

Risk Assessment

A082 - Working in the Office (in Respect of the Coronavirus Epidemic Only)



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|---|-------------------------|
| ABI Equipment Ltd | Creation Date: 24/03/20 |
| Working in the office (in Respect of the Coronavirus Epidemic Only) | |

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| Main Hazards are: | |
| Being exposed to the virus by: <ul style="list-style-type: none"> Other office staff Workshop staff Visitors to the Company | Exposing others to the Virus <ul style="list-style-type: none"> Other workshop staff Office Staff Visitors to the Company Family members |
| Persons / Property affected | |
| Service technicians | Rig Operator |
| ABI Employees | Visitors |

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|----------------------------|----------|---|---|------------|---|--------|----|
| Assessment of Risk: | Severity | 3 | X | Likelihood | 5 | = Risk | 15 |
|----------------------------|----------|---|---|------------|---|--------|----|

| Control Measures already in Place | PPE Required |
|--|--|
| 1. Employees to stay at home if they have any symptoms associated with the coronavirus <ul style="list-style-type: none"> A high temperature A new, continuous cough A loss of, or change to, your sense of smell or taste They must get a Covid-19 test straight away and self-isolate at home for 10 days | Safety helmets <input type="checkbox"/> |
| 2. Employees to wash hands for 20 seconds before and after <ul style="list-style-type: none"> Travelling to/from the office On arrival at home/office Before and after entering welfare facilities Before and after eating. Before and after putting on/taking off a facemask And regularly throughout the day | Hi-Vis Jackets <input type="checkbox"/> |
| 3. Employees to use hand sanitiser when handwashing is not available. | Safety footwear <input type="checkbox"/> |
| 4. All staff to stay at least 2m away from each other whenever possible. | Eye protection <input type="checkbox"/> |
| 5. The number of staff in the office at any one time is restricted to one person per work area. | Dust masks <input type="checkbox"/> |
| 6. Separate welfare facilities are provided for: <ul style="list-style-type: none"> Workshop staff Office Staff Visitors to the yard Visitors to the office These should be kept clean by all employees on an agreed rota. | Ear plugs <input type="checkbox"/> |
| 7. Office staff to keep out of the workshop or to designated walkways only | Earmuffs <input type="checkbox"/> |
| 8. Workshop staff to keep out of the offices | Gloves <input type="checkbox"/> |
| 9. Hand sanitising units are provided throughout the building | Protective overalls <input type="checkbox"/> |
| 10. Rooms to be ventilated wherever possible | Gauntlets <input type="checkbox"/> |
| 11. Whenever possible meetings should take place over the internet. | Harnesses <input type="checkbox"/> |
| 12. Where a visit to the offices, cannot be avoided, then it should be by appointment only with areas designated for the visit to ensure contact with other employees is minimized and social distancing is possible. | Breathing apparatus <input type="checkbox"/> |
| | Face masks <input checked="" type="checkbox"/> |

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|---------------------|----------|---|---|------------|---|--------|---|
| Assessment of Risk: | Severity | 3 | X | Likelihood | 3 | = Risk | 9 |
|---------------------|----------|---|---|------------|---|--------|---|

| Additional Controls required | PPE/Equipment |
|---|---------------|
| Family of office staff. Extra care to be taken when returning to home and hands to be washed thoroughly before contact with family | |
| Welfare facilities including toilets and canteens. – The site should be regularly cleaning the facilities and they should be used on a one in one out basis. Hands to be washed before and after using the facilities | |
| Door handles and surfaces to be wiped down regularly with disinfectant wipes throughout the day | |
| Current government guidelines to be followed | |

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| Assessment of Risk: | Severity | 3 | X | Likelihood | 2 | = Risk | 6 |
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| Approval and Review | | |
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| Prepared by: | Cathy Sheehan | 24/03/2022 |
| Updated by | Ash Soliman | 04/10/2024 |
| Review by: | Ash Soliman | 04/10/2024 |

| RISK RATING = L x S | | | Hazard Severity (S) | | | | |
|------------------------|---|---------------|---------------------|--------|----------|--------|-----------|
| | | | 1 | 2 | 3 | 4 | 5 |
| | | | Negligible | Slight | Moderate | High | Very High |
| Likelihood (L) | 1 | Very Unlikely | LOW | LOW | LOW | LOW | LOW |
| | 2 | Unlikely | LOW | LOW | LOW | MEDIUM | MEDIUM |
| | 3 | Possible | LOW | LOW | MEDIUM | HIGH | HIGH |
| | 4 | Likely | LOW | MEDIUM | HIGH | HIGH | HIGH |
| | 5 | Very Likely | LOW | MEDIUM | HIGH | HIGH | HIGH |

| Likelihood | |
|------------------|---|
| 1. Very Unlikely | A freak combination of factors would be required for an accident/incident to occur |
| 2. Unlikely | A rare combination of factors would be required for an accident/incident to occur |
| 3. Possible | Could happen when accidental factors are present but otherwise unlikely |
| 4. Likely | Not certain to happen but an additional factor may result in an accident/incident |
| 5. Very Likely | Almost inevitable that an accident/incident would occur |
| Hazard Severity | |
| 1. Negligible | Negligible injury, no absence from work |
| 2. Slight | Minor injury requiring first aid |
| 3. Moderate | Injury leading to a lost time accident |
| 4. High | Involving a single person with a serious injury / death |
| 5. Very High | Multiple persons with serious injury / death |
| Outcomes | |
| LOW | Score (1-6) May be acceptable. Annual Review to see if risks can be reduced further |
| MEDIUM | Score (8-10) Identify controls must be identified or specific method statement required |
| HIGH | Score (12-25) Task must not proceed. Senior Management to consider if the risks can be reduced by purchase of additional training, additional equipment, additional staff, additional signage, safe system of work, permit to work or radical changes in method. |

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| Document location | M:\Health & Safety\Risk Assessments |
| Prepared by | Cathy Sheehan |
| Reviewed by | Ash Soliman |
| Next review Date | October 2027 |