

**Risk assessment**

No	Category	Activity	Hazard	Consequence	Initial Risk			Van Oord standard safeguards	Additional safeguards / actions	By Who/ By when	Completion Reference	S	L	R	Comment
					S	L	R								
<b>1</b>															
<b>General</b>															
1.1	General	General	Persons getting infected with COVID-19 virus	Persons getting infected with COVID-19 virus	4	C	HIGH	1. Maintain 2 meters distance as much as possible 2. Wash your hands with soap regularly 3. Cough and sneeze into the inside of your elbow 4. Using paper tissues and discard them immediately after single use 5. Do not shake hands.	COVID-19 Continuity Plan	Managing Director		4	B	MEDIUM	
1.2	General	Persons with potential COVID-19 symptoms	Persons with COVID-19 virus symptoms coming to work	Personal health of persons at risk to infection	4	C	HIGH	Anyone with COVID-19 virus like symptoms must not come to the office or any sites. They must inform their manager and stay home until symptoms have gone (for at least 24 hours)		Managing Director		4	B	MEDIUM	
1.3	General	Preparation in case of persons with COVID-19 symptoms	Insufficient preparation and insufficient awareness related to COVID-19 virus	Increase impact of contamination with COVID-19	3	C	MEDIUM	1. Include scenario with COVID-19 in Emergency Response Plan 2. Inform all persons involved about COVID-19 policy 3. Check who has been in contact with person showing symptoms. 4. All persons in close contact to person to be in isolation at home (hotels, apartment) until confirmed if it is a case of Covid 19.	Stay Home and Isolate if showing any symptoms and inform manager.	Managing Director		3	B	MEDIUM	
<b>2</b>															
<b>Office activities</b>															
2.1	Office activities	Working in shared offices	Persons working within 2 meters of each other (lack of social distancing)	Potential contamination with Covid-19	3	C	MEDIUM	If possible work from home (consult with Manager)	Limit staff in the office at one time. Some staff to work from home where possible. Plexi glass screen dividers for staff with desk opposite each other.	Employees, Managers		3	A	LOW	
2.2	Office activities	Use of stairs / door handles	Personal hygiene compromised due to lack of cleaning	Potential contamination with Covid-19	3	C	MEDIUM	1. Frequent cleaning 2. Wash hands regularly	Cleaning protocol to be established with cleaning company / representative.	1. Cleaning personnel 2. Employees		3	B	MEDIUM	
2.3	Office activities	Use of toilet	Personal hygiene compromised	Potential contamination with Covid-19	3	C	MEDIUM	1. Frequent cleaning 2. Wash hands after use	1 at a time in the toilet cubicle. Do not gather outside of toilet area One person at the time in toilet area	1. Cleaning personnel 2. Employees		3	B	MEDIUM	
2.4	Office activities	Use of coffee machines / copiers	Personal hygiene compromised	Potential contamination with Covid-19	3	B	MEDIUM	1. Replace coffee machine for individual machines in the offices. 2. Wipes provided in the kitchen for any touch points. 3. Wash hands before using the fridge. 4. Use only personal cups or single use cups 5. One person to be in the Kitchen Area at one time	Do not make drinks for other Employees Regular cleaning of pantry equipment	1 - 2 Cleaning personnel 3-4 Employees		3	A	LOW	
2.5	Office activities	Office work	Personal hygiene compromised (working in office area)	Potential contamination with Covid-19	3	C	MEDIUM	1. Keep minimum 2 meters between two persons including persons walking in front / behind a person sitting 2. Do not share phones, keyboards and/or mouse (if not possible, always clean before use)	Do not collect other peoples prints off the printer. Wipes provides for touch points. Regular cleaning of desks and office equipment	Employees		3	B	MEDIUM	
2.6	Office activities	Meetings	Personal hygiene compromised	Potential contamination with Covid-19	3	C	MEDIUM	1. Meetings should be held to a minimum as possible in the office (use e.g. Microsoft Teams to organise meetings) 2. Always maintain minimum 2 meters distance between persons 3. Bring own drinks to meeting (do not share)	Open window to ventilate the room and Plastic Glass dividers as a modification (optional)	Employees		2	B	LOW	
2.7	Office activities	Use of corridors and stairs	Personal hygiene compromised	Potential contamination with COVID-19	3	C	MEDIUM	1. Maximum 1 person on the staircase at a time, allow 2m so they can pass at the top or bottom of stairwell. 2. Check when walking along narrow corridors to allow one person at a time keeping the 2m social distance. 3. Pop head out of the office to check.		Employees		3	B	MEDIUM	
2.8	Office activities	Meals/ snacks	Personal hygiene compromised	Potential contamination with Covid-19	3	C	MEDIUM	1. Meals should not be eaten in combined space. 2. Try to eat lunch separate if possible, do not share food or snacks.	Avoid using shared equipment e.g. microwaves and toasters. After using cutlery place in dishwasher	Project Director		2	B	LOW	
2.9	Office activities	Cleaning	Personal hygiene compromised	Potential contamination with Covid-19	3	C	MEDIUM	1. All desks, keyboards and mouses must be cleaned frequently 2. Cleaning to be done before or after office hours as much as possible 3. Provide staff with cleaning material.	Avoid Hot desks and wash hands frequently. Plexi glass dividers to be added to shared desk spaces. Hand sanitizer provider at each desk.	Managing Director		3	A	LOW	
<b>Travelling</b>															

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					S	L	R					S	L	R	
4.1	Travelling international	Local transport (airport transfer, hotel transfer, transfer from home etc.)	Flu-like symptoms by project personnel or crew	Potential contamination with COVID-19	4	D	HIGH	1. Travelling is not allowed 2. Vessel access protocol (with amendments for onshore) 3. Inform Planner and project team		Project Director/Manager		3	B	MEDIUM	
4.2	Travelling nationally / locally	Local transport (airport transfer, hotel transfer, transfer from home etc.)	Use of public transport	Possible exposure to COVID-19	3	C	MEDIUM	Avoidance of public transport Use cars / minivan taxi/ drivers	Use of personal vehicles Use of bicycles Person cars. Do not car share.	Project Director/Manager		3	A	LOW	
5	<b>Accommodation stay</b>														
5.1	Accommodation	Staff staying in hotels	Staff exposed to COVID-19 in hotel	Possible spread of COVID-19 on site / offices	3	C	MEDIUM	1. Vessel Access Protocol (with amendment for on shore isolation)	1. Maintain social distance from others at the Hotels. 2. Stay inside hotel room during stay	Employees		3	B	MEDIUM	
7	<b>Supply</b>														
7.2	Supply	Deliveries	Possible contact with new persons	Possible exposure to COVID-19	3	C	MEDIUM	1. Do not gather in Reception, courier to drop off and sign. 2. Set up instructions for drivers 3. No personal contact with drivers / Couriers. 4. wash hand after handling post or deliveries.		Procurement , Reception		3	B	MEDIUM	