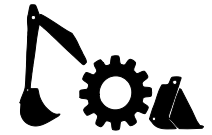


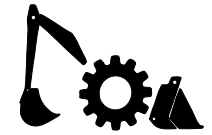
Ref No:	APWRA -002	Issue No	8
Date Assessed:	21 May 20		
Assessed by:	M Burton		
Signature:			
Date Reviewed:	27 Sept 21		
Reviewed by:	J Charlton		
Signature:			
Review timescale:	6 Months		
Authorised by:	P Helks		
Signature:			

Location	Railability – ST16 3HS
Department	All
Activity	COVID-19 Controls
Item	N/A
Area	All

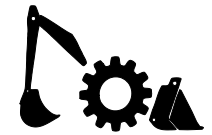
RISK RATING (R)		LIKELIHOOD OF OCCURRENCE (L)				
		Almost Impossible (1)	Unlikely (2)	50/50 chance (3)	High Probability (4)	Almost Certain (5)
HAZARD SEVERITY (S)	Insignificant (1)	1	2	3	4	5
	Minor (2)	2	4	6	8	10
	Moderate (3)	3	6	9	12	15
	Major (4)	4	8	12	16	20
	Catastrophic (5)	5	10	15	20	25



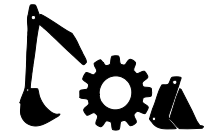
HAZARD	PERSONS AFFECTED	INITIAL RISK			CONTROL MEASURE List those provided and required	RESIDUAL RISK		
		L	S	R		L	S	R
Entry/Exit	All personnel & visitors	5	3	15	Stay 2m apart. Disinfect handles at entry and exit points - minimum twice a day. Staggered start and finish times where possible.	1	3	3
Individuals bringing COVID in to work	All personnel & visitors	5	3	15	Self-assessment at home first, if you have a cough and/or fever and/or lack of smell/taste then stay at home, in accordance with government guidance. On arrival to your place of work receive a temperature check and wellbeing questions, anything over 37.8°C (subject to certified error allowance of thermometer) will be sent home for self-isolation. Receive hand sanitiser before entering site. LFT to be done on site by qualified testers once a week. LFT home testing will be carried out once a week	2	3	6
Sitting too close in the office, classroom or working too close in the workshop	All personnel & visitors	5	3	15	Ensure desks are 2m apart, if not possible then put screening up to protect. Where possible create bays in workshops to prevent straying into each other's work zone. If having to work within the 2m zone, then approved face protection must be used and work within the 2m zone for as minimum amount of time as possible.	1	3	3
Contaminated objects	All personnel & visitors	3	3	9	Have a rigorous cleaning schedule for common objects i.e., handles, switches etc. Sanitise hands after touching any such objects.	1	3	3
Breaktimes	All personnel & visitors	5	3	15	No communal tea breaks, and no tea rounds. Bring own hot and cold drinks in if possible. Canteen separation, one chair per table and use own vehicle if possible. Have staggered breaks to reduce the numbers on break.	1	3	3



HAZARD	PERSONS AFFECTED	INITIAL RISK			CONTROL MEASURE List those provided and required	RESIDUAL RISK		
		L	S	R		L	S	R
Shared pool vehicles	All personnel & visitors	4	3	12	Cleaning routine of vehicle on entering and exiting the vehicle. Sanitise hands after cleaning of vehicle.	1	3	3
Multiple occupancy of vehicle	All personnel & visitors	4	3	12	Single occupancy of vehicles. If there is a first aid requirement to get the Injured Person to hospital, then only one person allowed on a row of seats and personnel to be seated staggered to each other. Face protection to be worn and ventilation to be increased such as by opening windows. Sanitise hands after travelling in this way.	3	3	9
Transfer to and from Workshop & office	All personnel & visitors	3	3	9	Wash/sanitise hands prior to entering office and workshop.	1	3	3
Office workstation with COVID contamination	All personnel & visitors	5	3	15	Clean all areas which are touched by the hands twice daily.	2	3	6
Passing on stairs or corridors	All personnel & visitors	4	3	12	Where there is space allow others to pass remaining 2m away at all times.	1	3	3
Paperwork handling	All personnel & visitors	4	3	12	Where possible reduce paperwork handling by introducing electronic capabilities. If this cannot be done, keep to a minimum.	2	3	6
Emergency situation i.e., fire, bomb etc.	All personnel & visitors	3	3	9	Responding to an Emergency to ensure your immediate safety outweighs COVID issues, and the 2m distance can be relaxed until in a safe environment to go back to 2m.	1	3	3
First Aid	All personnel & visitors	3	3	9	Any first aid needed to be carried out must be done in accordance with current health guidelines, i.e., face coverings over the injured party whilst doing CPR. All first aiders to have received a copy of up-to-date guidelines.	2	3	6
Unnecessary workforce	All personnel	5	3	15	Home working is by arrangement with the company on a case by case basis.	1	3	3



HAZARD	PERSONS AFFECTED	INITIAL RISK			CONTROL MEASURE List those provided and required	RESIDUAL RISK		
		L	S	R		L	S	R
Male toilets	All male personnel	5	3	15	Tape off areas of the urinal to prevent encroachment of the 2m rule. Tape off sinks to prevent usage within 2m rule.	1	3	3
Office communication internally/externally	All personnel & visitors	4	3	12	Hold meetings electronically where possible, if unavoidable ensure 2m between you and the next person. Have tape around desk denoting 2m and to not cross threshold. Use phones, emails, or video conference software as the first mode of conversation before face to face.	2	3	6
Outside walkways	All personnel & visitors	3	3	9	Allow others to pass through the walkways before going through yourself, allowing 2m at the end.	1	3	3
Using kitchens	All personnel & visitors	5	3	15	Cleaning regime will be in place to ensure all areas are sanitised.	2	3	6
Smoking areas	All smokers	5	3	15	Floor markings will denote 2m distance.	1	3	3
Printers	All Office personnel	5	3	15	Try not to use printers unless necessary. Sanitise hands after touching any such objects.	1	3	3
Contractors	All personnel and contractors	3	3	9	Only allow critical contractors on site, and ensure they wait at reception on arrival. Brief contractors of this assessment and ensure they have all the controls for the work they intend to do. Ensure their actions are monitored to provide assurance to our staff. Contractors must have the same temperature and wellness questions as our own staff.	1	3	3



HAZARD	PERSONS AFFECTED	INITIAL RISK			CONTROL MEASURE List those provided and required	RESIDUAL RISK		
		L	S	R		L	S	R
Lack of fresh air	All personnel & visitors	5	3	15	Have windows open on safety locks to allow fresh air into the office without the cold weather affecting the temperature. If windows have the fresh air vent on the windows, then allow this to be always open. During more comfortable climatic weather then the windows should be open more to bring fresh air in and carry any contaminants out.	1	3	3

Additional Comments / Observations

### RISK ASSESSMENT DECLARATION.

I confirm that I have been briefed on the associated risks involved, I am aware of the restrictions and safety related issues involved in this task. I am aware that if for any reason I cannot carry out the work as instructed I must stop work and inform my supervisor.

Date	Name	Company	Signature

Date	Review Due	Review Completed	Signature
27 Sept 21	25 Mar 22		

**NOTE: This declaration may be replaced with single project declaration if referenced therewith**