

DETAILS

Generic Task Based Risk Assessment:	COVID-19 Risk Assessment	Reference:	NNG-NNG-PMG-RAM-0015
For:	NnG Project	Review Date:	06.07.2020
Persons at risk:	All NnG associated personnel including project team, contractors, visitors and members of the public	Author:	Kevin Tyrens
		Approver:	Jed Mawson

REF	STEPS / Activity	HAZARDS	UNMITIGATED			CONTROL MEASURES	MITIGATED		
			S	L	R		S	L	R
1	Planning for activities	COVID-19 Exposure or transmission due to inadequate planning	E	3	21	<ul style="list-style-type: none"> Follow the information within the NnG COVID-19 Management and Mitigation Plan – NNG-NNG-PMG-PLN-0026 Confirm with legal department that work scope is classed as essential work whilst in phase 1 / 2 of the Coronavirus (COVID-19): construction sector guidance. Ensure the Readiness Review is completed before commencement Ensure a suitable and sufficient COVID019 Risk Assessment is in place for the specific activity Ensure existing procedures, method statements and risk assessments are reviewed considering additional control measures to be implemented to mitigate the risk of COVID-19 infection / transmission Ensure potential sim-ops are managed appropriately For offshore campaigns where overnight stays over a period of concurrent days is expected PCR testing regime to be followed 	E	1	10
2	Selection of personnel	COVID-19 Exposure to potentially vulnerable people.	E	3	21	<ul style="list-style-type: none"> Obtain health declarations from all employees identifying they are not on the vulnerable list – Vulnerable people are advised to return home to self-isolate Identify that there is not an increased risk in passing any virus to family members on the vulnerable list by conducting working activities. Identify that the individual is suitable to conduct the work and has no underlying psychological concerns which may affect their performance and safety during the operations 	E	1	10
3	Workplace set-up	COVID-19 Exposure to individuals conducting the activity or in the vicinity of the work	E	2	14	<ul style="list-style-type: none"> Work activities to be re-organised where practical to include the 2 metre social distancing measures Provide arrangements at the point of boarding a vessel or site access for hand wash and sanitizers; Social distancing measures to include physical barriers, markings, setting up of working teams, equipment hand over areas, staggering work activities (as examples but not exhaustive) Where activities cannot be adjusted and involve close working (less than the 2-metre recommended distance) alternative working practices to be considered with PPE only considered as a last resort. 	E	1	10

REF	STEPS / Activity	HAZARDS	UNMITIGATED			CONTROL MEASURES	MITIGATED		
			S	L	R		S	L	R
						<ul style="list-style-type: none"> The latest Government guidance can be found at https://www.gov.scot/coronavirus-covid-19/ 			
4	Travel arrangements	COVID-19 Exposure or transmission due to contact with members of the public and other employees while travelling	E	2	14	<ul style="list-style-type: none"> Ensure where required a letter authorising travel as a key worker has been agreed and is available at all times The use of public transport is a last resort and only considered with stand-alone risk assessment. Ensure a face covering and gloves are worn whilst in public locations. Hand sanitiser is recommended to maintain hygiene Where practicable maintain a 2-metre social distance from other individuals. Use contactless payment where possible. If using personal transport avoid multiple occupancy where at all possible, if not possible consideration to be given to the use of PPE, opening of windows to increase circulation of fresh air and the regular cleaning of the vehicle ensuring that all touch points are wiped before and after use. If refuelling the vehicle always use gloves when handling a fuel pump and dispose of directly after use Always bring pre-prepared food and drink for the journey If using a hotel for overnight stay, ensure that arrangements for safe use of the hotel have been made. Arrange for meals to be delivered to the room and that all cleaning and hygiene arrangements are to the highest standard Special attention to be given to the use of commercial airline travel when permitted. Pre travel health declaration, arrangements for travelling to and from the airport and accommodation must be addressed 	E	1	10
5	Arrival at base port for PCR test	COVID-19 Exposure or transmission due to contact with members of the public and other employees	E	2	14	<ul style="list-style-type: none"> All existing health declarations must be completed Governmental guidance on social distancing to be observed For protocols around PCR testing revert to the administrating contractor's guidance 	E	1	10
6	Inductions and COVID 19 information	COVID-19 exposure or transmission due to lack of information	E	2	14	<ul style="list-style-type: none"> COVID 19 specific inductions detailing general arrangements for COVID-19 mitigation including: testing and monitoring arrangement, social distancing arrangements, hand washing and general hygiene, what to do if you experience symptoms, and what actions will be taken COVID 19 awareness information displayed in all prominent locations as a reminder of steps and precautions to take COVID 19 awareness to be included and reiterated at appropriate moments. 	E	1	10
7	General	COVID-19 Exposure or transmission to people in the immediate vicinity	E	2	14	<ul style="list-style-type: none"> All work activities to include 2 metre distancing where practicable Where the 2-metre distance cannot be maintained suitable and sufficient PPE must be supplied and worn and consist of disposable coveralls, gloves and an FFP3 respirator as a minimum. 	E	1	10

REF	STEPS / Activity	HAZARDS	UNMITIGATED			CONTROL MEASURES	MITIGATED		
			S	L	R		S	L	R
					14	<ul style="list-style-type: none"> Cleaning solutions and facilities must be provided to ensure that the supplied PPE can be cleaned and maintained. Limit contact with hard surfaces, such as door handles and clean frequently such surfaces Suitable and sufficient facilities and receptacles must be made available for disposal of contaminated or single use PPE All personnel must have instruction regarding the correct use and disposal of provided PPE Additional PPE provided for COVID 19 protection must not interfere or restrict existing PPE usage. Where appropriate "fit testing" of PPE equipment shall be undertaken Social and recreational areas to be prohibited where possible Rooms/spaces should be well ventilated / windows opened to allow fresh air circulation Meals to be eaten in personal rooms or cabins for the first 14 days if offshore where possible If canteen areas are to be used additional measures to be taken such as spacing of seating areas, hand sanitiser to be placed and used before and after entering the canteen area, additional cleaning regimes to be implemented, staggered meal and rest breaks Documented cleaning and disinfectant regime onboard vessels and in other work areas Provision of hand sanitiser and personal hygiene wash points for general access and use For offshore working where a vessel does not return to Port or undergoes a crew change and has carried out PCR testing; after a period of 14 days if no symptoms of COVID 19 are experienced amongst any of the crew or workforce, social distancing measures can be relaxed 			10
	First Aid	COVID-19 Exposure to individuals conducting First Aid	E	2	14	<ul style="list-style-type: none"> Medical facilities to include PPE for First Aiders including face shields, gloves, masks, aprons and/or coveralls Provision of O2 available in remote locations (vessels offshore), with suitably qualified person to administer Quarantine plans for COVID 19 cases on vessels including measures for food delivery, washing of clothes discussion on contact tracing amongst crew Additional training / advice to be given to first aid staff to remind of the potential for spread of infection while treating injured persons Mask to be given to the IP Wash hands and/or use sanitiser gel before, during and after treatment 	E	1	10

TO BE COMPLETED BY PERSON COMPLETING & APPROVING THE ASSESSMENT

Produced by:	Kevin Tyrens	Signature:		Date:	08/06/2020
Approved by:	Jed Mawson	Signature:		Date:	08/06/2020

TO BE COMPLETED BY PERSON CARRYING OUT TASK

I have read and understood the above information and agree to abide by the control measures, I understand that by not following the above risk assessment I may be putting my life and others at risk

Print Name:	N/A	Signature:	N/A	Date:	N/A
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Consequence

<ul style="list-style-type: none"> • Fatality • Terminal ill health condition • Long term widespread damage or loss • Major fire-explosion / gas-vapor leak (poisonous) 	E	E1 10	E2 14	E3 21	E4 23	E5 25	
	D	D1 9	D2 13	D3 18	D4 22	D5 24	
		C1 4	C2 7	C3 17	C4 19	C5 20	
	<ul style="list-style-type: none"> • Medical Treatment Injury • Health issue requiring physiotherapy or counselling, moderate pain (no time off work) • Short term local damage or loss • Minor fire / nonpoisonous component release 	B	B1 2	B2 5	B3 8	B4 15	B5 16
		A	A1 1	A2 3	A3 6	A4 11	A5 12
25 – 21 Intolerable Risk Eliminate 20 – 13 Intolerable Risk Manage 12 – 11 Intolerable Risk Procedural Solutions 10 – 9 Tolerable Risk Contingency Procedures 8 – 1 Tolerable Risk Review Periodically			1 Very Unlikely	2 Unlikely	3 Possible	4 Likely	5 Very Likely

Likelihood of Occurrence