



**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 V1

**Review Date:**  
26/05/2020

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



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| Hazard & Sub Category                                                                   | At Risk - E, C or P | Initial Risk |   |      | Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Residual Risk |   |      |
|-----------------------------------------------------------------------------------------|---------------------|--------------|---|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---|------|
|                                                                                         |                     | C            | L | Risk |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | C             | L | Risk |
| Sub Category                                                                            |                     |              |   |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |   |      |
| <b>All staff -</b><br>Spread of COVID-19 -<br>Symptoms of COVID-19 &<br>Company Updates | E&P                 | 5            | 4 | ● 20 | <ul style="list-style-type: none"> <li>• Update the company daily on availability for work via text message.</li> <li>• If you have any of the symptoms of coronavirus, you should behave as if you have the virus,                             <ul style="list-style-type: none"> <li>- if you live alone self-isolate for 7 days and call your GP.</li> <li>- if you live with others self-isolate for 14 days and call your GP.</li> </ul> </li> <li>• If 'High Risk' Letter received from government, follow advise and inform the Company and your Line-Manager</li> <li>• Self-isolate for 14 days if you have returned from foreign travel.</li> <li>• All staff to receive specific COVID-19 back-to-work interview.</li> <li>• At all stages keep the Company and your Line Manager updated.</li> </ul>                               | 5             | 1 | ● 5  |
| <b>All staff -</b><br>Social Distancing                                                 | E,C&P               | 5            | 4 | ● 20 | <ul style="list-style-type: none"> <li>• Access to all sites controlled to prevent unnecessary access</li> <li>• Only essential visitors permitted</li> <li>• Use of lifts restricted: 1 person per lift.</li> <li>• Staff rostered to maintain essential services.</li> <li>• Staff to work in dedicated teams and avoid rotation where practicable</li> <li>• Keep a social distance of 2 metres (6.5 feet).</li> <li>• Reduce physical interactions with people.</li> <li>• Reduce the number of people you meet every day.</li> <li>• Avoid crowded places, especially indoors.</li> <li>• Do not shake hands and where practicable do not make close contact with others.</li> <li>• Work from home unless it is essential to go to your workplace.</li> <li>• Support staff with Display Screen Equipment (DSE) requirements.</li> </ul> | 5             | 1 | ● 5  |



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| Hazard & Sub Category           | At Risk - E, C or P | Initial Risk |   |      | Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Residual Risk |   |      |
|---------------------------------|---------------------|--------------|---|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---|------|
|                                 |                     | C            | L | Risk |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | C             | L | Risk |
| All staff -<br>Personal Hygiene | E,C&P               | 5            | 4 | ● 20 | <ul style="list-style-type: none"> <li>• 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</li> <li>• Wash hands regularly and/ or hand sanitiser applied.</li> <li>• Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.</li> <li>• Face coverings and disposal nitrile gloves available for all staff and must be worn when working within 2m.</li> <li>• Put used tissues into a bin and wash your hands.</li> <li>• Clean and disinfect frequently touched objects and surfaces.</li> <li>• Avoid touching your eyes, nose or mouth, especially if your hands are not clean.</li> <li>• The allocation of other workstations in offices may require an element of desk sharing, however this should be avoided where practicable.</li> <li>• Do not share objects that touch your mouth, e.g. bottles, cups.</li> </ul> | 5             | 1 | ● 5  |
| All staff -<br>Travel           | E,C&P               | 5            | 4 | ● 20 | <ul style="list-style-type: none"> <li>• Limit/ avoid the use of public transport</li> <li>• Avoid sharing vehicles if practicable. If required to do so, follow all issued guidance.</li> <li>• Shared vehicles must be cleaned before and after use, good ventilation maintained. Face coverings &amp; disposal nitrile gloves to be worn.</li> <li>• Avoid non-essential travel, including overseas, and follow the Government's travel advice.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 5             | 1 | ● 5  |



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



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| Hazard & Sub Category                                                                                                                       | At Risk - E, C or P | Initial Risk |   |      | Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Residual Risk |   |      |
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|                                                                                                                                             |                     | C            | L | Risk |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | C             | L | Risk |
| <b>Team Managers &amp; Line-Managers of front-line staff</b><br>Where remote access is not available or tasks cannot be completed remotely. | E,C&P               | 5            | 3 | ● 15 | <ul style="list-style-type: none"> <li>• Ensure 2m social distancing when planning and issuing work.</li> <li>• Staff should attend the office/depot in agreement with their Line-Manager and inline with Company guidance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5             | 1 | ● 5  |
| <b>Operational Engineers/ Technicians</b>                                                                                                   | E,C&P               | 5            | 3 | ● 15 | <ul style="list-style-type: none"> <li>• Only work to be carried out inline with company guidance.</li> <li>• Consider social distancing and company guidance when planning/ scheduling work.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 5             | 1 | ● 5  |
| <b>Operational Engineers/ Technicians -</b><br>Where tasks can be completed remotely from home.                                             | E,C&P               | 5            | 2 | ● 10 | <ul style="list-style-type: none"> <li>• Where practicable office based operational duties must be carried out remotely from home.</li> <li>• Use teleconference facilities for any planned group meetings where possible &amp; practical.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 5             | 1 | ● 5  |
| <b>Operational Engineers/ Technicians -</b><br>Where tasks cannot be completed remotely from home.                                          | E,C&P               | 5            | 3 | ● 15 | <ul style="list-style-type: none"> <li>• Where practicable maintain 2m social distancing when providing supervision, issuing instructions, Safety Documents, etc.</li> <li>• Staff should attend the office/depot in agreement with their Line-Manager and inline with Company guidance.</li> <li>• 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.</li> <li>• Sign documents using personally held pens.</li> <li>• PPE - Visor, face coverings and disposal nitrile gloves must be worn when working within 2m.</li> </ul> | 5             | 1 | ● 5  |



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|                                                              |                        | C            | L | Risk |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | C             | L | Risk |
| Field staff -<br>Social Distancing & Team<br>Manager Updates | E,C&P                  | 5            | 4 | ● 20 | <ul style="list-style-type: none"> <li>• Report to work as directed by your Team Manager.</li> <li>• Where practicable receive work remotely and report directly to site.</li> <li>• Do not report to an office or depot unless directed by your Team Manager.</li> <li>• Consider social distancing and company guidance when planning and carrying out work.</li> <li>• Only congregate for essential activities (e.g. WJRA sharing, Safety Document and Work Instruction issue and cancellation, etc.).</li> <li>• 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.</li> <li>• Where deemed necessary Designated Observer appointed to ensure 2m social distancing is maintained.</li> <li>• Sign documents using personally held pens.</li> <li>• Avoid mixing teams where reasonably practicable.</li> <li>• Stagger break times to maintain 2m social distancing.</li> <li>• Where practicable vehicles shall only be occupied by the driver.</li> </ul> | 5             | 1 | ● 5  |
| Field staff -<br>Personal Hygiene                            | E,C&P                  | 5            | 4 | ● 20 | <ul style="list-style-type: none"> <li>• Where reasonably practicable avoid sharing tools without suitable cleaning.</li> <li>• 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.</li> <li>• PPE - Visor, face coverings and disposal nitrile gloves must be worn when working within 2m.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 5             | 1 | ● 5  |



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| Hazard & Sub Category                                                                                                                                                                                                                                                                                                                                                                           | At Risk - E, C or P | Initial Risk |   |      | Control Measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Residual Risk |   |      |
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|                                                                                                                                                                                                                                                                                                                                                                                                 |                     | C            | L | Risk |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | C             | L | Risk |
| Supply Chain & Stores Staff                                                                                                                                                                                                                                                                                                                                                                     | E,C&P               | 5            | 3 | ● 15 | <ul style="list-style-type: none"> <li>• Report to stores/ depot as directed my Team Manager.</li> <li>• 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.</li> <li>• PPE - Visor, face coverings and disposal nitrile gloves must be worn when working within 2m.</li> </ul> | 5             | 1 | ● 5  |
| <p><b>The control measures are to reduce the likelihood of contracting COVID-19 to as low as reasonable practicable.</b></p> <p><b>The consquence will remain high as there is no control measures identified that will reduce the contracted strength of COVID-19.</b></p> <p><b>On-site WJRA must be completed for all work related tasks and will include COVID-19 control measures.</b></p> |                     |              |   |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |   |      |