

COVID-19 Secure Risk Assessment

Assessment Name Covid-19 Secure Risk Assessment for On Site Consultancy Services

Delivery Address	TBC based on project

RAMS Preparation Date 15 July 2020

RAMS Review Date 13 September 2020

RAMS Prepared By TBC Based on Project

Project Scope & Contact Details

Scope of Works	Delivery of Consultancy Services at customers premises	Special Requests / Other Information	TBC based on project	Sub Contractor Name	TBC Based on Project
Project Manager	TBC Based on Project	E-mail Address	TBC Based on Project	Telephone	TBC Based on Project
Customer Contact	TBC Based on Project	E-mail Address	TBC Based on Project	Telephone	TBC Based on Project

Project Emergency Preparedness

First Aider	TBC Based on Project	First Aid Kit Location	TBC Based on Project	Nerest Hospital	TBC Based on Project
All Incidents Must be reported to the client and the project manager as soon as is reasonably practicable after managing the event.					
Fire Safety Arrangements	Fire arrangements as per customer site, please liaise with the site contact on arrival to confirm any planned drills / tests due to occur during project delivery, the location of the muster point, and what to do in the event of hearing a fire alarm.				

Project Delivery Method Statement

1	Contact Client to agree arrival time, room availability and any other relevant details, at least 48 hours prior to delivery date	Responsible Person	Project Manager
2	Arrive at site, meet client contact, and undergo any necessary induction, and sign visitors register	Responsible Person	Sub-Contractor
3	Unload any equipment in line with risk assessment below and set up delivery room, covering COVID-19 Secure Risk Management Plan	Responsible Person	Sub-Contractor
4	Deliver services for customer inline with quest standard operating procedures and with risk assessment, control measures below	Responsible Person	Sub-Contractor
5	Clear room, unload equipment, clean notify client contact, ask them to check room to complete site works, and sign out of the visitors register.	Responsible Person	Sub-Contractor
6	Complete all project paperwork as necessary, and return to the project manager within 48hrs of the project delivery completion	Responsible Person	Sub-Contractor

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Risk Assessment Calculator:						Risk = Likelihood x Severity								
Likelihood	5	5	10	15	20	25	Likelihood		Severity		Qualified Risk		Action Required	
	4	4	8	12	16	20	5	Very Likely	5	Catastrophic	20 - 25	=	Intolerable	Eliminate hazard source from the organisation
	3	3	6	9	12	15	4	Likely	4	High	13 - 19	=	High	Reduce hazard where possible and actively supervise
	2	2	4	6	8	10	3	Fairly Likely	3	Moderate	8 - 12	=	Moderate	Implement risk control plan / supervise activity
	1	1	2	3	4	5	2	Unlikely	2	Low	3 - 7	=	Low	Monitor periodically
		1	2	3	4	5	1	Very Unlikely	1	None	1 - 2	=	Insignificant	No action required

Hazard Identified	People Likely to be affected	Possible Harm / Injury	Existing Control Measures Implemented	Estimated Risk			Additional COVID Control Measures (ACM) Required	Residual Risk			(ACM) Implemented By (When)	(ACM) Implemented By (Whom)	(ACM) Complete (Initial)
				L	S	R		L	S	R			
Loading / Unloading Vehicles	Project Engineer Members of Public Customers	Musculoskeletal Injuries Broken limbs	Loads split into manageable sizes use trollies to move equipment Report any unsafe conditions Maintain regular awareness	3	3	9	Check Decontamination Status of Equipment before loading into vehicles	1	3	3	Dynamically before work starts	Project Engineer	
Adverse Weather	Project Engineer	Hypothermia Colds / Flu Sun Burn Heat Exhaustion	provision of protective outdoor to protect against cold Sun block available when necessary	3	3	9	Dynamically assess the conditions and dress appropriately for the weather, and apply sun block when required (Maintain COVID PPE)	1	3	3	Dynamically before work starts	Project Engineer	
Driving to and from Work Site	Project Engineer Other Road Users	Major Injuries Fatalities Stress	Driving Licence Checks Pre Use Vehicle Checks Report any unsafe conditions	3	5	15	Single engineer per vehicle, or if not possible use face mask and keep cabin well ventilated from external source (not circulatory)	1	5	5	Dynamically before work starts	Project Engineer	
Access & Egress to and from site	Project Engineer Customers	Musculoskeletal Injuries slips, Trips & Falls	Wear Suitable Footwear Always use hand rails on staircases Report any unsafe conditions	3	3	9	Check entry requirements at site, use pre entry hand hygiene measures, and use COVID PPE where required	1	3	3	Dynamically before work starts	Project Engineer	
Setting Up Mobile Work Location	Project Engineer Customers	Musculoskeletal Injuries slips, Trips & Falls Electrocution	Loads split into manageable sizes Use service lifts & trollies Equipment PAT tested Report any unsafe conditions	3	5	15	Check Decontamination Status of the room and set up seating arrangements to meet 2m social distancing guidelines	1	5	5	Dynamically before work starts	Project Engineer	
Lone Working	Project Engineer	Verbal Abuse Stress Physical Abuse	Line Manager Contact during and after the planned session Report any unsafe conditions	3	5	15	Dynamically assess the work area, and abort the session if concerns over personal safety due to the situation.	1	5	5	Dynamically before work starts	Project Engineer	
COVID-19 Infection Transmission	Project Engineer Members of Public Customers	Transmission of Infectious Disease	Quest Consultancy COVID-19 SECURE Risk Management Plan	2	5	10	Dynamically assess and abort the session if concerns over health due to the inability to implement Quest COVID-19 Secure Risk Management	1	5	5	Dynamically before work starts	Project Engineer	