

## 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	Transmission of COVID-19	<b>HIGH</b>	<p>Follow the current government guidance on self-isolation</p> <p><u>Critical Control Room Staff:</u> Implement SSE In-House COVID-19 self-testing process for all Identified critical workers</p> <p><u>General Critical workers</u> to be encouraged to consider using the Government testing facilities to determine current or previous contamination of COVID-19. Notify ASKHR 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	Transmission of COVID-19	<b>HIGH</b>	<p>Good ventilation matters in five ways.</p> <ol style="list-style-type: none"> <li>1. <b>Avoid stuffy rooms</b> - If the air feels stale, not enough fresh air is being introduced so it's best to walk away</li> <li>2. <b>Check out the air-con</b> - Many air conditioners simply draw in air from a room, chill it and then blow it back out again</li> <li>3. <b>Ask about the "fresh air ratio"</b>- The higher the fresh air makeup, the less you're running the risk of recirculating the virus through the building</li> <li>4. <b>Extra checks</b> - Ask the building management to check if Covid has been detected in the filters of the ventilation system</li> <li>5. <b>Watch out for draughts</b> - If someone sitting beside an open window turns out to be infectious, they could pass the virus to others downwind</li> </ol>	<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 hygiene provision—handwashing, sanitation facilities and toilets	Transmission of COVID-19	<b>HIGH</b>	Provision of signs and posters as regular reminders to maintain good hygiene standards including: <ul style="list-style-type: none"> <li>• good handwashing technique</li> <li>• the need to avoid touching your face and</li> <li>• the need to cough or sneeze into your arm</li> </ul> Provision of additional 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 Enhanced cleaning regime for busy areas and minimise use of portable toilets Provision of additional waste facilities and more frequent collection	<b>LOW</b>
Potential to be exposed to COVID-19 when using of common areas	Transmission of COVID-19	<b>HIGH</b>	<b>Social Distancing:</b> <ul style="list-style-type: none"> <li>• Minimising the time spent in close contact with colleagues</li> <li>• Respect other people’s space</li> <li>• Wearing of face coverings when entering or leaving, moving around in enclosed spaces</li> </ul> These are steps that everyone can take to help reduce the risk of transmission of COVID19 at SSE Locations <b>Avoid stuffy rooms</b> - If the air feels stale, not enough fresh air is being introduced so it's best to walk away Stagger break times to reduce pressure on break rooms or canteens or utilise outside areas for breaks 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	<b>Medium</b>
Inadequate design of shift patterns and working groups	Transmission of COVID-19	<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	Transmission of COVID-19	<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 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	<b>LOW</b>

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			<p><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></p> <p><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></p>	
Inadequate ongoing communications	Transmission of COVID-19	<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>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>- Social distancing and</li> <li>- Good hygiene at all times</li> </ul>	<b>LOW</b>
Use of personal protective equipment	Transmission of COVID-19	<b>MEDIUM</b>	<p>This area is covered in the Safety, Health and Environment information briefs available on the intranet</p> <p>The use of face coverings in relation to COVID 19 aren't classified as PPE and their use is covered separately within the appropriate sections of this risk assessment.</p> <p>Disposable PPE should be appropriately disposed of immediately after use, and all reusable items of PPE shall be cleaned as per the manufacturer's instructions before reuse</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>
Working and moving around at buildings and work sites	Transmission of COVID-19	<b>HIGH</b>	<p><b>Maintain Social Distancing and Avoid stuffy rooms</b></p> <p>Inductions updated to reflect additional COVID-19 controls</p> <p>Reducing or eliminating the sharing of equipment (such as keyboards, pens, and other items), or if sharing is required, provide additional sanitising products to clean the equipment before and after use.</p> <p>Provision of additional hand sanitiser for the use at entry and exit points, around stairways, handrails, doorways, and lifts (encourage the use of stairs) where possible. Increase cleaning regime at these points</p> <p>Provision of additional equipment for employees to work from home effectively to reduce the requirement to work from an office/fixed location.</p> <p>Provision of additional HR support for employees who are at higher risk (pre-existing conditions), and who have been asked to take extra care in observing social distancing. Any personal requests</p>	<b>LOW</b>

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			<p>from individuals in this category shall be approved by HR Business Partner and Business Lead and a vulnerable person risk assessment must be completed.</p> <p>HR procedures to address any employee's expressing 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.</p> <p>Staggering arrival and departure times.</p> <p>Increasing entry/exits points where possible.</p>	
Working and moving around at buildings and work sites (Lifts)	Transmission of COVID-19	<b>HIGH</b>	<p><b>Lifts</b> Reduce max occupancy for lifts and implementing controls as follows using the current distancing rules,</p> <p>People who feel fit and able to, should be encouraged to use the stairs instead of lifts where possible, especially on lower floors</p> <ul style="list-style-type: none"> <li>• Local distancing to be applied in lifts as it is in other common areas e.g. lift 3m x 3m max 4 people, lift 2m x 2m max 2 people (at 1m distance)</li> <li>• Floor markings in lifts will be used where appropriate to encourage social distancing as per above</li> <li>• Take care on entry - first in move to the back of the lift</li> <li>• Take care on exiting - last in first out</li> <li>• Talking in lifts to be discouraged</li> <li>• Face coverings to be worn</li> <li>• Stand facing away from each other</li> <li>• Ventilation systems in lifts to be checked to confirm they are in good order and provide the necessary levels of air changes (to be specified by FM Engineers)</li> <li>• Lift programming to be adjusted to maximise availability (e. g. where lift is allocated, second lift is called when 2 people have been a 1 located to first lift)</li> <li>• Work patterns and activities to be arranged to avoid heavy lift use</li> <li>• Lifts to stand with doors open when not in use (if possible)</li> </ul> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p><b>PROTECT EACH OTHER</b> <b>Lift courtesy</b></p> <ul style="list-style-type: none"> <li>• Use the stairs where you can</li> <li>• Keep your distance</li> <li>• Wear a face covering</li> <li>• Face away</li> <li>• Avoid talking in the lift</li> </ul> </div> </div>	<b>Medium</b>

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Working and moving around at buildings and work sites (Toilets/Shower Rooms)	Transmission of COVID-19	<b>HIGH</b>	<p><b>TOILETS/Shower Rooms</b> Reduce max occupancy for toilets and implementing controls as follows using the current distancing rules,</p> <ul style="list-style-type: none"> <li>• Signage indicating the location of where alternative toilets are located</li> <li>• Signage should indicate max occupancy where appropriate and colleagues should check occupancy as they enter and wait outside if necessary</li> <li>• Respect other people’s space if not enough space to pass each other with sufficient distance, give way and wait until the route is clear</li> <li>• Close off appliances using local distancing measurements to control numbers</li> <li>• Face coverings to be worn</li> <li>• Close toilet lids after use</li> <li>• Wash hands thoroughly before drying</li> <li>• Windows should always be open where available/possible when the toilet is available for use</li> <li>• Ventilation systems in toilets to be checked to confirm they are in good order and provide the necessary level of air changes (to be specified by FM Engineers)</li> <li>• Set clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean, clear of personal items</li> </ul> <p>Enhanced cleaning of all facilities throughout the day and at the end of each day</p>	<b>LOW</b>
Design of workplaces and workstations to maintain social distance at workstations	Transmission of COVID-19	<b>HIGH</b>	<p>Review layouts to allow employees to maintain social distancing where possible.</p> <p>Use screens to create a physical barrier where required such as reception areas etc.</p> <p>Pair employees where there is a regular requirement to work close together (2-person assembly or lifting/maintenance activity that cannot be redesigned).</p> <p>Additional sanitising wipes available for use before commencing and after the work</p>	<b>LOW</b>
Potential to be exposed to COVID-19 when attending meetings and training?	Transmission of COVID-19	<b>HIGH</b>	<p>Avoid meetings in person where possible – use remote meeting tools</p> <p>Avoid sharing pens, pointers, and other objects during meetings</p> <p>Meeting attendees should be kept to a minimum to assist with maintaining social distancing and maintain a record of all attendees including their emergency contact numbers for tracking and tracing.</p> <p>Provision of additional hand sanitisation in all meeting rooms</p> <p>Hold meetings in well ventilated rooms where possible (keep doors open where possible)</p> <p>Consider maximum occupancy for meetings and minimise office furniture where possible to promote social distancing</p>	<b>LOW</b>
Work-related travel	Transmission of COVID-19	<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>	<b>LOW</b>

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			<p>Where employees are required to stay overnight away from their home, ensure that they are aware of the national/local restrictions that apply to where they are staying, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines</p> <p>Where employees are required to travel between different areas covered by different National and/or Local restrictions check the current local restrictions before any travel is commenced</p> <p>Where employees are required to travel together refer to the Multi Occupancy Risk Assessment and the Multi Occupancy Info Graphic.</p>	
Refuelling company vehicles	Transmission of COVID-19	<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.	Transmission of COVID-19	<b>HIGH</b>	<p>Provision of additional 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>
Managing visiting Non -SSE personal at SSE Location e.g. customers/visitors/deliveries and contractors	Transmission of COVID-19	<b>MEDIUM</b>	<p>Site guidance should be explained on or before arrival</p> <p>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</p> <p>Minimise unnecessary visitors to sites and maintain your social distance</p> <p>Encourage 'virtual' visits where this is an option</p> <p>Limit the number of visitors at any one time (aligned to maximum occupancy levels for the floor or building)</p> <p>Where possible have separate entry and exit routes for visitors/contractors to minimise interaction with employees</p> <p>Determine if schedules for essential contractor and maintenance visits can be revised to reduce interaction (out of hours)</p> <p>Maintain a record of all visitors including their emergency contact numbers for tracking and tracing</p>	<b>LOW</b>

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Deliveries of inbound and outbound goods	Transmission of COVID-19	<b>HIGH</b>	<p>If necessary, revise pick-up and drop-off collection points, procedures, signage and markings to assist with social distancing.</p> <p>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</p> <p>Where possible and safe, minimise the employees involved in loading/unloading vehicles</p> <p>Provision of access to welfare facilities when required, consistent with other guidance for delivery drivers</p> <p>Drivers should stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-away' s.</p>	<b>LOW</b>
Handling goods, merchandise and other materials, and vehicles	Transmission of COVID-19	<b>HIGH</b>	<p>Regular cleaning of equipment, tools, and vehicles, for example pallet trucks and forklift trucks and reusable delivery boxes after each shift and each use of shared equipment</p> <p>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</p> <p>Provision of hand sanitiser for employees to use boarding vehicles or handling deliveries when handwashing is not practical</p> <p>Regular cleaning of vehicles that employees may take home</p>	<b>LOW</b>
Working on third-party locations	Transmission of COVID-19	<b>MEDIUM</b>	<p>Field Survey/Planning works should focus on areas that has less exposure to the public, where possible, and plan to keep travelling distance to a minimum where possible.</p> <p>Field Operations: Contact to be made with the customers/landowners prior to arrival to let know of our intentions to carry out work and to check for anyone that is COVID19 Positive and/or self-isolating.</p> <p>Face-to-face contact with landowners, third parties etc should be avoided. Maintain your social distance,</p> <p>Keep outdoors and do not enter any premises, unless necessary. If you must knock on somebody's door, knock and step back and maintain your social distance when answered</p>	<b>LOW</b>
Work on construction sites	Transmission of COVID-19	<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 an up to date Coronavirus risk assessment, 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	Lack of consistent approach, potentially leading to COVID-19 being contracted or passed on and reputational damage	<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	Transmission of COVID-19	<b>HIGH</b>	Refer SHE Guidance for the current SSE Working in Domestic Properties section	<b>MEDIUM</b>

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Administering first aid	Transmission of COVID-19	<b>MEDIUM</b>	<p>If possible, maintain your social 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	Transmission of COVID-19	<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	Transmission of COVID-19	<b>MEDIUM</b>	<p>Location responsible person to carry out monthly inspections of the location ensuring all applicable risk assessment controls are applied.</p> <p>Verification visits of the location ensuring all applicable risk assessment controls are applied.</p>	<b>B-3- LOW</b>