

<b>CHAP Operating Division</b>	CHAP Group – All sites	<b>Project</b>	All sites	<b>Date:</b>	18.06.20 Rev 28.07.20
<b>Assessor</b>	Eddie Runcie Group QHSE Advisor	<b>Task</b>	CHAP Group – Site Operations	<b>Ref No:</b>	COVID-19RA

HAZARDS	PERSONS AFFECTED	INITIAL RISK			CONTROL MEASURES (List all control measures that are required to reduce the risk)	RESIDUAL RISK		
		L	S	R		L	S	R
1. Transmission of the COVID-19 virus, become infected	Employee, Subcontractor, Agency worker, Visitor	4	3	12	Always follow government guidelines. Where possible, avoid the use of public transport to travel to workplace. Endeavour to travel to work alone and stay at least 2 metres apart (maintain social distancing) where practicable. If you can't travel alone, you <b>MUST</b> wear a face covering - <b>2 PERSONS MAXIMUM</b> . This is based on typical front seat only vans. Bench front seats limited to 2 persons. Mini bus/crew buses multiple passenger seats subject to individual review. Ensure good ventilation. (IE windows open) Where possible regular combined travel should be by the same 2 people. (van surfaces should be wiped down daily) <b>DO NOT</b> travel to work if you have symptoms - contact your line Manager. Stay at home and self isolate for at least 10 days	2	3	6
2. Transmission of the COVID-19 virus, become infected	Employee, Subcontractor, Agency worker, Visitor	4	3	12	Limit any social contact. Limit visits to sites / offices unless absolutely necessary. Operatives should wash/hand sanitise their hands when entering site. Regularly wash hands with soap and water for a minimum of 20	2	3	6

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					seconds and avoid touching your face with your hands. Use sanitiser if hand wash facilities are not readily available.  Posters and alerts to be displayed on site to remind operatives. Ensure that site operatives are given regular briefings on the virus and the required control measures.			
3. Contracting COVID-19, become infected	Employee, Subcontractor, Agency worker, Visitor	4	3	12	If someone has been in contact with another who has become unwell with a new continuous cough or a high temperature, loss of taste and smell they should not be permitted on site. <b>They must notify their Manager as soon as possible. Stay at home.</b> Anyone who has symptoms must self-isolate for at least 7 days. Members of their family who stay with them must self-isolate for 14 days.	2	3	6
4. Using finger or thumb print readers, or Mosaic system. Contract/transmit COVID-19	Employee, Subcontractor, Agency worker, Visitor	4	3	12	Electronic / Biosite equipment must be wiped with an antibacterial wipe after each use and the wipe disposed of in a bin. Antibacterial wipes and sprays are to be kept next to all equipment.	2	3	6
5. Manually signing in to site. Contract/transmit COVID-19	Employee, Subcontractor, Agency worker, Visitor	4	3	12	Operatives signing in should use their own pen where possible. Communal pens should be avoided – use your own if possible (hands cleaned before use) Visitors to site <b>MUST</b> use antibacterial wipes/hand sanitise before entry.	2	3	6

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		L	S	R		L	S	R
6. Spreading of the virus.	Employee, Subcontractor, Agency worker, Visitor	4	3	12	<p>Any person showing symptoms of COVID-19 (a cough or high temperature, loss of smell /taste) will be requested to leave site/not allowed access.</p> <p>No unauthorised persons permitted on site.</p> <p>Any Person living with a vulnerable/shielded person should follow Government advice and go online to <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a> or call 111 if they don't have internet access.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</p>	2	3	6
7. Maintaining hygiene, contract/transmit the virus	Employee, Subcontractor, Agency worker, Visitor	4	3	12	<p>Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</p> <p>Hands should be washed/sanitised after touching commonly used items such as door handles etc. Hand washing technique to be adopted as directed by NHS.</p> <p>Provide hand sanitiser at all entrances to buildings, offices</p> <p>Avoid touching your face, eyes, nose and mouth with unwashed hands. Cover your face if you cough or sneeze with a tissue.</p> <p>Used tissues must be thrown into a bin immediately after use.</p>	2	3	6
8. Administering First Aid – contract / transmit the virus	Employee, Subcontractor, Agency worker, Visitor	4	3	12	<p><b>The first responder must be a qualified First Aider.</b> The First Aider must have access to personal protective equipment (PPE) (e.g. FFP2 face mask, disposable gloves, eye protection); these should be worn when administering first aid. <b><u>Mouth to Mouth resuscitation should not be attempted.</u></b></p>	2	3	6

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		L	S	R		L	S	R
		4	3	12	<ul style="list-style-type: none"> <li>Recognize cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.</li> <li>Make sure an ambulance is on its way. If COVID 19 is suspected, you must tell the Operator when you call 999.</li> <li>If there is a perceived risk of infection, rescuers should place a cloth / towel over the victim's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives.</li> <li>Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.</li> <li>After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.</li> </ul> <p>Persons who have an existing respiratory issue such as asthma, bronchitis etc, must ensure they have any medical aids at hand e.g inhalers. They <b>MUST follow all required guidance in this risk assessment to protect themselves.</b></p>	2	3	6
9. Signing for any delivery – contract / transmit the virus	Employee, Subcontractor, Agency worker, Visitor	4	3	12	<p>If you need to sign for a delivery you must ensure you that you are wearing additional PPE - face covering, latex free / nitrile gloves.</p> <p>Use your own pen. Maintain the PPE when opening any delivery.</p>	2	3	6

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		L	S	R		L	S	R
					All delivery notes are to be kept in one place. Notes can be scanned and stored/distributed electronically <b>Delivery notes are to be kept on site.</b>			
10. Planning work areas daily.	Employee, Subcontractor, Agency worker, Visitor	4	3	12	All works and activities are to be planned, risk assessed, and reviewed daily to ensure social distancing is maintained as far as possible. Take into account the type of works, interfaces with other works, the amount of workforce numbers required and the space available. Access to and from the work areas should be part of this review.  2 metre social distancing should be maintained as far as is possible throughout the work activity, and regular monitoring by Supervision is required. Plan ahead. If the 2 meter rule cannot be achieved, employees <b>MUST</b> wear a face covering. Should there be additional hazards such as dust, fumes etc, then FFP3 disposable masks are to be worn.	2	3	6
11. Planning work areas daily	Employee, Subcontractor, Agency worker, Visitor	4	3	12	Sites to ensure a toolbox talk is held daily before work commences to underline the requirements of this risk assessment, and the controls for safe working on site.	2	3	6
12. Using Walkways / stairs/ access routes.	Employee, Subcontractor, Agency worker, Visitor	4	3	12	Where 2 metre distancing during movement of persons is difficult, consider a "one way" system, and install passing bays at reasonable intervals. Separate stairwells for access and egress should be used, where possible.  Brief all persons that discipline and patience is required. Limit the movement of people in areas where 2 metre distancing is difficult to achieve (hoists, lifts corridors etc.).	2	3	6

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		L	S	R		L	S	R
					Place visible 2 metre distance and One-way markings in appropriate areas as reminders. Monitor regularly for compliance.			
13. RAMS toolbox talks / Inductions	Employee, Subcontractor, Agency worker, Visitor  Employee, Subcontractor, Agency worker, Visitor	4	3	12	<p>All RAMS etc. are to be signed by operatives with their own pen. Communal pens should be avoided or hands sanitized before use. All operatives entering site shall require the coronavirus toolbox talk as an induction in line with Covid-19 Guidance</p> <p>Re-usable PPE should be thoroughly cleaned after use and not shared between workers. Do not touch your face when wearing gloves.</p> <p>Single use PPE should be disposed of so that it cannot be reused.</p> <ul style="list-style-type: none"> <li>Gloves.</li> <li>Face masks. (not all masks are single use)</li> <li>Protective overalls</li> </ul> <p>All those using masks for occupational health must be face fitted.</p> <p>Remove gloves by pinching near the wrist area the inside of the glove (avoid touching the outside of gloves) peel downwards and away from the wrist. Turning the gloves inside out, do the same with both gloves and dispose of in suitable bin. Once the gloves are removed wash hands with soap and water.</p>	2	3	6
14. Attending meetings	Employee, Subcontractor, Agency worker, Visitor	4	3	12	<p>Meetings in person should only be held if absolutely necessary – use social media wherever possible.</p> <p>Only invite essential persons to meetings.</p> <p>Attendees should adopt the 2m rule.</p> <p>Rooms should be well ventilated / windows opened to allow fresh air</p>	2	3	6

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		L	S	R		L	S	R
					circulation. Consider holding meetings in open areas where possible. Shared surfaces in meeting rooms should be wiped down after use.			
15. Work equipment, tools and equipment	Employee, Subcontractor, Agency worker, Visitor	4	3	12	<p>All enclosed ride-on plant should have the window open to ensure sufficient ventilation.</p> <p>Plant operators are to ensure the plant is regularly cleaned with antibacterial products and wipe down commonly touched surfaces, whenever they enter or leave the vehicle.</p> <p>All work equipment is to be wiped before first use and at frequent intervals during the day (at least twice) and at the end of the day. Any “common” use tools that are shared need to be wiped with an antibacterial cleaner prior to use and after use.</p> <p>Where tools are boxed, the box is to be wiped before and after use. The sharing of tools is to be discouraged and avoided where practical.</p>	2	3	6
16. Use of welfare facilities.	Employee, Subcontractor, Agency worker, Visitor	4	3	12	<p>Welfare facilities are to be cleaned at least twice a week.</p> <p>All operatives must maintain the 2 metre social distancing where possible. Limit the use of the welfare for meal breaks to ensure 2 metres distance – remove chairs, and tape off table areas which are not for use.</p> <p>Toilets must operate a “one in one out “system or ensure that the space within can accommodate the amount of personnel using at any one time without breaching the 2 metre rule.</p> <p>Keep clothing / work wear in a polythene bag/kit bag when not in use.</p> <p>Wipe down access door handles, sinks, taps, and hand driers with sanitising wipes.</p> <p>Use bleach/disinfectant and mops for floors.</p>	2	3	6

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		L	S	R		L	S	R
					Ensure sufficient supply of soap, sanitizing wipes / fluids, paper hand towels, waste disposal bags.			

I confirm that the above control measures have been implemented and are considered effective.

Site Manager / Supervisor ..... Date 7/17/20

*E. Rancie*

GROUP WISE ADVISOR.

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**F522 (a) – Quantitative Risk Assessment**

Risk Rating = Likelihood x Severity		Hazard Severity				
		1	2	3	4	5
		<b>Negligible</b> Negligible injury, no absence from work	<b>Slight</b> Minor injury requiring First Aid treatment	<b>Moderate</b> Injury leading to a lost time accident	<b>High</b> Involving a single persons serious injury or death	<b>Very High</b> Multiple serious injuries or deaths
1	<b>Very Unlikely:</b> A freak combination of factors would be required for an incident or accident to occur.	LOW	LOW	LOW	LOW	LOW
2	<b>Unlikely:</b> A rare combination of factors would be required for an incident or accident to occur.	LOW	LOW	LOW	MEDIUM	MEDIUM
3	<b>Possible:</b> Could happen when accidental factors are present but otherwise unlikely.	LOW	LOW	MEDIUM	HIGH	HIGH
4	<b>Likely:</b> Not certain to happen but an additional factor may result in an incident or accident.	LOW	MEDIUM	HIGH	HIGH	HIGH
5	<b>Very Likely:</b> Almost inevitable that an incident or Accident would result.	LOW	MEDIUM	HIGH	HIGH	HIGH
LOW RISK (Score 1 - 6)		May be acceptable, however review task to see if risk can be reduced further (ALARP).				
MEDIUM RISK (Score 8 - 10)		Task should only proceed following appropriate consultation with Group QHSE Advisor.				
HIGH RISK (Score 12 - 25)		Task must not proceed as risk is unacceptable. Task should be assessed further and additional control measures put in place to reduce the risk to as low a level as is reasonably possible.				

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<b>CHAP Operating Division</b>	CHAP Group – Westhill office	<b>Project</b>	All	<b>Date:</b>	31.08.20
<b>Assessor</b>	Eddie Runcie, Group QHSE Advisor	<b>Task</b>	Precautions in the Chap Group Westhill office against the Coronavirus COVID19 outbreak	<b>Ref No:</b>	

HAZARDS	PERSONS AFFECTED	INITIAL RISK			CONTROL MEASURES (List all control measures that are required to reduce the risk)	RESIDUAL RISK		
		L	S	R		L	S	R
Employees travelling to the office, contracting / transmitting the virus	Other office employees / visitors, contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Try not to use public transport / Use your own transport. Travel alone.</li> <li>If you must use public transport, maintain 2 metres distance where practicable.</li> <li>DO NOT travel if you are showing signs of the virus :- high temperature, a new persistent cough, loss of , or change to, sense of taste and/or smell. Stay at home and self- isolate for 10 days. Contact NHS Inform an arrange a test</li> <li>If someone in your household has/had the virus, <b>DO NOT</b> come to work:- self-isolate.</li> </ul>	2	3	6
Employees entering the office, contracting / transmitting the virus	Other office employees / visitors, contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Enter the office 1 person at a time, always 2 metres distance between each person.</li> <li>Use alcohol-based hand sanitiser as soon as you enter the office.</li> <li>Employees to follow one way system through the office from the entrance point, to their work station.</li> <li>Use alcohol-based sanitiser if you have been touching door handles, stair handrails etc.</li> </ul>	2	3	6
Employees exiting the office, contracting / transmitting the virus	Other office employees contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Follow one way system to exit office from work station to the exit point, maintaining 2 metres distance from other employees</li> </ul> <p>** NOTE – ALL ESCAPE ROUTES MAY BE USED IN AN EMERGENCY SITUATION i.e A FIRE</p>	2	3	6

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		L	S	R		L	S	R
Employees working at computer workstations, contracting the virus	Office employees contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Cover your mouth/nose when coughing, sneezing to prevent contamination. Use a tissue and throw immediately into a bin. Wash hands thoroughly / use hand sanitiser immediately.</li> <li>Wipe down workstation surfaces, computer keyboards, telephones, seats on a regular basis with anti-bacterial wipes/alcohol-based cleaning solutions.</li> <li>Only use your own workstation – do not desk share.</li> </ul>	2	3	6
Employees planning daily work to avoid contact with other persons, contracting / transmitting the virus	Office employees contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Plan work to ensure 2 metre social distancing – avoid physical meetings :- use IT / phone calls / emails.</li> <li>Arrange office desks/seating to ensure 2 metre social distancing.</li> </ul>	2	3	6
Visitors at reception, employees contracting / transmitting the virus	Office employees/visitors contract/transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Perspex screen at reception desk to protect employee / visitor</li> <li>2 metre line on the floor at reception desk to ensure social distancing between visitors and Receptionist.</li> <li>Encourage customers etc to use IT/phone communications to reduce personal contact.</li> <li>ALL visitors to use alcohol-based hand sanitiser on entry to reception.</li> <li>Visitor seating not to be used to prevent spread of virus.</li> <li>Receptionist only, to complete visitor in/out records.</li> </ul>	2	3	6
Employees attending meetings, contracting / transmitting the virus	Office employees / visitors contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Physical meetings to be held only if absolutely essential – use IT facilities.</li> <li>2 metre distancing in place.</li> <li>Essential persons only.</li> <li>Wipe down table/chair surfaces with anti-bacterial wipes before and after the meeting.</li> <li>Consider if it is possible to use a room with air conditioning, or windows can physically be opened to allow air flow.</li> </ul>	2	3	6

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		L	S	R		L	S	R
Use of gents/ladies toilets, employees contracting / transmitting the virus	Office employees / visitors contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>One person only at any one time in all toilets in the office – vacant/engaged signage in use.</li> <li>High standard of hygiene/ hand washing, soap and water, alcohol based hand sanitiser to be used.</li> </ul>	2	3	6
Use of welfare facilities, employees contracting / transmitting the virus	Office employees / visitors contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Limited use of kitchen for lunch/tea breaks – maximum 4 persons at a time to use facilities to maintain 2 metre social distancing.</li> <li>Use alcohol-based hand sanitiser on entry/leaving.</li> <li>Employees bring own food</li> <li>Microwave oven not to be used. Crockery / utensils are removed from use</li> <li>Dining chairs are removed – area is for food prep only.</li> </ul>	2	3	6
Deliveries to the office reception, employees contracting / transmitting the virus	Office employees / visitors contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Delivery person must observe the 2 metre distancing rule whilst handing over any delivery package.</li> <li>Receptionist must handle the package by wearing disposable gloves, and sign any document using own pen.</li> <li>Dispose of gloves and use alcohol based sanitiser once delivery is complete.</li> </ul>	2	3	6
First aid provision, employees contracting / transmitting the virus	Office employees / visitors contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Trained first aid person only to provide assistance. First aider to wear PPE - disposable gloves, and a disposable FFP2 / FFP3 face mask.</li> <li>Once first aid is given, dispose of all PPE equipment in a sealed bag and dispose of as bio waste.</li> <li>First aider may perform CPR in case of cardiac issues, chest compressions only. Place a towel over the mouth and nose. Use a defibrillator. Contact the Emergency Services.</li> </ul>	2	3	6

I confirm that the above control measures have been implemented and are considered effective.

Manager / Supervisor *[Signature]* Date 31/8/20

*E. KUNCIE GROUP RISK ADVISOR*

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**F522 (a) – Quantitative Risk Assessment**

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		1	2	3	4	5
		<b>Negligible</b> Negligible injury, no absence from work	<b>Slight</b> Minor injury requiring First Aid treatment	<b>Moderate</b> Injury leading to a lost time accident	<b>High</b> Involving a single persons serious injury or death	<b>Very High</b> Multiple serious injuries or deaths
<b>1</b>	<b>Very Unlikely:</b> A freak combination of factors would be required for an incident or accident to occur.	LOW	LOW	LOW	LOW	LOW
<b>2</b>	<b>Unlikely:</b> A rare combination of factors would be required for an incident or accident to occur.	LOW	LOW	LOW	MEDIUM	MEDIUM
<b>3</b>	<b>Possible:</b> Could happen when accidental factors are present but otherwise unlikely.	LOW	LOW	MEDIUM	HIGH	HIGH
<b>4</b>	<b>Likely:</b> Not certain to happen but an additional factor may result in an incident or accident.	LOW	MEDIUM	HIGH	HIGH	HIGH
<b>5</b>	<b>Very Likely:</b> Almost inevitable that an incident or Accident would result.	LOW	MEDIUM	HIGH	HIGH	HIGH
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<b>Assessor</b>	Eddie Runcie, Group QHSE Advisor	<b>Task</b>	Precautions for visitors/contractors attending Chap Group Westhill office, against the Coronavirus COVID19 outbreak	<b>Ref No:</b>	

HAZARDS	PERSONS AFFECTED	INITIAL RISK			CONTROL MEASURES (List all control measures that are required to reduce the risk)	RESIDUAL RISK		
		L	S	R		L	S	R
Visitors / contractors attending the Westhill office, contracting / transmitting the virus	Visitors / Contractors, contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Only attend site if the visit is absolutely necessary. Essential persons only</li> <li>Use IT/phone communications to reduce personal contact.</li> <li>Arrange an appointment / time and date prior to visiting.</li> <li><b>DO NOT</b> travel if showing signs of the virus :- high temperature, a new persistent cough, loss of , or change to, sense of taste and/or smell. Stay at home and self- isolate for 10 days. Contact NHS Inform and arrange a test</li> <li>If someone in your household has/had the virus, <b>DO NOT</b> visit. Self-isolate.</li> <li>If applicable, submit current RAMS before the visit, with details of your COVID19 precautions, for review</li> </ul>	2	3	6
Visitors / contractors attending the Westhill office, contracting / transmitting the virus	Visitors / Contractors, contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Report to reception 1 person at a time, always 2 metres distance between each person.</li> <li><b>ALL</b> visitors / contractors must use alcohol-based hand sanitiser on entering reception.</li> <li>Adhere to the 2 metre line on the floor at reception desk to ensure social distancing between visitors and Receptionist</li> <li>Wait until your host meets you. Maintain 2 metres distance</li> </ul>	2	3	6
Visitors / contractors attending the Westhill office, contracting / transmitting the virus	Visitors / Contractors, contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Perspex screen at reception desk to protect visitor / receptionist</li> <li><b>DO NOT</b> use visitor seating - prevent spread of virus.</li> <li>Receptionist only, to complete visitor in/out records.</li> </ul>	2	3	6

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		L	S	R		L	S	R
Visitors / contractors attending the Westhill office, contracting / transmitting the virus	Visitors / Contractors, contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Follow your host to your work location / meeting place, maintaining 2 metres distance from others.</li> <li>Contact your host when work is complete / you are ready to leave</li> <li>** NOTE – ALL ESCAPE ROUTES MAY BE USED IN AN EMERGENCY SITUATION i.e A FIRE</li> </ul>	2	3	6
Visitors / contractors attending the Westhill office, contracting / transmitting the virus	Visitors / Contractors, contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Cover your mouth/nose when coughing, sneezing to prevent contamination. Use a tissue and throw immediately into a bin. Wash hands thoroughly / use hand sanitiser immediately.</li> <li>Where possible, wear a face covering and disposable latex/nitrile gloves</li> <li>Maintain a high level of hygiene – When finished work, wipe down work area surfaces, computer keyboards, telephones, seats etc, with anti-bacterial wipes/alcohol-based cleaning solutions. Dispose of in a bin</li> </ul>	2	3	6
Visitors / contractors attending the Westhill office, contracting / transmitting the virus	Visitors / Contractors, contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Plan work to ensure 2 metre social distancing – avoid physical meetings :- use IT / phone calls / emails.</li> <li>Contact / discuss with your your host if the 2 metre rule cannot be adhered to. Wear face covering / gloves</li> </ul>	2	3	6
Use of gents/ladies toilets, visitors / contractors contracting / transmitting the virus	Visitors / Contractors, contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>One person only at any one time in all toilets in the office – vacant/engaged signage in use.</li> <li>High standard of hygiene/ hand washing, soap and water, alcohol based hand sanitiser to be used.</li> </ul>	2	3	6
Use of welfare facilities, visitors / contractors contracting / transmitting the virus	Visitors / Contractors, contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Limited use of kitchen for lunch/tea breaks – maximum 4 persons at a time to use facilities to maintain 2 metre social distancing.</li> <li>Use alcohol-based hand sanitiser on entry/leaving.</li> <li>Visitors bring own food</li> <li>Microwave oven not to be used. Crockery / utensils removed from use</li> <li>Dining chairs are removed – area is for food prep only.</li> </ul>	2	3	6

**NO OPERATION MUST BE CARRIED OUT UNTIL ALL THE CONTROL MEASURES IDENTIFIED IN THIS ASSESSMENT ARE IN PLACE**

HAZARDS	PERSONS AFFECTED	INITIAL RISK			CONTROL MEASURES (List all control measures that are required to reduce the risk)	RESIDUAL RISK		
		L	S	R		L	S	R
Deliveries to the office reception, employees contracting / transmitting the virus	Delivery person / employee contracts / transmits the virus	4	3	12	<ul style="list-style-type: none"> <li>Delivery person must observe the 2 metre distancing rule whilst handing over any delivery package.</li> <li>Receptionist must handle the package by wearing disposable gloves, and sign any document using own pen.</li> <li>Dispose of gloves and use alcohol based sanitiser once delivery is complete.</li> </ul>	2	3	6
First aid provision, visitors / contractors transmitting the virus	Visitors / Contractors, contract / transmit the virus	4	3	12	<ul style="list-style-type: none"> <li>Trained first aid person only to provide assistance. First aider to wear PPE - disposable gloves, and a disposable FFP2 / FFP3 face mask.</li> <li>Once first aid is given, dispose of all PPE equipment in a sealed bag and dispose of as bio waste.</li> <li>First aider may perform CPR in case of cardiac issues, carry out chest compressions only. Place a towel over the mouth and nose. Use a defibrillator. Contact the Emergency Services.</li> </ul>	2	3	6

I confirm that the above control measures have been implemented and are considered effective.

Manager / Supervisor ..... *[Signature]* ..... Date ..... *31/8/20* .....

*E RUNCIE*  
*GRANT QIBG ADVISOR*

**NO OPERATION MUST BE CARRIED OUT UNTIL ALL THE CONTROL MEASURES IDENTIFIED IN THIS ASSESSMENT ARE IN PLACE**

**F522 (a) – Quantitative Risk Assessment**

Risk Rating = Likelihood x Severity  ( L )		Hazard Severity ( S )				
		1	2	3	4	5
		<b>Negligible</b> Negligible injury, no absence from work	<b>Slight</b> Minor injury requiring First Aid treatment	<b>Moderate</b> Injury leading to a lost time accident	<b>High</b> Involving a single persons serious injury or death	<b>Very High</b> Multiple serious injuries or deaths
1	<b>Very Unlikely:</b> A freak combination of factors would be required for an incident or accident to occur.	LOW	LOW	LOW	LOW	LOW
2	<b>Unlikely:</b> A rare combination of factors would be required for an incident or accident to occur.	LOW	LOW	LOW	MEDIUM	MEDIUM
3	<b>Possible:</b> Could happen when accidental factors are present but otherwise unlikely.	LOW	LOW	MEDIUM	HIGH	HIGH
4	<b>Likely:</b> Not certain to happen but an additional factor may result in an incident or accident.	LOW	MEDIUM	HIGH	HIGH	HIGH
5	<b>Very Likely:</b> Almost inevitable that an incident or Accident would result.	LOW	MEDIUM	HIGH	HIGH	HIGH
LOW RISK (Score 1 - 6)		May be acceptable, however review task to see if risk can be reduced further (ALARP).				
MEDIUM RISK (Score 8 - 10)		Task should only proceed following appropriate consultation with Group QHSE Advisor.				
HIGH RISK (Score 12 - 25)		Task must not proceed as risk is unacceptable. Task should be assessed further and additional control measures put in place to reduce the risk to as low a level as is reasonably possible.				

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