>4. Existing Management controls</b>	<b>Risk now</b>	<b>6. Additional company controls</b>
<b>Delay of a co-ordinated response leading to COVID-19 transmission and hazards associated with new ways of working</b>	<b>25 (5X5)</b>	<p>HS2 has mobilised <b>Incident Management Teams</b> (Strategic, Tactical, Operational) to co-ordinate and consider required response actions.</p> <p>We have completed a <b>COVID Secure</b> Tracker to ensure the COVID Secure Guidelines are met all our office locations and activities. This has included the stand-up of the following workstreams:</p>	<b>15 (5x3)</b>	Ongoing monitoring, assurance and review of the application of the controls within this risk assessment and suitability to latest Government guidelines

		<p><b>Building Readiness</b> –which has focused on the application of the Covid-19 Secure Guidelines to HS2 Offices.</p> <p><b>People</b> – This reviewed existing HR activities and broadened these to include training on the practical elements of social distancing in the office and maintaining wellbeing and reviewing the application of policies regarding Covid-19.</p> <p><b>Suppliers based in HS2 Offices</b> – Ensuring the needs of suppliers based in HS2 offices and providing clear guidance to them on our approach.</p> <p><b>Integrated Project Teams</b> – to review approaches on returning to work with a focus on those colleagues who will be returning to JV offices.</p> <p><b>Data Collection</b> –initial data capture on the numbers anticipated to return to offices to complete critical activities or where individuals cannot work from home due to home circumstances. This informed our planning activities with more detailed data capture being carried out later in the process as required.</p> <p><b>Risk Assessment</b> –This focussed on the scope and approach of Risk Assessment processes which were required as part of the return to work; both in terms of our activities, offices and processes, but also individual assessments to cover individual's specific circumstances.</p> <p>Our arrangements have been consulted with our recognised employee Unionised and Non-unionised representative bodies.</p>		
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3.	Hazards and associated Risks	Risk	4.	Existing Management controls	Risk now	6.	Additional company controls
	<b>COVID-19 Transmission in HS2 Offices</b>	<b>25 (5x5)</b>		<p>All staff are to expect to work at home, as per government guidelines, unless there is a specified justification to attend workplaces. This is based on business-critical need or for the welfare of the individual.</p> <p>Those identified as requiring to attending offices will complete an individual assessment, an e-learning briefing and daily self-declaration.</p> <p>HS2 Offices have been reviewed using the COVID Secure government guidelines and DfT shared practice. Covering cleaning, social distancing arrangements, traffic-flow systems, and emergency arrangements.</p>	<b>10 (5x2)</b>		Arrangements will be monitored during initial mobilisation to support early identification of any issues to ensure resolutions are implemented in a timely manner.
	<b>COVID-19 Transmission Whilst working out of office environments</b>	<b>25 (5x5)</b>		<p>Our approach starts with eliminating the need for as many site visits as possible through an initial review of the justification to attend the site to only those that are essential and ends with considering appropriate controls upon return home.</p> <p>Specific guidance has been included as an update to the HS2 <a href="#">Working Outside Office Environments risk assessment</a> and those organising the activity are required review this in relation to the specific hazards and risks associated with the specific activity being undertaken; in accordance with the <a href="#">Working outside office environments Procedure</a>. The guidance links to the latest <a href="#">Public Health England information on Social Distancing</a> and the Construction Leadership Council <a href="#">Safe Operating Procedure</a> which individuals are required reviewed prior to visiting the site.</p>	<b>15 (5x3)</b>		

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	<b>COVID-19 Transmission in Commuting (Including Fatigue and Driving risks)</b>	<b>25 (5x5)</b>		<p>All staff are to continue to work at home unless, there is a specific justification to attend the office/ site. This is based on business critical or for the welfare of the individual. A desk booking system will ensure there are no unnecessary journeys.</p> <p>Staff have the opportunity for a flexible start times 06.30 – 10.00 and departure times 16.00 – 18.30 and any visitors (if permitted) will be discouraged at these times.</p> <p>HS2 has reviewed access to shower facilities to support cycling.</p> <p>If commuting by private car staff are reminded to consider the impact of driving risks and fatigue, arising from not having undertaken driving several months during lockdown.</p>	<b>15 (5x3)</b>		
	<b>COVID-19 Transmission Employees based in non-HS2 Offices (e.g. IPT JV Offices)</b>	<b>25 (5x5)</b>		<p>An <b>Integrated Project Teams</b> recovery group has been mobilised to share approaches on returning to work with a focus on those HS2 Employees.</p> <p>All staff are to continue to work at home unless, there is a specific justification to attend the office/ site. This is based on business critical or for the welfare of the individual. Where HS2 Employees are based in a JV office are identified as needing to attend an office location they will complete the HS2 Individual assessment and the JV Site specific training.</p> <p>Individuals required to attend other office location (non-hs2/non JV) are required to confirm that the location has a completed a COVID Secure assessment.</p>	<b>10 (5x2)</b>		Arrangements will be monitored during initial mobilisation to support early identification of any issues to ensure resolutions are implemented in a timely manner.

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	<b>COVID-19 Transmission to employees in specific groups</b> (e.g. Extremely clinically vulnerable, clinically vulnerable, new and expectant mothers' etc.)	<b>15 (5x3)</b>	<p>All staff are to continue to work at home unless, there is a specific justification to attend the office/ site. This is based on business critical or for the welfare of the individual.</p> <p>Where staff are identified as needing to attend an office, they are required to complete an individual assessment. This assessment will pre-screen, before attending the office, specific individual conditions so that suitable controls and arrangements can be implemented. This will be supported by further occupational health assessments.</p> <p>Staff and Line managers are required to complete the updated New and Expectant mothers risk assessment in accordance with the HS2 Risk assessment procedure.</p>	<b>10 (5x2)</b>		
	<b>COVID-19 Transmission To First Aiders</b>	<b>10 (5x2)</b>	<p>An assessment of the required first aid provision has been completed aligned to the HSE Guidelines. Due to the minimisation of the number of Staff in the office, the provision of cover will be reduced incorporating that access to emergency services may be affected.</p> <p>Where HS2 provides first aiders a briefing has been provided as to the precautions in relation to breaching social distancing and infection control.</p> <p>It is noted that first aid qualification expiry exemptions apply - <a href="https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</a></p>	<b>10 (5x2)</b>		

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	<b>Display Screen Equipment hazards including Musculoskeletal disorders</b>	<b>20 (4x5)</b>		<p>As Staff continue to work at home for an extended period, staff have been reminded of the existing DSE Procedure and support arrangements, to facilitate the provision of reasonable DSE equipment of those working remotely from Office environments.</p> <p>Continued access to physiotherapy &amp; occupational health services</p> <p>Increased provision of wellbeing webinars focusing on ergonomics</p> <p>Dedicated wellbeing site with information relating to Musculoskeletal disorders</p>	<b>6 (3x2)</b>		
	<b>Impact on mental health</b>	<b>20 (4x5)</b>		<p>A review of HR Policies and process including flexibility on working patterns has been completed.</p> <p>Increased provision of wellbeing webinars briefing session focusing on supporting mental health for both employee &amp; line managers</p> <p>Development of new microsite relating to advice and support for looking after mental health during Covid -19</p> <p>Rollout of pulse survey every 6 weeks</p> <p>Continued access to wellness action plan &amp; stress risk assessment</p> <p>Continued access to Mental Health first aiders and psychological services.</p>	<b>15 (3x5)</b>		

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	<b>Lack of Awareness of new processes</b>	<b>25 (5x5)</b>		<p>Communication on existing channels including Interchange, Managers monthly. Additional communication through dedicated SharePoint area (COVID Micro-site) all staff CEO calls and emails, and communication via the HS2 Alerts emergency messaging system.</p> <p>An eLearning briefing has been developed to inform staff of the COVID office arrangements for staff. Visitors have been initially restricted and an amended to visitor process has been developed to ensure further information is provided.</p>	<b>15 (5x3)</b>		<p>Arrangements will be monitored during initial mobilisation to support early identification of any issues to ensure resolutions are implemented in a timely manner.</p>
	<b>COVID-19 Transmission In Construction Supply Chain</b>	<b>25 (5x5)</b>		<p>We are working closely with our supply chain to review the works on all our construction sites in line with Public Health England (PHE) and the Construction Leadership Council (CLC) advice on dealing with COVID-19.</p> <p>The guidance requests our supply chain focus on eliminating risks associated with the pandemic. Where this is not possible the guidance requests that the supply chain reduces, isolates and controls any risks identified. Every site has undergone a risk assessment, with the introduction of clear management plans and control measures prior to work commencing.</p> <p>Where works cannot be delivered in accordance with the PHE and CLC guidelines, sites have been temporarily closed to ensure the safety of our staff and the communities in which we are working.</p>	<b>15 (5x3)</b>		<p>Every construction site across the line of route will remain under constant review, and at any time our supply chain are not able to follow PHE and CLC guidelines, we will take appropriate actions to ensure the safety of the workforce and communities in which we are working. This could include pausing works that cannot be delivered within the guidance.</p>

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	<b>COVID-19 Transmission Community Engagement</b>	<b>25 (5x5)</b>		During this period, we have taken the decision to postpone all public face-to-face engagement events and meetings. We have put in place alternative ways of communicating and engaging with communities over the coming weeks and months and the HS2 Helpdesk remains available.	<b>5 (5x1)</b>		
	<b>COVID-19 Transmission (wider activities)</b>	<b>15 (5x3)</b>		Directorates and teams are required to conduct local risk assessments, in accordance with the HS2 Risk Assessment procedure, where it is identified that activities conducted by their team are not set out in this risk assessment.	<b>10 (5x2)</b>		