

RISK ASSESSMENT

Action to be carried out.

Actioned

1-4	LOW
5-12	MEDIUM
13 – 25	HIGH



DESCRIPTION OF JOB/TASK: COVID 19 Working Safely (Govt Advice 11th May)

Assessment Ref. No:	COVID 19	Customer	N/A
Revision No:	Rev 1	Business Unit	Quartzelec Ltd
Prepared By:	Ashley Knight	Checked by:	Stephen Morrison
Date:	25 th June 2020	Date Checked:	25 th June 2020

Activity Description (a)	Hazard (b)	Who may be harmed (c)	Risk Rating (d)	Existing Controls (e)	Additional Controls Required (f)	Residual Risk Rating (g)	(h) Controls in place ✓
Basic job/task steps or stages	Hazardous events which you could expect to result in harm, or have potential to cause harm.	Eg. Employees Sub-contractors Visitors Young Persons The Public, Disabled etc.	L x S =RR	List any existing precautions that are in place. Do they meet the standards required in law and any ACOP. If so risk has been adequately controlled	List any additional controls that may be used to reduce the level of risk to persons affected by the hazard.	L x S =RR	

This risk assessment uses the government guidelines dated 11th May. In summary, the risk assessment score is identified below.

Findings and any additional controls are identified line by line as applicable from page 2 onwards.

Tasks – working from home, company premises, driving and at customer sites	Infection, serious illness or worse. Wellbeing.	Employees and those in contact	3	3	9	As described below, if applicable	No further action or as described	2	3	6	
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2. Who should go to work.

Staff should work from home if at all possible.					All staff working from home who can	Returning staff to be re-inducted in C19 control measures				
Planning for the minimum number of people needed to be onsite to operate safely and effectively, for example, workers deemed necessary to carry out physical works, supervise work, or conduct work in order to operate safely.					Minimum staffing levels planned.	Under constant review				
Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.					Contact between management and those off site on a periodic basis. Access	No further action (NFA)				

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					to Employee Assistance Programme.					
Finding digital or remote alternatives to physical, in-homework where possible such as video or phone consultations.					Laptops and tablets made available for home-working. Meetings via Teams.	NFA				
Discussing working environment and practices with householders and clients in advance to confirm how the work will be carried out, if a physical visit is needed.					All works are discussed in advance with householders and Housing Associations anyway. Additional confirmation will be	Where people are shielding/isolating the team will remove themselves and discuss with their Supervisor before any further action is taken.				

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						sought on whether there are vulnerable persons and/or isolating persons in the household.	The likelihood is that works will be suspended until the isolation period has passed. Where the household are shielding and/or the works are urgent a POWRA will be completed and the appropriate method statement followed on sanitising the area before and after				
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							works, bagging up waste and used PPE, etc.				
2.1 Protecting people who are at higher risk											
Clinically extremely vulnerable individuals have been strongly advised not to work outside the home.						Individual risk assessment to be done where applicable.	Close out all actions identified in risk assessment				
Clinically vulnerable individuals, who are at higher risk of severe illness have been asked to take extra care in observing social distancing and should be helped to work						Individual risk assessment to be done where applicable.	NFA				

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from home, either in their current role or in an alternative role.										
If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must take into account specific duties to those with						POWRA to be done. Wear face-covering and maintain hygiene. Deliver TBT on C19.	Monitor on ongoing basis, the safety of at risk people.			

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protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.										
2.2 People who need to self-isolate.										
Enabling workers to work from home while self-isolating if appropriate.						Laptops and tablets available	NFA			

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Making reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers.						Conduct individual risk assessment	Act on findings from risk assessment				
3. Social distancing at work.											
Further increasing the frequency of hand washing and surface cleaning.						Measures in place with cleaning staff. Hand sanitisers and wipes available.	Covid 19 TBT to be given to all staff on return to work				
Keeping the activity time involved as short as possible.						Maintain 2m at all time. POWRA required on those tasks within 2m.	NFA				

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Using screens or barriers to separate people from each other.					Screens erected between desks where necessary.	NFA				
Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.					As per POWRA	NFA				
Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).					This is planned and implemented as appropriate	NFA				
3.1 Coming to work and leaving work.										
Staggering arrival and departure times at work to					Office occupancy to be managed by	NFA				

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reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.						Business Unit Managers and Office Managers					
Using markings and introducing one-way flow at entry and exit points.						In place where appropriate	NFA				
Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points.						In place. Stock levels being maintained	NFA				
3.2 Moving around premises and households											
Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas,						Restrictions in place on meeting rooms and welfare facilities	NFA				

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encouraging use of radios or telephones, where permitted, and cleaning them between use.										
Restricting access between different areas of a building or site.						Considered as low risk	NFA			
Reducing job and location rotation.						Fixed teams introduced where applicable	NFA			
Introducing more one-way flow through buildings.						Shop-floor routes reviewed. Give-way signs implemented.	NFA			
Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and						Where site working requires use of lift this is to be managed	Review site specific risk assessments periodically			

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encouraging use of stairs wherever possible.					using site specific risk assessments					
Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing.					Site inductions to be carried out in open air where appropriate. Meeting rooms to be setup with social distancing in mind.	NFA				
Discussing with households ahead of a visit to ask that a 2m distance is kept from those working, if possible.					Site supervisor to discuss and document working practices with Housing Associations/tenants	NFA				
Asking that households leave all internal doors open to					POWRA to consider	NFA				

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minimise contact with door handles.										
Identifying busy areas across the household where people travel to, from or through, for example, stairs and corridors, and minimising movement within these areas.						POWRA to consider	NFA			
Bringing your own food and drink to households and having breaks outside where possible.						All staff to bring own food, drink and cutlery	NFA			
Limiting the number of workers within a confined space to maintain social distancing.						As per POWRA/TBT and re-inductions	NFA			

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Using a fixed pairing system if people have to work in close proximity. For example, during two-person assembly or maintenance.						To be planned where applicable	NFA				
Allocating the same workers to a household where jobs are repetitive. Employers and agencies should introduce fixed pairing to have the same individuals allocated to a household where jobs are repetitive in nature						Bring own food and cutlery to households.	NFA				
3.3 Workplaces and workstations											
Review layouts and processes to allow people to work further apart from each other.						Layouts amended where necessary. Photocopiers have	NFA				

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					been moved where appropriate.					
Using floor tape or paint to mark areas to help workers keep to a 2m distance.					In place where applicable. Give way signage and restricted access to WCs/kitchens in place.	NFA				
Only where it is not possible to move workstations further apart, arranging people to work side by side or facing a way from each other rather than face-to-face.					As per POWRA, TBT, re-inductions	NFA				
Only where it is not possible to move workstations further apart, using screens to					Screens installed where applicable	N/A				

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separate people from each other.										
Managing occupancy levels to enable social distancing.						In place	NFA			
Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.						Planned, in place - POWRA	NFA			
Avoiding use of hot desks and spaces.						In place	NFA			
Making sure vehicles are well-ventilated to increase the flow of air, for example, by opening a window.						Van TBT delivered to all personnel in work. Colleagues returning	NFA			

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					from furlough will receive TBT.					
Ensure regular cleaning of vehicles, in particular, between different users.					Site teams issued cleaning equipment and risk assessments include instruction in cleaning vehicles down	NFA				
3.4 Meetings, Deliveries or Collections										
Using remote working tools to avoid in-person meetings.					Zoom, Skype, telephone	NFA				
Only when absolutely necessary, participants should attend meetings and should maintain 2m separation throughout.					In place	NFA				

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Avoiding transmission during meetings, for example, avoiding sharing pens and other objects.						In place	NFA				
Providing hand sanitiser in meeting rooms.						In place	NFA				
Holding meetings outdoors or in well-ventilated rooms whenever possible.						In place	NFA				
For areas where regular meetings take place, using floor signage to help people maintain social distancing.						Chairs measured 2m apart	NFA				
Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of						N/A	N/A				

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the product allows for use of electronic pre-booking.										
Maximising use of electronic paperwork where possible and reviewing procedures to enable safe exchange of paper copies where needed, for example, required transport documents.						No signing of transport docs	NFA			
Enabling drivers to access welfare facilities when required and consistent with other guidance.						In place	NFA			
Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice.						In place	NFA			

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3.5 Common areas

Staggering break times to reduce pressure on break rooms or canteens.					Monitored for current workforce – comfortable at present. Site teams – To be managed locally by individual teams and supervisors	To be planned prior full mobilisation				
Using safe outside areas for breaks.					Outside areas in place where available. Smoke area in place.	NFA				
Creating additional space by using other parts of the workplace or building that have been freed up by remote working.					Using meeting rooms when required	NFA				

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Installing screens to protect staff in receptions or similar areas.					Signage has been installed.	NFA				
Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.					In place	NFA				
Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.					Limits set, signs on doors.	NFA				
3.6 Accidents, security and other incidents										
In an emergency, for example, an accident or fire, people do					Masks and gloves in first aid boxes	NFA				

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not have to stay 2m apart if it would be unsafe.													
People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.						N/A	N/A						
4. Managing your customers, visitors and contractors													
4.1 Manage contact													
Encouraging visits via remote connection/working where this is an option.						In place	NFA						
Where site visits are required, site guidance on social distancing and hygiene						Quartzelec poster installed and used to explain to visitors.	NFA						

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should be explained to visitors on or before arrival.														
Limiting the number of visitors at any one time.						Discretion is used.	NFA							
Limiting visitor times to a specific time window and restricting access to required visitors only.						Discretion is used.	NFA							
Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.						Management are aware not to overburden premises with contractor visits.	NFA							
Maintaining a record of all visitors, if this is practical.						In place	NFA							

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Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.						Pens removed from reception. Visitors have to sign in with their own pens.	NFA				
Preparing for goods to be dropped off to a previously agreed area to avoid transmission, for example, taking advantage of click and collect type arrangements.						Arrangements in place to instruct delivery drivers of site policy	NFA				
4.2 Providing and explaining available guidance											
Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for						In place. Inductions in place for visitors and contractors.	NFA				

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example, by phone, on the website or by email.											
Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.						As above	NFA				
Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.						Reception entrance used.	NFA				
5. Cleaning the workplace											
5.1 Before reopening											
Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due						N/A	N/A				

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to lower than normal occupancy levels.										
Most air conditioning system do not need adjustment, however where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.						Air con serviced as applicable	N/A			
Opening windows and doors frequently to encourage ventilation, where possible.						In place	NFA			
5.2 Keeping the workplace clean										
Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.						In place with contract cleaners as per Hygiene Policy.	NFA			

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Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards and making sure there are adequate disposal arrangements.						In place with contract cleaners.	NFA				
Clearing workspaces and removing waste and belongings from the work area at the end of a shift.						In place	NFA				
Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.						In place	NFA				
If you are cleaning after a known or suspected case of						Acknowledged. Refer to Group SHEQ,	NFA				

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COVID-19 then you should refer to the specific guidance.														
5.3 Hygiene – handwashing, sanitation facilities and toilets														
Using signs and posters to build awareness of good hand washing technique, the need to increase hand washing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.						Signage in place.	NFA							
Providing regular reminders and signage to maintain personal hygiene standards.						In place. Signage, kick-off meetings.	NFA							

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Providing hand sanitiser in multiple locations in addition to washrooms.						In place	NFA				
Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.						In place.	NFA				
Enhancing cleaning for busy areas.						In place.	NFA				
Providing more waste facilities and more frequent rubbish collection.						Not deemed necessary.	NFA				
Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.						In place, where possible.	NFA				

5.4 Changing rooms and showers

RISK ASSESSMENT

Action to be carried out.

Actioned

1-4	LOW
5-12	MEDIUM
13 – 25	HIGH



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Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.					Changing facilities have been reorganised to assist with this, where applicable.	NFA				
Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.					Cleaners have instructions to concentrate on all touch points. Desks and phones are cleaned by employees.	NFA				

5.5 Handling goods, merchandise and other materials, and onsite vehicles

RISK ASSESSMENT

Action to be carried out.

Actioned

1-4	LOW
5-12	MEDIUM
13 - 25	HIGH



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Cleaning procedures for goods and merchandise entering the site.					In place.	NFA				
Cleaning procedures for vehicles and trucks					In place. Vehicles cleaned after use. Sharing minimised.	NFA				
Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.					Wear nitrile gloves where appropriate. Hand-sanitisers available.	NFA				
Regular cleaning of vehicles that workers may take home.					In place.	NFA				
Restricting non-business deliveries, for example,					In place	NFA				

<h1 style="margin: 0;">RISK ASSESSMENT</h1>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: #f4a460;">Action to be carried out.</div> <div style="border: 1px solid black; padding: 5px; background-color: #c6e0b4;">Actioned</div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #28a745; color: white; text-align: center;">1-4</td> <td style="background-color: #28a745; color: white; text-align: center;">LOW</td> </tr> <tr> <td style="background-color: #ffc107; color: black; text-align: center;">5-12</td> <td style="background-color: #ffc107; color: black; text-align: center;">MEDIUM</td> </tr> <tr> <td style="background-color: #dc3545; color: white; text-align: center;">13 – 25</td> <td style="background-color: #dc3545; color: white; text-align: center;">HIGH</td> </tr> </table>	1-4	LOW	5-12	MEDIUM	13 – 25	HIGH	
1-4	LOW								
5-12	MEDIUM								
13 – 25	HIGH								
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personal deliveries to workers.											
6. Personal Protective Equipment (PPE) and face coverings											
6.1 Face coverings											
There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.						Wear face covering within 2m	NFA				
7. Workforce management											
7.1 Shift patterns and working groups											

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13 – 25	HIGH



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As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.					Managers to plan works to allow teams as far as possible	POWRA to consider controls for team working				
Identifying areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones.					Electronic signatures to be used where possible. People to use own pens/not share, no sharing tools	NFA				
Where multiple workers are in a home, creating fixed teams of workers who carry out their					Specific RAs in place for works	N/A				

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duties in those teams, and minimising contact between each team.										
Identifying areas where people need to hand things to each other (such as shared tools and domestic appliances) and finding ways to remove direct contact, for example, by using drop-off points or transfer zones.						Limited occasions. Anti-viral sprays and wipes are available.	NFA			
Allocating the same worker to the same household each time there is a visit, for example, the same cleaner each time.						N/A	N/A			

7.2 Work-related travel

7.2.1 Cars, accommodation and visits

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Minimising non-essential travel – consider remote options first.						In place	NFA				
Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.						Van TBTs completed for those in work. To be delivered to colleagues returning from furlough, as applicable.	NFA				
Cleaning shared vehicles between shifts or on handover.						In place.	NFA				
Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight						Company maintains log.	NFA				

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accommodation meets social distancing guidelines.													
7.3 Communications and Training													
7.3.1 Returning to Work													
Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.						In place. TBTs, safety alerts, intranet.	NFA						
Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.						HSE Committee, TBTs. Daily kick-off meetings, Zoom calls, WhatAspp	NFA						

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Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.						In place – WhatsApp. Re-induction presentation in place. Shift reviews.	NFA				
7.3.2 Ongoing communications and signage											
Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.						Daily kick-off meetings, re-inductions, signage. Monthly HSE committees.	NFA				
Awareness and focus on the importance of mental health at times of uncertainty. The government has published						Acknowledged. Management have attended	NFA				

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guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).					familiarisation course on anxiety. Employee updates issued; Employee Assistance Programme (ONUM) in place.				
Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.					N/A	N/A			
Using visual communications, for example, whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce					Teams, Skype, office planner boards at a distance	N/A			

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the need for face-to-face communications.										
Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.						Communication on Company policy via email in advance, induction and signage.	NFA			
8. Inbound and outbound goods										
Revising pick-up and drop-off collection points, procedures, signage and markings.						In place. Delivery drivers ring bell. Postage deliveries are buzzed in and materials dropped at agreed location.	NFA			
Minimising unnecessary contact at gatehouse security,						In place, as above	NFA			

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yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.										
Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.						In place	NFA			
Where possible and safe, having single workers load or unload vehicles.						In place. FLT and pallet trucks used.	NFA			
Where possible, using the same pairs of people for loads where more than one is needed.						In place where required.	N/A			

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Enabling drivers to access welfare facilities when required, consistent with other guidance.					In place. Have to abide by occupancy restrictions – signage in place.	NFA				
Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.					In place.	NFA				
Risk assessment -summary Score			3	3	9	Once actions completed	2	3	6	

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1-4 LOW–Acceptable risk, but monitor regularly

5-12 MEDIUM-Reduce as far as reasonably practicable

13-25 HIGH-Reduce risk before task can proceed

PROCEDURE REVISION RECORD

Rev No	Date	Comments
Rev 1	25-06-20	First issue