

Risk Assessment - COVID 19

Customer:	All clients	Work Order No:	N/A
Site:	Colwich Office and Workshop, Retford Hall, Retford Training Centre, Teesside Training Centre, Birchwood Training Centre and all operational sites	RAMS Ref No:	N/A
Work area:	Offices, workshops and plant areas	Issue No:	a
Permits / Safety documents required:	N/A		
	Signature	Position	Date
RAMS Prepared By:	Richard Hornsby	HSE Manager	19.07.2021
RAMS Approved By:	Martin Thomson	HSEQ Consultant	
RAMS Approved By:		HSE Advisor	
RAMS Approved By:		Client	

Peter J Douglas Engineering Limited (PJDE) reserves the right to amend alter or modify these documents should the safety of on-site personnel be affected if this action is required a new document will be issued to all persons concerned as soon as reasonably practicable.

Risk Assessment - COVID 19

Likelihood:

1. Very Unlikely
2. Unlikely
3. Likely
4. Very Likely
5. Highly Likely

Severity

1. Minor Injury, no lost time
2. Minor Injury, less than 3 days lost time
3. Injury, more than 3 days lost time
4. Major Injury, damage or loss
5. Fatality

		Likelihood				
		1	2	3	4	5
Severity	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

LOW MEDIUM HIGH

Risk: This is a calculation of Likelihood * Consequence, the values shown in the Matrix above are the risk values.

The actions which should be taken are as listed in the table below.

RISK LEVEL	ACTION
1 - 5 (Low)	No action is required, risk is tolerable. No further action is necessary other than to ensure that the controls are maintained.
6 - 10 (Medium)	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period.
12-25 (High)	Work should not be started until the risk has been reduced. Substantial efforts should be made to reduce the risk, risk reduction measures should be implemented urgently and considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce the risk work has to remain prohibited.

Notes:

1. When completing the Risk Assessment, please be aware what the definitions of Hazard and Risk are - “Hazard “Something with a potential to cause harm” Risk “The likelihood that harm from the hazard will take place.”

Risk Assessment - COVID 19

2. This Risk Assessment will be reviewed, when there is a reason to suspect that it is no longer valid, when there has been a significant change in the matters to which it relates.
3. This document MUST be used in conjunction with a Point of Work Risk Assessment (POWRA).
4. If in doubt please consult your Supervisor or the HSE department.

RISK ASSESSMENT										
Task Step	Activity	Hazard	Persons Affected	Initial Risk			Control Measures	Residual Risk		
				Li	S e	Ri		Li	S e	Ri
	All work activities within the offices including administration work, delivering training sessions and meetings.	Covid-19	Administration staff Trainers Managers Visitors Tenants Cleaners Maintenance staff Delivery drivers	2	3	6	<p>Eliminate</p> <ul style="list-style-type: none"> • Workers who are unwell with symptoms of Coronavirus (COVID-19) should self-isolate in accordance with government guidance. They should not travel to or attend the workplace. • Facilitate testing for those workers who have symptoms and are eligible for testing. • Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (2 metres). • Avoid skin to skin and face to face contact at all times. • Arrange facilities to maintain social distancing where possible. <p>Reduce</p> <ul style="list-style-type: none"> • Minimising the time workers are in close proximity to others must also include consideration of the following: changes to shift patterns, one way systems for pedestrians, screens, dwell times between tasks, cleaning regimes and frequent hand washing. 	1	3	3

Risk Assessment - COVID 19

							<ul style="list-style-type: none"> • Where the social distancing measures (2 metres) cannot be applied, each event should be risk assessed. • Minimise the frequency and time workers are within 2 metres of each other. Where face-to-face contact is essential, this should be kept to 15 minutes or less. • In circumstances when social distancing is not possible, equally effective measures must be in place to protect workers from virus infection. • Minimise the number of workers involved in these tasks. • Consider alternative or additional engineering controls to reduce worker interface. • Regularly clean common touchpoints - doors, buttons, handles, vehicle cabs, tools, equipment etc. • Introduce pop up hand wash stations. • Make cleaning materials available in the workplace. • Increase ventilation in enclosed spaces. • Workers should wash their hands before and after using any shared equipment. • Screen workers and visitors by asking them to complete a health questionnaire before visiting the workplace. • Temperature testing for employees at all locations. • Prevent delivery personnel from entering work areas by requesting them to drop items in a designated screened area. 			
--	--	--	--	--	--	--	---	--	--	--

Risk Assessment - COVID 19

							<p>Isolate</p> <ul style="list-style-type: none"> Consider changing shift patterns e.g. longer split shifts to reduce the numbers in the workplace at any one time. Stagger break times. <p>Administrative</p> <ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between workers. Consult with an Occupational Hygienist and HSE guidance about the possibility of extending the life of single use PPE. Extending the life of single use PPE should only be done in exceptional circumstances as a result of shortage of supply. 			
	All engineering works in workshops including use of hand-held and floor mounted equipment and the movement of loads.	Covid-19	Craftsmen Supervisors Managers	2	3	6	<p>All controls listed above plus;</p> <ul style="list-style-type: none"> Additional cleaning of operation controls on machines, the use of hand-held equipment limited to one user and the prevention of use of any equipment by visitors or other contractor employees. Use RPE for work involving two or more employees where 2m social distance cannot be achieved. 	1	3	3

Risk Assessment - COVID 19

			Contractor staff Cleaners Visitors Delivery drivers				<ul style="list-style-type: none"> Liaison with other contractors working in the close vicinity. 			
	All engineering works on the client plant areas.	Covid-19	Craftsmen Supervisors Managers Contractor staff Visitors Cleaners	3	3	9	All controls listed above plus; Implement all client site specific rules for contractors on site.	1	3	3
	<p>Company policies which apply to the management of the Coronavirus outbreak and which should be referred to and used in conjunction with this risk assessment are;</p> <ul style="list-style-type: none"> Coronavirus Policy v6 Temperature testing procedure Welfare and wellbeing policy Key worker letter 		<p>The company will ensure all the requirements for contractors working on clients sites are implemented whenever employees are deployed to sites. The company site management team are responsible to liaise with client representatives prior to work starting to ensure the requirements are full understood and thereafter implemented by all employees.</p>				<p>Company site and office managers may introduce more specific additional controls to those listed here – these will be approved by the company HSE team for suitability and will be underpinned by the minimum requirements of this company wide standard risk assessment.</p>			

Risk Assessment - COVID 19

Sign On Sheet

	Name	Signature	Date
We understand the requirements laid down in this risk assessment and method statement and agree to work to the specified requirements laid down in this document			