

COVID-19 PANDEMIC: ASSESSMENT – LEVEL 1

Management of Health & Safety at Work Regulations 1999

Updated Assessment Effective from 18/01/2021 – Amendments Highlighted extending to All UK CAA offices confirmed as Covid-19 Secure



This form is to be completed by the Responsible Person
as part of the CAA Health and Safety at Work policy and procedures in accordance with 'Health and Safety' guidance set out on the Intranet site.

Ref: COVID-19 Level 1	Date 01/09/2020	Location All CAA UK Offices - Confirmed Covid-19 Secure		
Risk Assessment Completed by Competent Person				
Name Mtinawa Banda	Job Title Head Health Safety and Security	Date 18/01/2021	Department COO	Signature M.Banda
Report accepted by Responsible Person				
Name Jane Cosgrove	Job Title People Director	Date 24/08/2020	Department HR	Signature
Scope This risk assessment covers occupation of UK CAA Offices during the 2020 SARS-CoV-2 virus outbreak and the requirements to ensure offices are Covid-19 secure and continue to be safe for occupation. It takes account of the CAA's requirements to maintain regulatory oversight of the UK aviation industry while protecting, so far as reasonably practicable, CAA colleagues and others who may be impacted by that operation. The assessment only relates to potential cross contamination by SARS-CoV-2 virus (including variants) and possible transmission of Covid-19 and does not cover other standing risks within the office environment, these being covered by other specific risk assessments. It takes account of the UK Government's (and where necessary devolved Parliaments and Assemblies), health, safety and hygiene advice and guidance to reduce sources of virus contamination. This assessment is subject to review as and when new guidance and information becomes available or operational requirements change. Definition: Level 1 is defined as an assessment for making the UK CAA Offices, Covid-19 secure.				
Distribution: CAA Colleagues, Responsible Person SLO / Safety Representative, CAA HHSS				

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Item or Activity		Occupation of UK CAA Offices Confirmed Covid-19 Secure during Pandemic outbreak of SARS-CoV-2 virus					
Persons at Risk		All CAA Colleagues Inclusive of CAA Colleagues coming under either of the definitions below where NHS Guidance indicates they are at higher risk of experiencing serious illness: - Clinically Extremely Vulnerable - Clinically Vulnerable CAA Colleagues having household members who come under either of the above definitions. Contractors based in CAA offices Contractors visiting CAA offices to support infrastructure activities Visitors					
		Potential for those working or visiting CAA Offices to be exposed and cross contaminated with SARS-CoV-2 virus (including variants) and possible transmission of Covid-19 from an infected person attending the offices.					
		1. Reduced numbers attending office based on task, collaboration requirements, wellbeing 2. Maintenance of social distancing while in office 3. Advice to regularly follow personal hygiene measures 4. Cleaning regime in place to clean potential surface contamination 5. Routine maintenance activities only on site – visiting contractors briefed and required to follow hygiene requirements 6. No site visitors permitted - unless prior agreement and specific task/visit risk assessment are in place					
Current Risk Rating	Low	Severity	4	Probability	2	Risk Score	8
Current Control Measures Adequate							No
Additional Control measures required to ensure office Covid-19 secure							

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Colleagues

1. In England all those in the **Clinically Extremely Vulnerable** category **must stay at home** in line with UK Government guidance. They must discuss with their line manager work/arrangements to enable home working. The situation for those in the Clinically Extremely Vulnerable category living within either a Scottish Level 4 area (individuals will receive a shielding notification) or a Welsh Alert Level 4 area must also stay at home in line with guidance from the respective devolved Parliament or Assembly. All efforts should be made to allow home working, where this is not possible this should be discussed with line managers who should look to change role/activities accordingly.
2. All CAA colleagues **must work from home** unless there is an essential business or personal need to come into the office. Line managers must agree office attendance following the [Essential Safe Mutually Agreed \(ESMA\)](#) guidance. Where helpful an individual's specific requirements can be recorded on an [ESMA risk assessment form](#). The form is not mandatory for all ESMA conversations.
3. **Colleagues should NOT travel for business unless the work being undertaken is considered essential and approved via the ESMA process.** Colleagues cannot attend work if they are subject to self-isolation/quarantine restrictions following international travel, unless exempt under [Government traveller exemption](#).
4. Where a colleague is in the **Clinically Vulnerable** category (as defined by UK Government and NHS Guidelines) and there is a requirement or desire not to work from home the ESMA conversation, dependant upon the reason, must either consider a change in tasks/activities undertaken by the individual to facilitate homeworking or ensure the 2m social distancing in the office can be maintained and explore/ identify any additional measures necessary to ensure safety. Any changes in activity or additional safety measures must be recorded on an ESMA form.
5. Within offices a restricted number of workstations are available to ensure social distancing and must be booked prior to attendance through the relevant business area Chain Representative
6. Colleagues who attend an office shall do so only if fit and providing they have not have been in contact with a confirmed case or suspect case of Covid-19 for 10 days..
7. Where possible colleagues should only travel to work using their private car, cycling or walking.
8. If travelling on public transport carry hand sanitiser and wear face covering both to and from work.
9. Consideration should be given to group separation/shift patterns to limit potential spread within cohorts and staggering arrival and departure times.
10. While working in the office colleagues must follow safe systems of work this will include;
 - a. On entry to the building use hand sanitiser in entrance lobbies.
 - b. On entry where temperature checkers are in use, check temperature and leave immediately if high temperature is recorded.
 - c. Follow good hygiene practices washing hands regularly for 20 seconds and hand sanitising when necessary.
 - d. Maintain social distancing of 2m.
 - e. When moving about offices face coverings **must be worn**. They are not required when at a workstation **however colleagues should feel free to wear one if they so wish**.
 - f. Use only allocated desks.
 - g. Follow any one-way systems.
 - h. Work to defined shift patterns and office working hours.
 - i. Use of lifts following restricted occupancy limits.
 - j. Avoid shouting or raising voices to reduce droplet spread.
 - k. Ensuring at a facility that requires cleaning prior to next use, that the cleaning card indicator is turned from Green to Red.
 - l. Completion of an additional risk assessments where it is considered necessary to introduce further local control measures either for individuals or a task.

