

## SSE Safety, Health & Environment Risk Assessment



<b>Description of Work or Task:</b>	SSE GROUP COVID-19 RISK ASSESSMENT
<b>Location of the Work Activity:</b>	Various
<b>Who or What May be Affected?</b>	SSE employees, visitors, customers and contractors

Hazard	Risk/incident that could occur and most likely injury or loss	Level of risk if uncontrolled	Controls to reduce risk and prevent incidents and loss	Level of residual risk
Personnel with symptoms or living with household members with symptoms spreading the virus on SSE Premises	COVID-19 could be contracted or passed on	<b>HIGH</b>	<p>Follow the government guidance on self-isolation</p> <p><u>Critical Control Room Staff:</u></p> <p>Identified critical workers to apply SSE in-house testing COVID-19 process</p> <p><u>General</u></p> <p>Critical workers to consider using the Government testing facilities to determine current or previous contamination of COVID-19. Notify HR of results</p> <p>Identify a designated Covid-19 isolation area in advance, area to include;</p> <ul style="list-style-type: none"> <li>• Ventilation, i.e. via a window,</li> <li>• Tissues, hand sanitiser, disinfectant and/or wipes,</li> <li>• PPE; gloves, masks,</li> <li>• Clinical waste bags</li> </ul> <p>This area could be a meeting room or a First Aid room</p>	<b>LOW</b>
Impact on employee mental health and wellbeing	Welfare and mental health issues	<b>MEDIUM</b>	<p>Keeping in touch with employees on a regular basis if they are working from home/working remotely and helping them stay connected to those operating in an outdoor environment, especially if the majority of their colleagues are on-site</p> <p>Provide mental health support to all employees via Nuffield, EAP and Mental Health First Aiders</p> <p>Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security</p>	<b>LOW</b>
Inadequate ventilation (mechanical) to mitigate the transmission risk of COVID-19	COVID-19 could be contracted or passed on	<b>E-3 HIGH</b>	<p>Ensure the following controls are applied by your local Facilities Maintenance service provider as per the relevant governing body guidance.</p> <p>Ventilation into the building should be optimised to ensure the maximum fresh air supply is provided to all areas of the facility wherever possible. Ensure the following controls are applied by FM service provider.</p>	<b>B-3 LOW</b>

Hazard	Risk/incident that could occur and most likely injury or loss	Level of risk if uncontrolled	Controls to reduce risk and prevent incidents and loss	Level of residual risk
			<ul style="list-style-type: none"> <li>- Increase the existing ventilation rate by adjusting the fan speed.</li> <li>- All ventilation or air conditioning system that normally runs with a recirculation mode should now be set up to run on full outside air, ensuring all recirculation dampers are set to closed.</li> <li>- Lower carbon dioxide setting to 400 ppm to match outdoor air conditions</li> <li>- Ventilation systems in buildings, shall be set to run continuously, operating at a reduced speed when unoccupied. Note: As a minimum, time ventilation to start at nominal speed at least 2 hours before the building usage time and switch to lower speed 2 hours after the building usage time.</li> <li>- Use of ceiling fans or desk fans to improve air circulation is acceptable (where no or limited air management is in place), provided there is good ventilation, preferably provided by fresh air.</li> <li>- Air conditioning/fan coil units do not provide any outside air into the room/zone, therefore the risk recirculating potential airborne viral particles may be present. Ensure that there is always source of outside air provision (either natural or mechanical ventilation) when these units are in operation. Note: If there is no means of outside ventilation to the space, switch off air conditioning/fan coil units.</li> </ul>	
Inadequate ventilation (natural) to mitigate the transmission risk of COVID-19	COVID-19 could be contracted or passed on	<b>HIGH</b>	In building areas without mechanical ventilation, the use of openable windows and doors shall be utilised, where possible to ensure maximum fresh air levels at all times during occupancy. Particular attention to heavily occupied areas, including, corridors, reception areas. In all circumstances the security of our assets should not be compromised, and suitable arrangements made.	<b>LOW</b>
Inadequate workplace cleaning regimes	COVID-19 could be contracted or passed on	<b>HIGH</b>	<p>Frequent cleaning of work areas and equipment between uses</p> <p>Frequent cleaning and disinfecting of objects and surfaces that are touched regularly, such as door handles, pump handles, switches and printers, and making sure there are adequate disposal arrangements</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of a shift</p>	<b>LOW</b>

Hazard	Risk/incident that could occur and most likely injury or loss	Level of risk if uncontrolled	Controls to reduce risk and prevent incidents and loss	Level of residual risk
Inadequate provision of hygiene – handwashing, sanitation facilities and toilets	COVID-19 could be contracted or passed on	<b>HIGH</b>	Provision of signs and posters as regular reminders to maintain good hygiene standards of good handwashing technique, the need to avoid touching your face and the need to cough or sneeze into your arm Provide hand sanitiser in multiple locations in addition to washrooms. Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible Enhance cleaning regime for busy areas and minimise use of portable toilets Provide adequate waste facilities and more frequent collection Evaluate workplace environments to determine whether changes to ventilation and filtration provided by heating, ventilating, and air-conditioning systems can reduce the risk of transmission through the air	<b>LOW</b>
Potential to be exposed to COVID-19 when using of common areas	COVID-19 could be contracted or passed on	<b>HIGH</b>	Stagger break times to reduce pressure on break rooms or canteens Utilise outside areas for breaks Reception areas to have 2m distance markings from reception staff. Reception staff to sign visitors register visitor attendance and departure. Visitors have not to sign in/out. Create additional space by using other areas of the buildings Use protective screening for employees in receptions or other shared areas if social distancing cannot be met Removing all communal items that cannot be easily cleaned, such as newspapers and magazines Encourage employees to bring pre-packed food and drink to work with them Reconfigure seats and tables to reduce face to face interaction and to limit total occupancy levels Consider floor marking for other communal areas e.g. toilets, showers, kitchens, locker rooms	<b>Medium</b>
Inadequate design of shift patterns and working groups	COVID-19 could be contracted or passed on	<b>HIGH</b>	As far as possible, where people are split into teams or shift groups, fix these teams or shift groups so that where contact is unavoidable, this happens between the same people Identify areas where people have to directly pass things to each other (for example, job information, spare parts, samples, raw materials) and find ways to remove direct contact, such as through the use of drop-off points or transfer zones	<b>LOW</b>
Inadequate communications and training during return to work phase	COVID-19 could be contracted or passed on	<b>MEDIUM</b>	Provide clear and regular communications to improve understanding and consistency on ways of working on induction / reintroduction Engage with employees through existing communication routes and employee representatives (including through Unions, Councils or representative groups) to explain and agree any changes in working arrangements	<b>LOW</b>

Hazard	Risk/incident that could occur and most likely injury or loss	Level of risk if uncontrolled	Controls to reduce risk and prevent incidents and loss	Level of residual risk
			<p>Develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work and anything workers are expected to bring with them to help maintain new safety or hygiene standards</p> <p><b><i>In ROI: Appoint at least one lead worker representative whose role is to work collaboratively with the employer to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of COVID -19</i></b></p> <p><b><i>In ROI: First aiders or first responders should be provided with updated training on infection prevention and control principles including performance of hand hygiene and appropriate use of personal protective equipment when delivering first aid</i></b></p>	
Inadequate ongoing communications and signage	COVID-19 could be contracted or passed on	<b>MEDIUM</b>	<p>Engage regularly with workers (including through Unions, Councils or representative groups) to monitor and understand any unforeseen impacts of changes to working environments</p> <p>Maintain awareness and focus on the importance of mental health at times of uncertainty</p> <p>Use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language</p> <p>Use visual communications, for example whiteboards or signage, to explain changes to production, outages or materials shortages to reduce the need for face-to-face communications</p> <p><b><i>In ROI: Establish and issue a pre-return to work form for workers to complete at least 3 days in advance of the return to work</i></b></p> <p>Communicate approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience – this can be done in a locally appropriate way. FM will manage this at our bigger sites.</p> <p>When working in public areas, display signage detailing:</p> <ul style="list-style-type: none"> <li>- the course of business</li> <li>- advise public to maintain social distance</li> </ul>	<b>LOW</b>
Use of personal protective equipment	COVID-19 could be contracted or passed on	<b>MEDIUM</b>	<p>This area is covered in the Safety, Health and Environment information briefs available on the intranet</p> <p>Task specific risk assessments and method statements should be followed for your regular work tasks as usual including the correct use of PPE</p>	<b>LOW</b>

Hazard	Risk/incident that could occur and most likely injury or loss	Level of risk if uncontrolled	Controls to reduce risk and prevent incidents and loss	Level of residual risk
Working at office/fixed locations	COVID-19 could be contracted or passed on	<b>HIGH</b>	<p>All employees should work from home if possible to do so</p> <p>Provide suitable equipment for employees to work from home effectively. Protect employees who are at higher risk (pre-existing conditions)</p> <p>Clinically extremely vulnerable individuals have been strongly advised not to work outside the home</p> <p>Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role. Any personal requests from individuals in this category shall be approved by HR Business Partner and Business Lead</p> <p>A vulnerable person risk assessment must be completed</p> <p>Respond appropriately and positively engage with any employee concerns or refusals to work due to workplace health and safety concerns, including providing opportunities for consultation and appropriately implementing additional policies and controls to address hazards identified by employees on an ongoing basis</p> <p>Plan for the minimum number of people on site to operate safely</p> <p>Maximum occupancy numbers should be clearly defined for the site and communicated to all stakeholders using the Building Re-occupancy Standard</p>	<b>LOW</b>
Congested entry and exit to sites, minimising ability to apply social distancing	COVID-19 could be contracted or passed on	<b>HIGH</b>	<p>Implementing staggered or rotating returns to the workplace to reduce the number of employees present at the workplace at any one time. For example, specifying which day(s) an employee or group of employees may come to the workplace</p> <p>Staggering arrival and departure times</p> <p>Limiting passengers in corporate vehicles (work mini-buses), ensuring social distance rules applied</p> <p>Increasing entry/exits points where possible</p> <p>Consider whether emergency evacuation plans need to be reviewed/updated to address changes to access/egress points</p> <p>Introduce one-way flows at entry and exit points, where reasonably practicable this should include stairs</p> <p>Provision of hand washing / sanitiser at entry and exit points where possible</p> <p>Increase cleaning regime at these points</p>	<b>Medium</b>

Hazard	Risk/incident that could occur and most likely injury or loss	Level of risk if uncontrolled	Controls to reduce risk and prevent incidents and loss	Level of residual risk
Moving around buildings and work sites	COVID-19 could be contracted or passed on	<b>HIGH</b>	Revise induction to reflect additional COVID-19 controls Reduce movement by discouraging non-essential movement around work sites Reducing job and equipment rotation (no hot desking) Reducing or eliminating the sharing of tools and equipment (such as keyboards, pens and other tools) between employees, or if sharing is required, providing solution for employees to disinfect tools and equipment between uses Introducing of marked one-way walkway flows throughout buildings Reducing max occupancy for lifts (signs amended to reflect COVID-19 max occupancy) Provide hand sanitiser for the use of around stairways, handrails, doorways and lifts where possible and encourage use of stairs Regulate use of high traffic areas including corridors, lifts, turnstiles, walkways and stairs where possible using signage and markings	<b>LOW</b>
Design of work places and work stations to maintain social distance at work stations	COVID-19 could be contracted or passed on	<b>HIGH</b>	Work stations should be designed to maintain social distancing wherever possible Review layouts to allow employees to work further apart Use floor tape or paint to mark layout where needed Avoid employees working face to face where possible Use screens to create a physical barrier where required Pair employees where there is a regular requirement to work close together (2-person assembly or lifting/maintenance activity that cannot be redesigned). Have sanitising wipes readily available to use after the work has been completed	<b>LOW</b>
Potential to be exposed to COVID-19 when attending meetings and training?	COVID-19 could be contracted or passed on	<b>HIGH</b>	Apply controls detailed above and: Avoid meetings in person where possible – use remote meeting tools Avoid sharing pens, pointers and other objects during meetings Only persons absolutely necessary should attend meetings and meeting attendees should be kept to a minimum Provide hand sanitisation at meeting rooms Hold meetings in well ventilated rooms where possible In areas where regular meetings take place use floor signage to help maintain social distancing Consider maximum occupancy for meetings Remove office furniture where possible to promote social distancing	<b>LOW</b>
Use of changing rooms and showers	COVID-19 could be contracted or passed on	<b>HIGH</b>	Set clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean, clear of personal items, and social distancing is achieved as much as possible	<b>LOW</b>

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			Introduce enhanced cleaning of all facilities throughout the day and at the end of each day	
Work-related travel	COVID-19 could be contracted or passed on	<b>HIGH</b>	<p>Minimise non-essential travel</p> <p>Minimise the number of employees travelling together in the same vehicle, one employee one vehicle where possible</p> <p>Clean shared vehicles at shift handover or changeover</p> <p>Where employees are required to stay overnight away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines</p> <p>Where employees are required to travel together the following is to be applied</p> <ul style="list-style-type: none"> <li>– journeys should be with the same individuals and limited in the number of people travelling per vehicle</li> <li>– maintaining good ventilation, for example keeping windows open and passengers facing away from one another to reduce risk of transmission</li> <li>– vehicles regularly cleaned using gloves and standard cleaning products, with emphasis on handles and other areas where passengers may touch surfaces</li> <li>– where possible, minimise travel distances</li> <li>– wash hands on arrival and maintain social distancing when entering the home</li> </ul>	<b>LOW</b>
Refuelling company vehicles	COVID-19 could be contracted or passed on	<b>MEDIUM</b>	<p>If possible, refuel within company premises</p> <p>If refuelling at a commercial fuel station use disposable gloves to handle the fuel pump if possible and use hand sanitiser and wipes to clean your hands before re-entering the vehicle</p> <p>Use a contactless payment method where possible and pay at the pump</p>	<b>LOW</b>
Work at depots, plants and warehouses.	COVID-19 could be contracted or passed on	<b>HIGH</b>	<p>Provide hand sanitiser for the use of around stairways, handrails, doorways and lifts where possible and encourage use of stairs</p> <p>Regulate use of high traffic areas including corridors, lifts, turnstiles, walkways and stairs where possible using signage and markings</p> <p>Mark and segregate work areas including workshop areas and/or provide screens between work benches etc</p>	<b>LOW</b>

Hazard	Risk/incident that could occur and most likely injury or loss	Level of risk if uncontrolled	Controls to reduce risk and prevent incidents and loss	Level of residual risk
Managing customers visitors and contractors	COVID-19 could be contracted or passed on	<b>MEDIUM</b>	Minimise unnecessary visitors to sites Encourage 'virtual' visits where this is an option Limit the number of visitors at any one time (aligned to maximum occupancy levels for the floor or building) Determine if schedules for essential contractor and maintenance visits can be revised to reduce interaction (out of hours) Maintain a record of all visitors including their emergency contact numbers for tracking and tracing	<b>LOW</b>
Inconsistent guidance across SSE sites (deliveries, contractors and visitors)	COVID-19 could be contracted or passed on	<b>MEDIUM</b>	Site guidance should be explained on or before arrival Establish host responsibilities related to COVID-19, provide training for anyone who acts as a host for visitors on the company policy for COVID-19 controls Review entry and exit routes for visitors and contractors to minimise interaction with employees Coordinate and cooperate with other occupiers for mixed occupancy buildings	<b>LOW</b>
Deliveries of inbound and outbound goods	COVID-19 could be contracted or passed on	<b>HIGH</b>	If necessary, to maintain social distancing, revise pick-up and drop-off collection points, procedures, signage and markings Minimise unnecessary face to face contact at gatehouse security, yard and warehouse for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking Order larger quantities of inbound materials less often to reduce deliveries Where possible and safe, have single employees load or unload vehicles Where possible, use the same pairs of people for loads where more than one is needed Enable drivers to access welfare facilities when required, consistent with other guidance Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways	<b>LOW</b>
Handling goods, merchandise and other materials, and vehicles	COVID-19 could be contracted or passed on	<b>HIGH</b>	Cleaning procedures for equipment, tools and vehicles after each shift and after each use of shared equipment, for example pallet trucks and forklift trucks Avoid sharing tools and equipment where possible. If you must share, then ensure the tools and equipment are effectively cleaned and sanitised between each user Nearby supply of hand sanitiser for employees to use boarding vehicles or handling deliveries when handwashing is not practical Regular cleaning of vehicles that employees may take home Regular cleaning of reusable delivery boxes	<b>LOW</b>
Working on third-party locations	COVID-19 could be contracted or passed on	<b>MEDIUM</b>	Field survey/planning works should focus on areas that have less exposure to the public, where possible. Work should also be planned to keep travelling distance to a minimum where possible	<b>LOW</b>



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			<p>Field operations: call ahead and let customers/landowners know of our intentions to carry out work</p> <p>Face-to-face contact with landowners, third parties etc should be avoided. If necessary, then social distancing guidelines must be followed, ensuring minimum 2m distance at all times</p> <p>Keep outdoors and do not enter any premises, unless necessary. If you must knock on somebody's door, knock and step back a minimum of 2 metres and maintain that distance when answered</p>	
Work on construction sites	COVID-19 could be contracted or passed on	<b>MEDIUM</b>	<p>Employees should be briefed on the need to maintain social distancing and good hand hygiene</p> <p>It should be confirmed that the construction site has in place a coronavirus return to work risk assessment and that it is available to all SSE staff on site and that they have been briefed on its contents</p>	<b>LOW</b>
Principal contractors working on SSE behalf not applying COVID-19 guidance	COVID-19 could be contracted or passed on	<b>MEDIUM</b>	All contractors to confirm their arrangements for managing COVID-19 controls aligned to current government guidance, including arrangements to verify	<b>LOW</b>
Working in domestic properties	COVID-19 could be contracted or passed on	<b>HIGH</b>	Refer to current SSE COVID-19 Working in Domestic Properties guidance document on COVID-19 intranet page	<b>MEDIUM</b>
Administering first aid	COVID-19 could be contracted or passed on	<b>MEDIUM</b>	<p>If possible, maintain a 2m distance from the injured party and give them access to self-medicate or treatment</p> <p>Where not possible to maintain social distancing, for example if CPR is required carry out a personal risk assessment. Consider the severity of the first aid incident and assess this against the potential risk. Have available a means of covering your mouth and nose e.g. surgical mask, full-face visor, triangular bandage, snood or something similar</p> <p>Ensure that prompt hygiene measures are carried out after treating a patient, such as thorough hand washing, and do not touch your face</p>	<b>LOW</b>
Being exposed to COVID-19 during accident, security and incident management	COVID-19 could be contracted or passed on	<b>HIGH</b>	<p>Business leads occupying the site are responsible for the appointment of key people to fill the fire marshal role for the site. Business leads must link in with the local FM team to understand site specific needs and provide details of the colleagues nominated into this role. FM will brief nominated colleagues on what is expected of them</p> <p>In an emergency, an accident, fire or break in, employees do not have to stay 2m apart if it would be unsafe</p> <p>People involved in the provision of assistance to others should use hygiene measures immediately such as hand sanitisers afterwards</p>	<b>Medium</b>
Inadequate active monitoring of COVID -19 controls	COVID-19 could be contracted or passed on	<b>D-3-MEDIUM</b>	Location responsible person to carry out monthly inspections of the location ensuring all applicable risk assessment controls are applied.	<b>B-3- LOW</b>

<b>Hazard</b>	<b>Risk/incident that could occur and most likely injury or loss</b>	<b>Level of risk if uncontrolled</b>	<b>Controls to reduce risk and prevent incidents and loss</b>	<b>Level of residual risk</b>
			Verification visits of the location ensuring all applicable risk assessment controls are applied.	