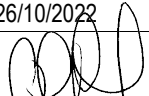




Company:	<b>This is a Generic Document</b>	Prepared By (Inc Designation):	Tony Millen   General manager
Address:	This is a Generic Document	Date Prepared or Reviewed:	26/04/2022
Persons Affected	FQ Employees, Customer Employees & Members of the Public	Review Date (If Applicable):	26/10/2022
Area or Department:	As Required by Contract	Signature of Assessor:	
Work Activity:	<b>Site Based Work   COVID-19</b>		

Hazard	Controls	Risk Rating (Severity x Likelihood)			Existing Control Measures	Additional Control Measures required to Reduce the Risk	Revised Risk Rating (Severity x Likelihood)			
		Severity (1 - 5) x Likelihood (1 – 5) = Risk   0 – 4 = Tolerable/Low					5 – 14 = Moderate/Medium	15 – 25 = Intolerable/High		
		S	L	RR			S	L	RR	
Contracting the Infection	1. Social Distancing (where reasonable) 2. Handwashing 3. PPE	5	4	20	1. Staff are trained in the requirements of social distancing 2. Site attendance will be by prior appointment when practical 3. Staff will normally travel to site in separate vehicles 4. Staff will wear a face covering &/or nitrile gloves (PPE) whilst on customer premises, if requested to do so by the customer & when social distancing is not possible 5. If worn, PPE will be changed & disposed of upon leaving each job &/or if it becomes damaged. It will be double bagged & returned to our workshops for clinical disposal in a bio-hazard bin 6. If people are exempt from wearing a mask, a visor will be provided on request	1. Staff to report to the Main Reception on arrival & must ask if the wearing of PPE is required 2. All site rules & precautions put in place by the customer will be followed 3. Staff to maintain adequate supplies of PPE, sanitising substances & waste bags 4. With the exception of those persons whom have had a positive PCR test within 90 days, all staff have been instructed to participate in weekly non-symptomatic rapid antigen testing; these lateral flow tests are conducted at home on Sunday evenings unless the staff member is on leave. Staff have also been instructed to record the test results on the government website & retain the confirmation emails/text messages for auditing purposes. 5. In addition to the weekly testing, staff must also carry out a lateral flow test if they develop any of the listed symptoms	5	1	5	



Passing on the Infection	4. Social Distancing (where reasonable) 5. Handwashing 6. PPE	5	4	20	<ol style="list-style-type: none"> <li>Staff are trained in the requirements of social distancing</li> <li>Customer requirements will be followed by all members of staff</li> <li>Staff will normally travel to site in separate vehicles</li> <li>Staff will wear a face covering &amp;/or nitrile gloves (PPE) whilst on customer premises, if requested to do so by the customer &amp; when social distancing is not possible</li> <li>If worn, PPE will be changed &amp; disposed of upon leaving each job &amp;/or if it becomes damaged. It will be double bagged &amp; returned to our workshops for clinical disposal in a bio-hazard bin</li> <li>Face coverings, gloves &amp; hand sanitiser is available &amp; provided by the company; it is the employee's responsibility to ensure they have an adequate supply</li> <li>If symptoms develop, staff will stop work &amp; perform a Lateral Flow Test asap. If the result is positive, stay away from work &amp; contact a Senior Manager for instruction</li> </ol>	<ol style="list-style-type: none"> <li>Staff to report to the Main Reception points &amp; ask for their site contact, maintaining social distancing rules</li> <li>All site rules and precautions put in place by the customer will be followed</li> <li>Staff to maintain adequate supplies of PPE, sanitising substances &amp; waste bags</li> <li>With the exception of those persons whom have had a positive PCR test within 90 days, all staff have been instructed to participate in weekly non-symptomatic rapid antigen testing; these lateral flow tests are conducted at home on Sunday evenings unless the staff member is on leave. Staff have also been instructed to record the test results on the government website &amp; retain the confirmation emails/text messages for auditing purposes</li> <li>In addition to the weekly testing, staff must also carry out a lateral flow test if they develop any of the listed symptoms</li> </ol>	5	1	5
Coming into Contact with Contaminated Items	PPE	5	4	20	<ol style="list-style-type: none"> <li>If required by site rules, Staff will wear a face covering &amp;/or nitrile gloves whilst on customer premises &amp; wash/sanitise hands regularly in line with guidance</li> <li>Avoidance of tools &amp; equipment being shared where possible.</li> <li>Waste PPE will be double bagged &amp; return to head office &amp; disposed of as clinical waste. Waste PPE must not be left on the customer's site</li> </ol>	<ol style="list-style-type: none"> <li>Time &amp; date will be applied to the bags before being placed in the Clinical Waste Bin</li> </ol>	5	1	5



Working when Ill	Self-Isolation Procedure	5	4	20	<p>1. The updated symptoms of coronavirus (COVID-19) are: <i>shortness of breath, loss or change to smell &amp; taste, feeling tired &amp; exhausted, high temperature or shivering, blocked or runny nose, aching body, continuous cough, sore throat, headache, diarrhoea, loss of appetite &amp; feeling or being sick.</i> If you have any of these symptoms, perform a Lateral Flow Test. If the result is positive, leave work immediately &amp; contact a senior manager for instruction. Do not return to work until your isolation period is complete</p> <p><b>Isolation &amp; Results:</b> If returning a positive test, you must not return to work for up to 10 days from symptoms starting. This period can be reduced to 5-days so long as a negative Lateral Flow Test is returned on days 4 &amp; 5, performed at least 24-hours apart.</p> <p>The company will also assess who within the business you have been a close contact with &amp; inform the relevant people</p>	<p>1. The UK government requires persons whom test positive for COVID-19 to exercise personal responsibility inline with the their Living with COVID-19 in England plan</p>	5	1	5
Vulnerable People	Not Working on Site	5	5	25	<p>1. If a person is classed as vulnerable by age, medical condition or being pregnant, then a specific risk assessment will be carried out</p>	<p>1. You must advise the General Manager if you are a vulnerable person</p>	5	1	5
Encountering People who are Ill	Social Distancing Procedure (where reasonable)	5	4	20	<p>1. Where possible, staff will work &amp; travel on their own</p> <p>2. Items may be moved to an area where they can be worked on safely in busy areas</p>	<p>1. With the exception of those persons whom have had a positive PCR test within 90 days, all staff have been instructed to participate in weekly non-symptomatic rapid antigen testing; these lateral flow tests are conducted at home on Sunday evenings unless the staff member is on leave. Staff have also been instructed to record the test results on the government website &amp; retain the confirmation emails/text messages for auditing purposes</p> <p>2. In addition to the weekly testing, staff must also carry out a lateral flow test if they develop any of the listed symptoms</p>	5	1	5



Non-Compliance with Requirements / Rules	Supervision & Disciplinary Action	5	4	20	1. Any employee who does not comply with these RAMS & any specific site rules will be investigated by Fire Queen Senior Management. Any breaches of requirements or reports of failure to comply may result in disciplinary action	N/A	5	1	5
Problems on Site	Reporting Problems & Possible Rearranging of Work	5	4	20	1. Any problems identified must be reported to a member of the Senior Management Team	N/A	5	2	5



### Risk Rating Indicator

	Severity		Likelihood
1	Treatment Not Required	1	Very Unlikely
2	Minor Injury   First Aid Required	2	Unlikely
3	First Aid & Hospital Treatment Required	3	Likely
4	Major Injury	4	Will Happen
5	Fatality	5	Will happen Often

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

Tolerable/Low	Moderate/Medium	Intolerable/High
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### Risk Rating Method

Risk Rating = Severity x Likelihood

0 – 4 | Tolerable/Low

No Current Action Required

5 – 14 | Moderate/Medium

Implement Controls where Practicable to Reduce the Risk Further

15 – 25 | Intolerable/High

Stop the Task Immediately & Implement Controls until a Rating of at Least Moderate/Medium is Achieved