



Generic Task/ Person Based Risk Assessment

Operational and Non-operational response to COVID-19 pandemic

For staff working in NIE Networks controlled locations including offices, stores and work sites. To be used with COVID-19 Risk Assessments for offices & craft specific WJRA.

Reference:
GRA COVID-19 V3

Review Date:
10/06/2021

At Risk - E - Employee, C - Contractor, P - Public
Initial Risk - C - Consequence, L - Likelihood

Hazard & Sub Category	At Risk - E, C or P	Initial Risk			Control Measures	Residual Risk		
		C	L	Risk		C	L	Risk
Spread of COVID-19 Policy & Guidance	E,C&P	5	5	● 25	<ul style="list-style-type: none"> • Consult and apply Government guidance • Consult and apply HSENI guidance • British Red Cross First Aid Advice • Public Health Agency (PHA) General Advice Relating to COVID-19 • Consult and apply company guidance: <ul style="list-style-type: none"> - COVID-19 Precautions for Working <2 Metre Separation - HSG-030 Entering Customer Premises During COVID-19 Pandemic - Guidelines for Essential - Non-Essential Work During the COVID-19 Period & associated Addendums - COVID-19: Employee Roster Requirements - COVID-19 Authorisation Letter - COVID-19 Pandemic - Face Coverings - Coronavirus 'Frequently Asked Questions' - Working From Home Guidelines - Self-isolation checklist - Minding Your Mental Health - COVID-19 Risk Assessment for Offices - WJRA COVID-19 Entering Customer Premises and Where 2 Metres Social Distancing Cannot Be Maintained - COVID-19 Advice re. Meeting and Events - Tool Box Talk No. 108 - Cleaning of Vehicle Interiors to Reduce the Risk of Spreading Coronavirus. 	5	1	● 5



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Sub Category								
All staff - Spread of COVID-19 - Symptoms of COVID-19 & Company Updates	E&P	5	4	● 20	<ul style="list-style-type: none"> • If you have any of the symptoms of coronavirus or if you're identified as a close contact, you should behave as if you have the virus, - self-isolate for 10 days, call your GP and get tested. • If you test positive for coronavirus, contact your Line Manager and follow government guidelines. • If 'High Risk' Letter received from government, follow advise and inform the Company and your Line-Manager. • Self-isolate for 10 days if you have returned from foreign travel. • All staff to receive specific COVID-19 back-to-work interview. • At all stages keep the Company and your Line Manager updated. 	5	1	● 5
All staff - Social Distancing	E,C&P	5	4	● 20	<ul style="list-style-type: none"> • Access to all sites controlled to prevent unnecessary access • Only essential visitors permitted • Use of passenger lifts restricted: 1 person per lift. • Staff to work in dedicated teams and avoid rotation where practicable • Keep a social distance of 2 metres (6.5 feet). • Reduce physical interactions with people. • Reduce the number of people you meet every day. • Avoid crowded places, especially indoors. • Do not shake hands and where practicable do not make close contact with others. • Office staff rostered and working from home on alternate days. • Support staff with Display Screen Equipment (DSE) requirements. 	5	1	● 5

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All staff - Personal Hygiene	E,C&P	5	4	● 20	<ul style="list-style-type: none"> • Everyone has a personal responsibility to cooperate with location landlords and other employees and to ensure their own behaviours limit the potential spread of Covid-19 • Wash hands regularly and/ or hand sanitiser applied. • Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze. • Face coverings and disposal nitrile gloves available for all staff and must be worn when working within 2m. • Staff encouraged to wear face coverings when moving around the office. • Put used tissues into a bin and wash your hands. • Clean and disinfect frequently touched objects and surfaces. • Avoid touching your eyes, nose or mouth, especially if your hands are not clean. • The allocation of other workstations in offices may require an element of desk sharing, however this should be avoided where practicable. • Do not share objects that touch your mouth, e.g. bottles, cups. 	5	1	● 5
All staff - Travel	E,C&P	5	4	● 20	<ul style="list-style-type: none"> • Limit/ avoid the use of public transport • Avoid sharing vehicles. If required to do so, follow all issued guidance. • Shared vehicles must be cleaned before and after use, good ventilation maintained. Face coverings to be worn. • Maximum of 2 passengers per vehicle • Avoid non-essential travel, including overseas, and follow the Government's travel advice. 	5	1	● 5



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All staff - Mental Health	E&C	4	3	● 12	<ul style="list-style-type: none"> Promote mental health & wellbeing awareness to staff. Line Managers to maintain frequent communication with staff, providing updates on company's approach and checking on staff's wellbeing. Professional welfare provision provided by Clarity Associates. 	5	1	● 5
Office based staff - Where remote access is available and tasks can be completed remotely.	E,C&P	5	2	● 10	<ul style="list-style-type: none"> Where practicable staff maintain normal business operations by working remotely from home. Where practicable use teleconferencing facilities for meetings. DSE remote working advice issued to staff 	5	1	● 5
Office based staff - Where remote access is not available and tasks cannot be completed remotely.	E,C&P	5	3	● 15	<ul style="list-style-type: none"> Site specific COVID-19 Risk Assessment completed and control measures applied. Landlord or appointed deputy on-site during working week to monitor controls and apply additional control measures as necessary. Office based staff should attend the office/depot in agreement with their Line-Manager and inline with Company guidance. 	5	1	● 5
Team Managers & Line-Managers of front-line staff	E,C&P	5	3	● 15	<ul style="list-style-type: none"> Work to be carried out inline with company guidance. Consider social distancing and company guidance when planning/ scheduling work. 	5	1	● 5
Team Managers & Line-Managers of front-line staff - Where remote access is available and tasks can be completed remotely.	E,C&P	5	2	● 10	<ul style="list-style-type: none"> Office staff rostered and working from home on alternate days. Use teleconference for any planned group meetings where possible & practical. Issue work electronically. 	5	1	● 5



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Team Managers & Line-Managers of front-line staff Where remote access is not available or tasks cannot be completed remotely.	E,C&P	5	3	● 15	<ul style="list-style-type: none"> • Ensure 2m social distancing when planning and issuing work. • Staff should attend the office/depot in agreement with their Line-Manager and inline with Company guidance. 	5	1	● 5
Operational Engineers/ Technicians	E,C&P	5	3	● 15	<ul style="list-style-type: none"> • Only work to be carried out inline with company guidance. • Consider social distancing and company guidance when planning work. 	5	1	● 5
Operational Engineers/ Technicians - Where tasks can be completed remotely from home.	E,C&P	5	2	● 10	<ul style="list-style-type: none"> • Where practicable office based operational duties must be carried out remotely from home. • Use teleconference facilities for any planned group meetings where possible & practical. 	5	1	● 5
Operational Engineers/ Technicians - Where tasks cannot be completed remotely from home.	E,C&P	5	3	● 15	<ul style="list-style-type: none"> • Where practicable maintain 2m social distancing when providing supervision, issuing instructions, Safety Documents, etc. • Staff should attend the office/depot in agreement with their Line-Manager and inline with Company guidance. • Where it is not possible to maintain the social distance of 2m for essential activities the 'WJRA COVID-19 Entering Customer Premises and Where 2 Metres Social Distancing Cannot Be Maintained' must be completed and control measures applied. • Sign documents using personally held pens. • PPE - Visor, face coverings and disposal nitrile gloves must be worn when working within 2m. 	5	1	● 5



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Field staff - Social Distancing & Team Manager Updates	E,C&P	5	4	● 20	<ul style="list-style-type: none"> • Report to work as directed by your Team Manager. • Where practicable receive work remotely and report directly to site. • Do not report to an office or depot unless directed by your Team Manager. • Consider social distancing and company guidance when planning and carrying out work. • Only congregate for essential activities (e.g. WJRA sharing, Safety Document and Work Instruction issue and cancellation, etc.). • Where it is not possible to maintain the social distance of 2m for activities the 'WJRA COVID-19 Entering Customer Premises and/or Where 2 Metres Social Distancing Cannot Be Maintained' must be completed and control measures applied. • Where deemed necessary Designated Observer appointed to ensure 2m social distancing is maintained. • Sign documents using personally held pens. • Avoid mixing teams where reasonably practicable. • Stagger break times to maintain 2m social distancing. • Maximum of 2 passengers per vehicle • When entering/ working in a customer's property control measures detailed in HSG-030 'Entering Customer Premises During COVID-19 Pandemic' must be observed. 	5	1	● 5



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Field staff - Personal Hygiene	E,C&P	5	4	● 20	<ul style="list-style-type: none"> • Where reasonably practicable avoid sharing tools without suitable cleaning. • When a work vehicle is shared ensure all areas liable to be touched (including keys of vehicle) are suitably cleaned on entering and exiting the vehicle. Maintain good ventilation ensuring the air in the cab is suitably circulated. • PPE - Visor, face coverings and disposal nitrile gloves must be worn when working within 2m. 	5	1	● 5
Supply Chain & Stores Staff	E,C&P	5	3	● 15	<ul style="list-style-type: none"> • Report to stores/ depot as directed my Team Manager. • Where it is not possible to maintain the social distance of 2m for essential activities the 'WJRA COVID-19 Entering Customer Premises and/or Where 2 Metres Social Distancing Cannot Be Maintained' must be completed and control measures applied. • PPE - Visor, face coverings and disposal nitrile gloves must be worn when working within 2m. 	5	1	● 5

**The control measures are to reduce the likelihood of contracting COVID-19 to as low as reasonable practicable.
The consquence will remain high as there is no control measures identified that will reduce the contracted strength of COVID-19.
On-site WJRA must be completed for all work related tasks and will include COVID-19 control measures.**