

# COVID-19 PANDEMIC: TASK ASSESSMENT- LEVEL 2

Management of Health & Safety at Work Regulations 1999

Updated assessment effective From 18/01/2021 – Amendments Highlighted



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.

<b>Ref:</b> COVID-19 Level 2		<b>Date</b> 22/5/2020		<b>Location of task</b> Onsite oversight activity undertaken by CAA colleagues at the premises of regulated aviation entities (see Definition: Level 2 below)	
<b>Risk Assessment Prepared by Business Area Specialist</b>					
<b>Name</b> M. Swift	<b>Job Title</b> Airworthiness Manager	<b>Date</b> 26/5/2020	<b>Department</b> Safety & Airspace Regulation Group	<b>Signature</b> 	
<b>Risk Assessment Reviewed by H&amp;S Competent Person</b>					
<b>Name</b> M. Banda	<b>Job Title</b> Head of Health, Safety and Security	<b>Date</b> 18/1/2021	<b>Department</b> COO	<b>Signature</b> M.Banda	
<b>Risk Assessment Accepted by Responsible Person (Resource Owner)</b>					
<b>Name</b> R. Bishton P. Drissell K. Staples B. Alcott	<b>Job Title</b> Group Director Group Director General Counsel and Secretary to the CAA Director	<b>Date</b> 26/5/2020	<b>Department</b> Safety & Airspace Regulation Group Aviation Security Office of General Counsel International Group	<b>Signature</b> 	
<b>Scope:</b> This risk assessment covers oversight activities (audits, inspections, Investigations & observations) undertaken by SARG/AvSec/IET/IG, at the premises of regulated aviation entities during the 2020 SARS-CoV-2 virus outbreak. SARS-CoV-2 may lead to an individual contracting COVID-19. It takes account of the CAA's requirements to maintain regulatory oversight of the UK aviation industry while protecting, so far as reasonably practicably, CAA colleagues and others who may be impacted by that operation.  The assessment relates only to potential cross contamination by SARS-CoV-2 virus (including variants); it does not cover risks associated with the undertaking of the task, these being covered by other specific risk assessments.  This assessment takes account of UK Government and NHS (and where necessary devolved Parliaments and Assemblies information) covering health, safety and hygiene advice and guidance to reduce sources of SARS-CoV-2 virus contamination. This assessment is subject to review as and when new guidance and information becomes available or operational requirements change. Entities being visited may have their own requirements and assessments covering visitors - where these exceed requirements CAA colleagues must also comply with these.					

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**Definition: Level 2** is defined as on-site oversight activity where tasks involve work at the premises of regulated aviation entities. This includes short-term exposure to staff or other persons in the operational environment. This may include circumstances where social distancing **cannot** be maintained such as in security check areas, lifts, travel in on-site transit vehicles. Where social distancing measures cannot be applied additional controls such as the wearing of PPE will be required.

**Distribution:**

CAA Colleague, Responsible Persons, SLO / Safety Representative, CAA HHSS

**Task Activity**

The entirety of the task giving rise to potential exposure must be assessed\_e.g. travel to and from an airport or stakeholder premises or any overnight stays

Onsite oversight activities at the premises of regulated aviation entities or other non-CAA premises during SARS-CoV-2 virus outbreak.

**Persons at Risk**

SARG/AvSec/IET/IG field force personnel  
Regulated entity's staff/contractors

**Identified Risks**

Potential for those undertaking task activities to be exposed to contaminated surfaces or objects, or an individual infected with SARS-CoV-2 virus (including variants) putting them at risk of contracting the virus.

The virus is easily transmitted by two routes:

**Airborne:** The virus is expelled by coughing or sneezing. Droplets generally drop to the floor within 2m of the infected person.

**Contact:** This may result directly from person to person contact or indirectly involving viral transfer from a person to surface(s) to another person.

<b>Current Risk Rating</b>	Medium	<b>Severity</b>	High	<b>Probability</b>	Possible	<b>Risk Score</b>	12
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<b>Current Control Measures Adequate*</b>	* SPECIFY NO
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**Control Measures\* to be applied to reduce risk of exposure to SARS-CoV-2 virus**

\*Consider for each element of the task whether it can be:

- ❖ **Avoided** (eliminates risk)
- ❖ **Done in another way**  
- remotely or with 2 metre social distancing applied
- ❖ **Further controlled**
- ❖ **Requires use of PPE**  
(detail both requirement and how instruction/training on use of the specific PPE is to be provided)

Planning:

1. Where practicable, all onsite oversight activity during the coronavirus outbreak to be changed to desktop oversight, (carried out from a remote location). Onsite field work only being considered where there is an identified safety concern or specific regulatory/investigative requirement.
2. At present CAA colleagues may only continue to work in the field if the activity is essential for regulation of safety or security and the work cannot be done at home. Line managers must agree the work and any associated travel following the [Essential Safe Mutually Agreed \(ESMA\)](#) guidance and applicable CAA risk assessments. 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 cannot attend work if they are subject to [self-isolation/quarantine](#) restrictions following international travel, unless exempt under [Government traveller exemption](#).
4. At present any colleague within the **Clinically Extremely Vulnerable** category, irrespective of whether they are in a location covered by guidance of the UK Government and NHS or those of a devolved Parliament or Assembly, must not undertake any work in the field. Where their specialist knowledge is needed for delivery of effective oversight, consideration should be given to their providing remote support to an on-site team member via telephone or video link
5. Where a colleague is in the **Clinically Vulnerable** category (as defined by UK Government and NHS Guidelines) and there is an essential requirement or desire to undertake work in the field the ESMA conversation must be undertaken to explore/ identify any additional measures necessary to ensure safety such as consideration of their providing remote support to an on-site team member via telephone or video link.
6. Colleagues shall only undertake work in the field if fit to do so and they have not been in contact with a confirmed case or suspect case of Covid-19 for 10 days.
7. CAA colleague to regularly follow personal hygiene measures – specifically washing/sanitising of hands
8. Prior to visiting the site, copies of the risk assessment and COVID-19 procedures of the site operator should be requested and reviewed to ensure the inspector understands site Covid-19 control requirements.
9. Notification of a visit to the regulated entity, [as standard](#), to include reminder of their duty of care to CAA colleagues whilst on their site
10. Minimum number of personnel should be deployed in order to safely undertake the oversight activity.
11. Time spent onsite should be the minimum possible to carry out the oversight task successfully.
12. Before undertaking any task, considering its nature and condition, the individual must discuss and agree with their manager what, if any, appropriate PPE should be used [and this must be made available](#).



**Control Measures  
Continued**

Travel:

1. Where possible colleagues are encouraged to travel to the regulated aviation entity or other non-CAA premises using their private car or hire car.
2. If travelling on public transport colleagues to wear face covering both to and from work activity.
3. CAA colleagues to regularly follow personal hygiene measures – specifically washing/sanitising of hands, especially following contact with surfaces touched by multiple persons e.g. during refuelling of vehicle, door handles, hand rails and immediately prior to eating or drinking, use of toilets and on return to own vehicle.
4. Overnight accommodation will only be provided for essential workers, prior to travel ensure accommodation is available. Where staying overnight, follow PH guidelines and the requirements of the Hotel. All Hotel accommodation MUST be booked through HRG. HRG provide some of the required [information on line](#) but if this does not cover the particular hotel it must be contacted directly to ascertain what their precautionary measures are. If an essential worker letter is required, this should be requested through [hr@caa.co.uk](mailto:hr@caa.co.uk).
5. Ask any hotel if they are following all advice and recommendations provided by relevant health bodies and government and whether they implement control measures such as:
  - Increased cleaning of public areas and surfaces frequently touched by guests and hotel staff.
  - Regular disinfection of door handles lift control panels and credit card terminals.
  - Providing additional stations of hand disinfection, and increased focus on the importance of good hand hygiene procedures for hotel staff.
  - Changing all food and beverage services to mitigate the risk for guests and hotel staff.
  - Facilitating breakfasting in the hotel room.
  - Updating instructions and procedures for all guests and hotel staff on general hygiene standards and instruction on hand disinfection.

On Site:

1. Follow safety procedures of the regulated entity whilst on site including wearing of PPE.
2. Adhere to general Government advice to stay alert, wash hands frequently and practice social distancing.
3. Maintain awareness during visit—observing as far as possible social distancing during escorting from reception to place of work, whilst accessing enclosed spaces such as lifts or while in internal company vehicles.
4. Whilst on site colleagues must follow safe systems of work this will include:
5. Follow the procedures of the site operator including wearing of PPE
6. Where possible limit direct engagement with the personnel of the site operator to a one to one basis (where possible these elements of oversight should be conducted online).
7. Follow good hygiene practices washing hand regularly for 20 seconds and hand sanitising when necessary.
8. Maintain social distancing of 2m.
9. Where practicable, limit onsite oversight activity to outdoor tasks.
10. Avoid shouting or raising voices to reduce any droplet spread.

**Throughout the visit colleagues must undertake their own dynamic assessment of the situation, if they become concerned regarding arrangements in place they should withdraw and consult with their manager.**



**Additional control measures required** EG: Development of a Procedure or Guidance for colleagues undertaking the task

Requirements:

1. Follow UK Government, PH **or relevant devolved Parliament or Assembly guidelines.**
2. Follow regulated aviation entities guidelines.
3. Wear PPE of required specification when required.
4. Ensure staff are aware of task specific safety procedures.
5. Provide CAA colleagues with adequate training in the use and disposal of PPE.

Post Action Risk Rating	Low	Severity	High	Probability	Rare	Risk Score	4
Person Responsible for Action(s)	CAA colleagues and line managers. SSC Business Management	Required Completion Date		Ongoing (see below)			
Comments	<p><b>ACTIONS:</b> Before undertaking any task, considering its nature and condition, the individual must discuss and agree with their manager what, if any, appropriate PPE should be used.</p> <p>Once agreed, if PPE is required the manager should initiate ordering from Business Management using <a href="#">Form SPPE 01</a> and emailing to <a href="mailto:businessmanagement@caa.co.uk">businessmanagement@caa.co.uk</a> for the attention of Lesa Gregory for onward delivery to the individual</p>						



ITEM	PPE (according to Gov guidance)	PURPOSE	REQUIREMENT TO PROVIDE INFORMATION/TRAINING ON USE OF ITEM	INFORMATION AVAILABLE
Hand sanitiser	NO	Maintaining hand hygiene where washing facilities are not available.	NO	N/A
Wipes (alcohol or detergent containing)	NO	Cleaning of items such as mobile phones or ipads	NO	N/A
Disposable gloves (non latex, non powdered)	YES	Avoiding contact with hard surfaces that may potentially have been exposed to SARS-CoV-2 virus.	YES	YES <a href="#">Link to instructions for safe use of disposable gloves</a>
Face covering (e.g 3-ply mask)	NO	For use in enclosed spaces where social distancing is not possible. Use of this item must NOT be considered a replacement for other ways (minimising the period of contact and practising good hygiene of both hands and surfaces) of managing the potential for contracting COVID-19 infection.	NO	YES Guidance for use in conjunction with disposable gloves <a href="#">Wearing of Face Coverings in conjunction with disposable gloves</a>
Face masks (FFP2 or equivalent)	YES	To protect CAA colleague where tasks being undertaken cannot be undertaken in a way that avoids them having to be in an enclosed environment (eg flight deck) within 2m of a person who may have symptoms of SARS-CoV-2 virus. <b>ENVISAGED WILL ONLY OCCUR FOR TASKS COVERED UNDER LEVEL 3 GENERIC ASSESSMENT.</b>	YES	YES <a href="#">Wearing of Face Masks in conjunction with disposable gloves</a>
Face Shield	NO/YES	A face shield used alone is not considered suitable as a face covering and must be used in conjunction with other face covering. PPE if used for eye protection with FFP2 . Additional risk assessment required.	YES	YES Link to <a href="#">Wearing of Face Shields in conjunction with disposable gloves</a>



**RISK ASSESSMENT RATINGS ARE ASSESSED AS A PRODUCT OF PROBABILITY AND SEVERITY  
PLEASE USE THE TABLES BELOW TO OBTAIN A RISK ASSESSMENT RATING**

Risk Matrix (Probability x Severity)					
Probability (Likelihood)	Severity (Impact)				
	Very Low e.g. Minor Injury or Delay (1)	Low e.g. Lost Time or Injury (2)	Medium e.g. Major Injury (3)	High e.g. Single Death (4)	Very High e.g. Multiple Deaths (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare (1)	1	2	3	4	5

Risk Assessment Rating		
Score	Priority	Action
1 -3	Very Low	Low priority action required to reduce risk Time, effort and cost should be proportional
4- 8	Low	Action required - Maintain risk controls
9-15	Medium	Action required to improve risk control Interim short-term measures may be required
16 - 20	High	Immediate or Urgent action required Unacceptable risk - Stop activity until reduced
25	Catastrophic	Unacceptable risk- Stop activity Immediately and raise alarm to others who maybe impacted

1. Assess the Severity of the activity and assign a score, taking into consideration all control measures and the worst possible outcome.
2. Assess the Probability of that outcome occurring from the activity.
3. Multiply the two scores obtained and Cross Reference in the Risk Assessment Matrix to obtain a Risk Assessment Rating, which should then be read from the Risk Assessment Rating table. E.g Probability possible (3) x Severity Medium (3) = Risk rating (9)
4. Enter each Risk Assessment Rating into the assessment for current (pre action) action box.
5. Assess Current Control Measures effectiveness.
6. Develop recommendations using the hierarchy of controls; for controls to be applied. Assign tasks and completion dates and reassess Risk Assessment Rating based on new control measures.

