



# COVID-19 Risk Assessment – Working at Third Party Location

Level 2

RA015



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## Coronavirus (COVID-19) Risk assessment – Working at Third Party Locations

### 1 Scope

Assessment Date	27/07/20	Assessment Completed By	BMS & HR Teams
Locations within scope of this risk assessment	All third-party customer and supplier locations, and any other third-party location that employee may need to visit for short, medium or longer durations.	Areas of company affected	All Divisions and Group Functions
Review Date	27/08/20	To be reviewed by	HR Director

### 2 Risk Assessment

This risk assessment is applicable to all company locations.

Please see section 3 below for risk rating explanations.

<b>Those at risk from infection at work</b>	This is a Public Health issue with the whole population at risk. Employees and visitors are all at potential risk if the precautions listed below are breached.
<b>Number potentially at risk from infection at work</b>	The GCI C19 Policy is for the vast majority of employees to work from home. A relatively small number of employees are being permitted to visit Third Party locations such as customer sites and Data Centres to carry out essential work. These people and their management will comply with POL053 GCI Covid-19 Return to Work Policy which includes specific controls designed to reduce the risk when carrying out these activities. This means the number of people at potential risk is relatively low.
<b>Work involved &amp; Specific Activities assessed</b>	Engineering activities



<b>Risk:</b> <b>Source(s) of infection</b>	Possible: contact with contaminated surfaces, direct skin contact, transfer by coughs, sneezes, aerosols, touching surfaces, particularly door handles, taps and common work amenity controls, opening cupboards, any smooth surfaces.
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Hazard	Risk Rating 1 (L x S)	Control measures	Risk Rating 2 (L x S)	Persons at risk
Exposure from working at a third party location- Employees who are <b>in the 'Clinically Extremely Vulnerable' or 'Clinically Vulnerable' categories</b> (see section 4 below)	4 x 5 = <b>20</b>	These employees will <b>not</b> attend third party locations.  <u>Prior to returning to a role involving working at third party locations for employees in this category, a specific risk assessment for each individual will be undertaken and approved by the HR Director, and all control measures implemented and verified.</u>	1 x 5 = <b>5</b>	Employees in these categories
Exposure from working at a third party location- Employees who are <b>not</b> in the above categories	4 x 4 = <b>16</b>	All employees that need to work at a third party location will complete the Covid 19 Employee Health Questionnaire. HR will review and only authorise their return if all responses are 'no'. HR will review instances where 'yes' in answered and a specific risk assessment will be undertaken if the employee is required to work.  Directors, Heads and Managers will be responsible for ensuring they and any employees under their control that are authorised to work at a third party location, comply with POL053 Covid-19 Return to Work Policy.  As much of the required activities or associated activities should be undertaken away from the location to reduce the need to visit, or the duration of the visit.	1 x 4 = <b>4</b>	Employees in these categories
Inadequate social distancing	4 x 4 = <b>16</b>	Social distancing applying the 2m rule, or 1m using the company issued face mask, if 2m is not viable, must be used wherever possible and in all parts of the location, including when coming to the location, and leaving the location.	1 x 4 = <b>4</b>	Employees and other third parties



		Compliance with P0L53 GCI Covid-19 Return to Work Policy.		
Coming to the location and leaving the location	4 x 4 = <b>16</b>	<p>Social distancing applying the 2m rule, or 1m using the company issued face mask, if 2m is not viable, must be used wherever possible and in all parts of the location, including when coming to the location, and leaving the location.</p> <p>Hand should be washed / sanitised when entering and leaving a location.</p> <p>Compliance with P0L53 GCI Covid-19 Return to Work Policy.</p>	1 x 4 = <b>4</b>	Employees and other third parties
Moving around the location	4 x 4 = <b>16</b>	<p>Social distancing applying the 2m rule, or 1m using the company issued face mask, if 2m is not viable, must be used wherever possible and in all parts of the location, including when coming to the location, and leaving the location.</p> <p>Adhere to any one-way systems of other location specific arrangements that have been implemented.</p> <p>Compliance with P0L53 GCI Covid-19 Return to Work Policy.</p>	1 x 4 = <b>4</b>	Employees and other third parties such as visitors
Undertaking activities in workplaces and workstations	4 x 4 = <b>16</b>	<p>Social distancing applying the 2m rule, or 1m using the company issued face mask, if 2m is not viable, must be used wherever possible and in all parts of the location, including when coming to the location, and leaving the location.</p> <p>If activities involve other people, than wherever possible also work side by side or back to back.</p> <p>Ensure other people wear a mask / covering.</p>	1 x 4 = <b>4</b>	Employees and other third parties



		<p>Where this cannot be achieved then discuss with your site contact to see if alternative arrangements can be implemented. Contact HR if required for H&amp;S advice.</p> <p>Compliance with P0L53 GCI Covid-19 Return to Work Policy.</p>		
Meeting Rooms	4 x 4 = 16	<p>Avoid meeting rooms wherever possible</p> <p>Where 2m cannot be achieved then use the company issue face mask.</p>	1 x 4 = 4	Employees and other third parties such as visitors
Common Areas	4 x 4 = 16	<p>Avoid common areas wherever possible</p> <p>Where 2m cannot be achieved then use the company issue face mask.</p> <p>Compliance with P0L53 GCI Covid-19 Return to Work Policy.</p>	1 x 4 = 4	Employees and other third parties such as visitors
Handling equipment / items	4 x 4 = 16	<p>Using third party equipment is prohibited unless approved by the third party and sanitised.</p> <p>Hands must be washed / sanitised immediately after handling any other items that may have been touched by other people in relation to the direct work area.</p> <p>Compliance with P0L53 GCI Covid-19 Return to Work Policy.</p>	1 x 4 = 4	Employees and third party delivery Employees
Work related travel	4 x 4 = 16	<p>Employees using company cars must ensure they are cleaned regularly on the interior to reduce the risk of infection.</p>	1 x 4 = 4	Employees
Inadequate cleaning	4 x 4 = 16	<p>Employees should frequently clean the area and equipment they are working directly on or are using.</p>	1 x 4 = 4	Employees and other third parties such as



		<p>Limit and if possible do not use high-touch items and equipment, for example, printers or whiteboards. Wash / sanitise hands afterwards.</p> <p>Compliance with P0L53 GCI Covid-19 Return to Work Policy.</p>		visitors
Inadequate hygiene	4 x 4 = 16	<p>Employees are required to follow good handwashing technique, to increase handwashing frequency, to avoid touching their face and to cough or sneeze into a tissue which is binned safely, or into their arm if a tissue is not available.</p> <p>Compliance with P0L53 GCI Covid-19 Return to Work Policy.</p>	1 x 4 = 4	Employees and other third parties such as visitors

### 3 PPE

Employees working at third party locations will be wear a company issue Type II face mask in the following two scenarios:

1. Where they cannot effectively maintain a 2 meter distance with other people
2. Where the third party insist on a mask being worn

They will only wear company issued face masks, unless specific customer work environments require a higher specification of PPE as advise by the customer. In these cases, all procedures provided by the customer must be complied with. Any concerns should be raised to line management or HR.

The issued face mask is a Type II specification and designed to decrease the transmission of C-19 by preventing the spread of respiratory droplets produced by coughing or sneezing.

Masks should be used in accordance with the instructions provided at all times.

### 4 Risk Assessment Scoring & Acceptance Criteria for Risk

The following 1 – 5 scoring and acceptance criteria is used within all Risk Tools



Likelihood (Risk Score)	
1	Very Low
2	Low
3	Medium
4	High
5	Very High.
Significance	
1	Zero personal injury
2	Minor personal injury (non-RIDDOR)
3	Major personal injury (RIDDOR)
4	Fatality
5	Multiple fatalities / Clinically vulnerable group

		Significance				
		1	2	3	4	5
Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5





Each risk will be assessed in order of risk level score looking at the existing level of controls. As a guidance:

Score	Risk Rating = Significance x Consequence
16-25	High – Unacceptable risk, stop work, re-examine activities and implement risk controls to reduce risk
6-15	Medium – Tolerable if further mitigation is not reasonably practicable and there is a need to continue the activity with identified controls
1-5	Low – acceptable risk

## 5 Vulnerable Categories

Clinically extremely vulnerable	Clinically extremely vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP. Guidance on who is in this group can be found here:  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>
Clinically vulnerable people	Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here:  <a href="https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-awayfrom-others">https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-awayfrom-others</a>

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## 7 Document details and change summary

<b>Document Name:</b>	COVID-19 Risk Assessment – Working at Third Party Locations		
<b>Document Number:</b>	RA015		
<b>Issue:</b>	002		
<b>Owner:</b>	HR Manager		
<b>Approved by:</b>	<b>Position</b>	<b>Date</b>	
	HR Director	03/08/2020	
<b>Release Date:</b>	03/08/2020		
<b>Review Frequency:</b>	Annual		

<b>Issue</b>	<b>Change Description</b>	<b>Date</b>	<b>Created By</b>
001	New risk assessment	29/05/20	HR & BMS Team
002	Updated to reflect change in PPE specification and Version 5.0 of the government guidance for offices	27/07/20	HR & BSM Team