



Company:	This is a Generic Document	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	Review Date (If Applicable):	26/10/2022
Area or Department:	FQ Offices & Workshop Areas	Signature of Assessor:	
Work Activity:	Office Based Work COVID-19		

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 2. Handwashing 3. PPE	5	4	20	1. Staff, where reasonable, should continue to socially distance 2. Where possible staff will be encouraged to travel to our office in separate vehicles 3. Staff will wash/sanitise hands regularly in line with guidance; sanitising bottles have been placed around the building 4. Touch surfaces have been identified & a regular cleansing program is in place 5. Where possible, equipment will not be shared 6. Employees & visitors must wear face coverings when moving around our building & when social distancing is not possible 7. Employees & visitors are free to wear face coverings at any other time if they so wish 8. Work areas are kept well ventilated with fresh air via open windows & ventilation systems 9. Desks & workstations are placed at least 2m apart or separated by a screen 10. Desk equipment is not to be shared & each person will sanitise their own regularly 11. Visitors or contractors to the business will only be by prior appointment. Any work areas used by visitors or contractors will be sanitised after the visit	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 & retain the confirmation emails/text messages for auditing purposes	5	1	5



Passing on the Infection	4. Social Distancing 5. Handwashing 6. PPE	5	4	20	1. Staff, where reasonable, should continue to socially distance 2. Where possible staff will be encouraged to travel to our office in separate vehicles 3. Staff will wash/sanitise hands regularly in line with guidance; sanitising bottles have been placed around the building 4. Employees & visitors must wear face coverings when moving around our building & when social distancing is not possible 5. Work areas are kept well ventilated with fresh air via open windows and ventilation systems. 6. Staff will report any symptoms & perform a Lateral Flow test straight away 7. Touch surfaces have been identified & a regular cleansing program is in place	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 & retain the confirmation emails/text messages for auditing purposes	5	1	5
Coming into Contact with Contaminated Items	Sanitising & Segregation Process	5	4	20	1. Avoidance of tools & equipment being shared where possible 2. Touch surfaces have been identified & a regular cleansing program is in place	N/A	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 & taste, feeling tired & exhausted, high temperature or shivering, blocked or runny nose, aching body, continuous cough, sore throat, headache, diarrhoea, loss of appetite & 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 & contact a senior manager for instruction. Do not return to work until your isolation period is complete</p> <p>Isolation & Results: 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 & 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 & 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	5	4	20	<p>1. Where possible, staff will work & travel on their own</p> <p>2. Persons displaying symptoms will be asked to isolate & perform a Lateral Flow Test</p> <p>3. Visitors or contractors to the business will only be by prior appointment. Any work areas used by visitors or contractors will be sanitised after the visit</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 & retain the confirmation emails/text messages for auditing purposes</p>	5	1	5
Non-Compliance with Requirements / Rules	Supervision & Disciplinary Action	5	4	20	<p>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</p>	N/A	5	1	5



Problems with Compliance	Reporting Problems	5	4	20	1. Any problems identified must be reported to a member of the Senior Management Team	N/A	5	1	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
---------------	-----------------	------------------

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