



Sellafield Ltd

Risk Assessment

Health and Safety Working Arrangements for Hinton House during COVID-19 Pandemic.

Reference No. WO/HH/01

Issue No 22

Issue Date 10/03/22

Page 1 of 16

Building number or project: Hinton House
Work/job title (brief description): Health and Safety Working Arrangements at Hinton House during COVID-19 pandemic

Supporting documents (e.g.COSHH Assessment): WO's Generic Risk Assessments
WO's Emergency Response Plan
SL COVID-19 EH&S RA 01 issue 38
WO's Local EH&S Arrangements Manual

Persons consulted (signature not required): Tony Gandy (S/Rep)		Key stakeholder consulted in preparation (refer to column 4 on page 2, 'What further action is necessary'):	Print: Deana Thompson	Sign:	Role: SL Building Manager
			Print:	Sign:	Role:
			Print:	Sign:	Role:
			Print:	Sign:	Role:
			Print:	Sign:	Role:

	Print	Sign	Issue date	Requires full stakeholder review every: <u>On review of Enterprise RA</u> Not to exceed three years. Requires suitability review each use.
Original Preparer (see point 4 below):	Andrew Milbourne		10/03/22	

Prior to each Use (see point 5 below):	Print	Sign	Company	Position	Date
POW/Planner:					
Main Contractor to countersign if preparer is subcontractor:					
Accepted by (SO/NR for Contractors):					
HP&S reviewed by (Risk Assessments above local rules):					
Accepted by (SSC – see Points 1-3 below):	Alan Wharrier		Sellafield Ltd	Int. Head of Warrington Offices	10/03/22

- The 'accepted by' signature must be signed by an independent person to the 'preparer' and is confirmation that the work has been fully risk assessed by all relevant competent stakeholders, appropriate control measures have been identified and can be implemented.
- For Operational Plants, the person signing 'accepted by' is the SSC. SSC is primary, Shift Co-ordinator or DAP (independent from POW/Planner) signs in times of non-SSC cover.
 - SO/NR will accept contractor prepared Risk Assessments which will then require SSC endorsement to reflect local hazards, risks and control strategies have been incorporated.
- For non-Operational Plants, the person signing as 'Accepted by' is the SO/NR nominated by the Project Manager for that work scope, having assessed the impact against any Sellafield Ltd Operational Requirements for example adjacent plant Safety Cases.
- Risk Assessments may be scanned and saved after Key Stakeholder signatures are obtained and original preparer signs and dates.
- Risk Assessments must be reviewed each time prior to re-use by the POW/Planner and SSC at a minimum. HP&S must also review when above Local Rules. Review the changes template and the feedback section from previous performance. Use the 'Prior to each Use' signatures for these 'fit for purpose' reviews. For ASOW controlled work, prior to each use signatures are required for first time use only.

List the main stage(s) of the job	1 What are the hazards with significant risks?	2 Who might be harmed and how?	3 What are you already doing? List what is already in place to reduce the likelihood of harm or make any harm less serious.	4 What further action is necessary? You need to make sure you have reduced the risks to an acceptable level.
			<p>This risk assessment identifies what controls we have and need to make this happen at the WO's and is aligned with the requirements of SL's Enterprise RA - SL COVID-19 EH&S RA Issue 38.</p> <p>Please ensure you read the Enterprise RA in conjunction with this RA.</p> <p>A copy of the Enterprise RA will be provided by the Line Manager as part of individuals H&S Working Arrangements Brief.</p>	
1. Attendance at work	Mixing with other people. Infecting vulnerable groups and promoting spread of the Covid-19 virus.	General public, Contractors, Suppliers, Visitors and all SL Employees	<ul style="list-style-type: none"> Refer to the Enterprise RA - SL COVID-19 EH&S RA Issue 38. 	<ul style="list-style-type: none"> Refer to the Enterprise RA - SL COVID-19 EH&S RA Issue 38. All personnel at Hinton House are recommended to wear face coverings indoors in crowded or enclosed spaces unless seated, exemption or local risk assessment applies. It is essential that you continue to follow the ERA & HH working safely measures even if individuals have: <ul style="list-style-type: none"> received a recent negative test result. had the vaccine (either 1st or 2nd or Booster vaccinations). Line Managers are to ensure personnel are suitably briefed on the risk assessment (WO/HH/01) and working arrangement brief as or before they return to the office. If this risk assessment needs adapting for a new activity/task, then individual risk assessments should be produced, and local TU/Safety Reps consulted. (Note: if local TU/Safety Reps are not available please utilise Full Time Safety Reps).

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2. Commuting to and from work	Picking up covid-19 through contact with people, contaminated surfaces and shared equipment	General public, Contractors, Suppliers, Visitors and all SL Employees	<ul style="list-style-type: none"> Refer to the Enterprise RA - SL COVID-19 EH&S RA Issue 38. 	<ul style="list-style-type: none"> Refer to the Enterprise RA - SL COVID-19 EH&S RA Issue 38.
3. Working/visiting other sites including STEM visits.	Picking up covid-19 through contact with people, contaminated surfaces and shared equipment	Contractors, Suppliers, Visitors and all SL Employees	<ul style="list-style-type: none"> Refer to Enterprise RA – SL COVID-19 EH&S RA issue 38. 	<ul style="list-style-type: none"> Refer to the Enterprise RA - SL COVID-19 EH&S RA Issue 38.
4. Car parking	Contact with intercom system	Contractors, Suppliers, Visitors and all SL Employees.	<ul style="list-style-type: none"> Car park bollards will not be in use during the hours of 7am to 7pm. 	
5. Access/egress to the building	Picking up covid-19 through uncontrolled access / egress to the building.	Contractors, Suppliers, Visitors and all SL Employees	<ul style="list-style-type: none"> Hand sanitisers and face coverings are provided at entrances and exit points around Hinton House. 	<ul style="list-style-type: none"> Hand wash facilities or Sanitisers are available at Hinton House. Personnel must carry out good personal hygiene and wash hands regularly. The working arrangements brief for Hinton House is available on the gov website, all personnel to read in conjunction with this risk assessment. Senior Manager to monitor arrangements and discuss with line managers any breach of arrangements at Hinton House.

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6. General working office arrangements	Picking up covid-19 through contact with people, contaminated surfaces and shared equipment	Contractors, Suppliers, Visitors and all SL Employees	<ul style="list-style-type: none"> • Personnel will not be permitted to work in the office before 7am and after 7pm weekdays and at no times during the weekend. • The Building can now be occupied in line with local Agile working arrangements (fixed teams where possible or different groups in offices on different days). • Hand wash facilities/ hand sanitisers and face coverings will be provided at key touch point areas around Hinton House. • Senior Managers will complete observations to ensure personnel are complying with the controls set out in the working arrangement brief and risk assessment. • Work meetings and briefings should be undertaken through dial-in/MS Teams or similar as a preference. Where this is not practical the minimum number of people only must attend. • Meeting/Briefing Rooms/Pods can now be occupied with more individuals maintaining side by side seating where possible, but ensure the room is wiped down before and after use, and the room is well ventilated (e.g., open doors and windows). See page 10 for cleaning regime. <p>C Core Main Entrance Turnstiles:</p> <ul style="list-style-type: none"> • A regular cleaning regime with cleans taking place at 07:00, 10:00, 12:00, 13:00 and 15:00 - a cleaning register will record each cleaning frequency and will be available for audit purposes. • A reactive cleaning response should anyone report a cough or sneeze – turnstile will be taken out of use until cleaned • Hand sanitiser dispensers to be located on both sides of the turnstile. • Signage to be displayed to give guidance on process to follow. 	<ul style="list-style-type: none"> • The working arrangements brief for Hinton House is available on the gov website, all personnel to read in conjunction with this risk assessment. • All personnel at Hinton House are recommended to wear face coverings indoors in crowded or enclosed spaces unless seated, exemption or local risk assessment applies. • Everyone is to respect the workplace distancing request of others. • Personnel are required to keep working areas clear to allow effective cleaning and wipe in and wipe out. • Where personnel are using their own workstations or hot desking or are required to hot desk, they are to wipe desks, keyboards and equipment down with usual cleaning materials and dispose of them adequately. Cleaning materials are provided throughout the office areas and are replenished by OneFM. • Personnel are required to wipe in and wipe out when using the meeting rooms/pods/areas. • Personnel are required to follow the cleaning instructions provided when using the electrical goods in the kitchens. • When using the staircase personnel should continue to use the handrail but ensure they use the hand sanitisers provided before and after use. • No occupancy restrictions on lifts, where multi occupancy is required face covering is strongly recommended. • Lone working should be avoided where possible. • All personnel are to exercise good hygiene and are expected to use the facilities provided. <ul style="list-style-type: none"> - Frequently wash hands with soap and water for 20 seconds. - Use tissues or a closed elbow to capture coughs or sneezes. - Wash hands before contact with head/face – in particularly before eating. - Wash hands or use hand sanitiser before using/ holding or accessing communal or shared areas, including handrails etc.

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6.1 General working office arrangements	<p>If you develop Covid-19 symptoms whilst in the workplace.</p> <p>Individuals with symptoms of or confirmed case of COVID-19 who have worked in the office.</p>	Contractors, Suppliers, Visitors and all SL Employees	<ul style="list-style-type: none"> • If you develop Covid-19 symptoms whilst in the workplace (a high temperature; a new continuous cough; a loss of or change to your sense of smell or taste), you should: <ul style="list-style-type: none"> - Make the workplace safe, don your face covering, maintain social distance from others, and contact your line manager. - Get tested. - Continue to self-isolate until you get PCR test results. - Follow guidance on page 2, 3, 4 & 5 of the ERA before attending work. • Enhanced cleaning is available via OneFM Helpdesk, who can also be contacted for cleaning solution, if required. • Areas can be considered virus free after cleaning (i.e. enhanced/ wipe in wipe out) or after >72hrs has elapsed. • Where required, repeating 'Enhanced' cleaning will take place in the area the individual worked (note – consideration should be given to when this was last undertaken or next scheduled to be undertaken before repeating). 	<ul style="list-style-type: none"> • All personnel at Hinton House are recommended to wear face coverings indoors in crowded or enclosed spaces unless seated, exemption or local risk assessment applies. • All personnel are to exercise good hygiene and are expected to use the facilities provided; <ul style="list-style-type: none"> - Frequently wash hands with soap and water for 20 seconds. - Use high alcohol content hand rub where possible in addition to routine hand washing. - Use tissues or a closed elbow to capture coughs or sneezes. - Wash hands before contact with head/face – in particularly before eating. - Wash hands or use hand sanitiser before using/ holding or accessing communal or shared areas, including handrails etc. • Personnel are to be reminded to follow local arrangements and signage. • Everyone is to respect the workplace distancing request of others. • The Individual's workplace or workstation will be required to be checked for any visible body spillages, used tissues, or related used products. If any are found, contact the OneFM helpdesk to request the Body Spillage Response Team complete of thorough clean of the workstation. • Personnel to follow SL guidance including raising a Condition Report for all confirmed Covid-19 cases (see Warrington Office intranet site for further details of the track and trace process).

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6.2 General working office arrangements - Welfare Arrangements	Welfare arrangements not being in place to support the H&S of personnel in the office.	Contractors, Suppliers, Visitors and all SL Employees	<ul style="list-style-type: none"> • All toilet cubicles and urinals are available. • Soap and hot water will be available for hand washing. • The kitchen areas will be available. • Showers available to use in H280. • Hot water will be provided at the kitchens and cold drinking water at the fountains. • Confectionery and food can be obtained in the Hinton House café and from local shops. • The Café facility is available for eat in and take-away service. The link corridor café seating is available for use. Personnel are required to wipe in/out, when using this facility, wipes are available for use. • Waste will be collected as normal. • Smoking shelter off the link corridor is available to use. • The heating and ventilation system are set to automatic (will continue to draw in fresh outside air and will also recirculate to maintain temperature). This has been risk assessed by the Landlord utilising their own processes and procedures and has been peer reviewed by SL SME's from System Engineering and Design Capability. • Building services - mandatory inspections/examinations will continue to be managed by OneFM. 	<ul style="list-style-type: none"> • All personnel at Hinton House are recommended to wear face coverings indoors in crowded or enclosed spaces unless seated, exemption or local risk assessment applies. • The working arrangements brief for Hinton House is available on the gov website, all personnel to read in conjunction with this risk assessment. • Hand washing/sanitising is to be undertaken when using the toilet doors. • In rooms with limited air movement, open windows and doors to increase ventilation, where this is possible and continue to observe and limit Meeting Room occupancy. • Desk fans can be used where temperatures become uncomfortably warm. Individuals impacted by desk fan use should discuss and agree arrangements locally between themselves.

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7. Emergency Arrangements (first aid & fire arrangements)	Fire - Exposure to smoke and fire due to lack of Fire Safety Arrangements.	Contractors, Suppliers, Visitors and all SL Employees	<ul style="list-style-type: none"> • Fire management arrangements in place and all personnel suitably inducted. • In the event of a fire evacuation all fire exits will be available for use. • Fire warden sweep system and trained fire wardens in place. 7 muster points available around the site in the event of an emergency evacuation. Everyone is to respect the distancing requests of others at the muster points. • Fire Risk Assessment in place for Hinton House. • Fire detection in place in many areas. • Fire call points, extinguishers and emergency lighting in place. • OneFM will continue to manage and maintain fire systems and services. 	<ul style="list-style-type: none"> • The working arrangements brief for Hinton House is available on the gov website. The brief contains details of the fire evacuation arrangements, all personnel to read in conjunction with this risk assessment. • All personnel to follow emergency evacuation signage/ instructions. Everyone is to respect the distancing requests of others at the muster points. • Avoidance or escape from potential or actual harm or injury to yourself or others should take precedence over the wearing of a face covering. • Personnel with PEEPs will require an individual risk assessment before returning to the office. Line managers should identify these people to the Warrington Office Occ. Health and Safety Department.
7.1 Emergency Arrangements (first aid & fire arrangements)	Inadequate levels of First Aid support in place.	Contractors, Suppliers, Visitors and all SL Employees	<ul style="list-style-type: none"> • All the Security Guards are trained first aiders and first responders. • SL first aiders being re mobilised have been briefed by the Occ. Health and Safety Dept. on their additional requirements during COVID-19. • Face visors, masks, gloves and aprons have been issued to Security Guards. • Aprons and gloves have been added to all the first aid boxes for the SL First Aiders to use. • Fully stocked first aid boxes in place. 	<ul style="list-style-type: none"> • Personnel requiring medical assistance should shout for a local first aider initially. If they are not available, personnel should contact security on 2222 for emergency assistance. • SL first aiders to be identified by having a first aid flags their desks. • If immediate preservation of life is required prior to emergency services arriving, then the first aiders must enact ABC lifesaving. If resuscitation is required, it should be done when possible using chest compressions only and without mouth to mouth rescue breaths.

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8. Cleaning of the office and communal areas	Picking up covid-19 through contact with contaminated surfaces and shared equipment	Contractors, Suppliers, Visitors and all SL Employees	<ul style="list-style-type: none"> • Enhanced cleaning will be implemented covering shared areas such as but not limited to; <ul style="list-style-type: none"> - Kitchen areas - Print rooms - Lobby areas - Reception areas (inc.sign in/out areas) - Communal eating areas - Meeting rooms - Office areas • And high frequency touch points <ul style="list-style-type: none"> - Turnstiles, handrails - Light switches security key- pads - Door handles and switches - Reception desks, telephones, sign in/out register areas & pens - Seating/table areas, coffee & vending machines - Microwaves, hot water boilers, draw handles/cupboards & cutlery - IT equipment, Printer screens • Frequently touched surfaces will be wiped down twice a day or once per shift depending on use. One of these cleans should be at the beginning or the end of the working day/Shift. 	<ul style="list-style-type: none"> • Personnel are responsible for wiping in and wiping out when in contact with all surfaces and equipment. • Personnel are to limit time spent in communal areas. • Hand wash facilities or Sanitisers are available in SL offices. • Personnel must carry out good personal hygiene and wash hands regularly. • Personnel to follow local arrangements and signage.

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8.1 Communal Areas – Canteen (link corridor)	COVID-19 transmission through contact with people and surfaces.	Contractors, Suppliers, Visitors and all SL Employees	<ul style="list-style-type: none"> • Enhanced Cleaning in place. • Sanitisers are available for personnel to use in the canteen. • Face coverings must be worn when using the café area/link corridor. 	<ul style="list-style-type: none"> • Facilities for the regular washing of hands or provision of sanitisers to be available. Use of sanitisers and other controls by individuals in canteens should be supervised through line manager and manager in the field observations.
8.2 Communal Areas - Medical Centre	COVID-19 transmission through contact with people and surfaces.		<ul style="list-style-type: none"> • Refer to the Enterprise RA - SL COVID-19 EH&S RA Issue 38. 	<ul style="list-style-type: none"> • Refer to the Enterprise RA - SL COVID-19 EH&S RA Issue 38.

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9. Communications	Lack of information provided to personnel on Covid-19 arrangements.	Contractors, Suppliers, Visitors and all SL Employees	<ul style="list-style-type: none"> • Posters will be displayed at key locations around the Hinton House such as the toilets/receptions reminding people about hand washing. • SL Intranet can be used to access latest company and UK guidance on the COVID-19. • Employees directed to follow public guidelines issued by UK Health Security Agency / NHS / HMG. 	<ul style="list-style-type: none"> • The working arrangements brief for Hinton House is available on the gov website, all personnel to read in conjunction with this risk assessment.

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11. General working office arrangements	The Risk Assessment and Working Arrangement brief missing key items.	Contractors, Suppliers, Visitors and all SL Employees	<ul style="list-style-type: none"> The Head of the Warrington Office must organise a review of WO RA and working arrangement brief where there are significant changes made to the Enterprise RA. Personnel with any concerns or issues should contact the OneFM Helpdesk or the SL Building Manager (Deana Thompson or Dave Simpson) 	
12. General working office arrangements - Reporting arrangements	Not having adequate arrangements in place for reporting of accidents, incidents, concerns and Covid-19 related cases.	Contractors, Suppliers, Visitors and all SL Employees	<ul style="list-style-type: none"> Atlas reporting database in place to raise Condition Reports. 	<ul style="list-style-type: none"> Personnel are required to report accidents, incidents and near misses to their Line Manager, OneFM and the SL Building Manager where appropriate. Line Managers must raise a Condition Report if a member of their team tests positive for Covid-19.

* Controls developed/listed in Column 4 require Key Stakeholder signature confirming agreement on page 1.

5 Contingency plans and emergency arrangements	
<p>Sellafield Site is operating its Tactical Plans for restart of site/facilities and the Operation Cell and related structure has been established. Current Emergency preparedness capability is maintained and resilience arrangements for COVID 19 enacted.</p> <p>Emergency Contact Numbers: Deana Thompson FM Building Manager - 07870 485 475 Security - 01925 834261 OneFM – 01925 832382 First Aid - x2222 from your desk phone or 01925 832222 from your mobile phone.</p> <p>The following documents are applicable for the Warrington Offices during this period:</p> <ul style="list-style-type: none"> • WO's Generic Risk Assessments (see intranet – Communities – EH&S) • WO's Emergency Response Plan (see intranet – Communities – EH&S) • WO's Local EH&S Arrangements Manual (see intranet – Communities – EH&S) 	
6 Step(s)	Agreed level of supervision
	<ul style="list-style-type: none"> • Monthly inspections will be conducted by Senior and Area Managers to ensure good housekeeping standards are being adhered to. • Monitoring and review of attendance at HH.

7 Changes template

This section is only to be used to capture unforeseen findings not identified in the original Risk Assessment as a result of changing conditions immediately prior to or during the task.

- If any unforeseen hazards are identified the work must cease and the Job Supervisor must be informed. Any new findings must be evaluated for impact to the 'doers' and 'others' who may be affected in addition to the plant and environment.
- Where new significant findings are identified they are to be treated with the same hazard removal techniques and control mitigation as an original finding.
- The Job Supervisor consults with POW/Planner or SO/NR, SSC, and other stakeholders as needed to develop revised control mitigation. The SSC decides if further stakeholder signatures are required and then signs confirming agreement with revised controls and releases work to continue.
- Arrangements must be made to amend master copy and any other associated documents.

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Change 1				
Change 2				

	Change date	Accepted by Job Supervisor	Accepted by SSC	Accepted by Stakeholder (if required)	Accepted by Stakeholder (if required)
Change 1					
Change 2					

8 Summary and feedback

This section is filled in by the Team Leader/POW/Planner to capture any notes or observations about the task that would be useful to consider prior to undertaking the task again. If filled in, ensure POW/Planner is made aware and updates Risk Assessment and MOVEX job history as needed.

List the main stage(s) of the job	What are the hazards with significant risks?	Who might be harmed and how?	What are you already doing?	What further action is necessary?
<ul style="list-style-type: none"> • Be clear and specific about the main stage(s) of the job. • Concentrate on the areas containing the foreseeable significant risks. • Do not produce a list of individual task steps which contain no hazards or the same hazards as the previous step. 	<ul style="list-style-type: none"> • Utilise stakeholders with subject matter knowledge to identify hazards. • Only record the hazards with significant risks. • In determining if a risk is significant you must estimate the likelihood of an undesirable event occurring and what the consequences could be, that is the severity of harm. • Risk is therefore a function of both likelihood and consequence of a hazard being realised. • If the hazard is radiation or contamination, specify (where possible) what the measured levels are for example, get a survey completed at this stage of the operation. 	<ul style="list-style-type: none"> • Utilise stakeholders with subject matter knowledge to identify who or what could be harmed. • Identify who could be harmed and say how the hazard could cause harm. You must consider the different groups of doers, the extent of unrestricted access to working areas and other persons potentially affected for example, Operators, maintenance persons, passers by. 	<ul style="list-style-type: none"> • When you stand and look at the job, what controls are actually in place at that moment in time. This includes both written and physical controls for example Building/Area specific Local Rules, signage, COSHH Assessments, in use noise and vibration assessments, existing edge protection for falls from height etc. • You must read and fully understand the contents of any written controls and assess if existing control measures are adequate or what additional controls are required. • You must identify and read any relevant site procedures and make an assessment as to what applies specifically to this job and how these requirements will be implemented. • You must identify in the Risk Assessment the pertinent points from any specific relevant controls that are actually in place at the time of assessment or attach the relevant sections to the Risk Assessment. • Don't list company procedures. State within the assessment how you are actually going to comply with their requirements for this job. 	<ul style="list-style-type: none"> • If a control is identified in this section, ensure that the person who has identified the control has signed the front cover of the Risk Assessment. • Ensure all the identified hazards that are not controlled previously are controlled in this Section. • The hierarchy of controls must be applied to each individual hazard. • Remove the hazard. For example, disconnect electrical supply. • If the hazards cannot be removed then try and reduce them for example, shielding from radiation sources. Be specific about what the aim of the method identified is. If it involves shielding, state what radiation dose rate levels the shielding must provide at the workplace. • Control the remaining hazards. • Be specific about the controls identified for example, scaffold barriers to be erected three metres from the base of the working platform on all four sides etc. • PPE is always the last resort to protect against any hazard. If PPE is required you must be specific. You must state the specific type required for the job, for example full face Kemira respirator with particulate canister. Full body harness type xyz fitted with shock absorbing lanyard type abc attached to anchor point d. You must specify anchor points.
Risk Assessment Review			Contingency plans and emergency arrangements	
<ul style="list-style-type: none"> • The likelihood of significant changes will impact on the validity of the assessment. • The Risk Assessment should be reviewed when it is about to be used to ensure its validity. • Significant changes would include the introduction of new hazards. Changing doers for example, different levels of competence. Changes to contingency plans and emergency arrangements. Changes to levels of supervision. • Use of the point of work checklist prior to undertaking the job may also prompt the need to review the Risk Assessment. • Any significant changes can be recorded on the changes template as an interim measure until the Risk Assessment is formally revised and reissued. • The Risk Assessment should be reviewed each time it is reused to ensure it is still valid and fit-for-purpose for the current scope of work and plant conditions. POWs and SSCs at a minimum perform this review. • Risk Assessments must receive a full review at least once every three years. • Following completion of the work, if there is any learning to support future execution of the task, the Team Leader/Supervisor must discuss this with the POW/Planner who must then update the Risk Assessment and the planning portal within MOVEX. 			<ul style="list-style-type: none"> • Contingency plans are only required when the Risk Assessment identifies that existing local or site arrangements do not adequately control any reasonably foreseeable accidents or emergencies. A contingency plan should (where appropriate) identify: <ul style="list-style-type: none"> • When and how the plan will be activated and who is responsible for putting the plan into effect. • The responsibilities of any person with specific tasks to perform. • What immediate actions for assessing the seriousness of the situation are required for example, suitable radiation/contamination instrumentation. • What procedures are required for persons not involved with implementing the plan for example, designated assembly points. • The arrangements to remove any significant risks to persons involved in the emergency for example, plant process or moving machinery. • What immediate actions are required to control the accident area for example, clearing of unnecessary people and means of preventing access. • What PPE or Emergency or rescue equipment will be needed and where it will be found. <ul style="list-style-type: none"> - What training of personnel is required to implement the plan. - Under what circumstances to summon the emergency services and how this will be undertaken for example, mobile phone, land line, radio to relay station. 	