

Aptus Utilities Ltd Risk Assessment Manual



Risk Assessment No		HS44		Activity		COVID-19 Climate		Locations		Site / Yard	
Assessment Undertaken by		D.Maxwell		Assessment Date		16-02-2022		Review Date		Mar-22	
Risk Ratings											
Persons at risk (PAR)			Severity / Harm Rating (S)				Likelihood (L)				
E	Employees / Contractors	1	Slight injury or no injury			1	Highly unlikely to occur at any time				
P	Members of Public	2	Minor injury requiring First Aid			2	A combination of factors would be required for an incident to occur				
V	Visitors	3	Moderate injury			3	Could happen, but considered unlikely under normal circumstances				
C	Critical	4	Major serious injury or single death			4	Certain, but an additional factor may result in an incident				
		5	Multiple deaths and or serious injuries			5	Most inevitable that an incident will result - Highly likely to occur				
Tolerance rating											
15 - 25		DANGER - Task/activity should not proceed. Further control measures are to be put in place to reduce risk. When in place the level of risk should be re-assessed for adequacy before the work recommences.									
7 - 14		SIGNIFICANT RISK is attached to this task/activity. Look critically at ways of reducing the level of risk to a more tolerable level by improving existing control measures or by introducing new controls.									
1 - 6		TOLERABLE RISK - Consider if risk is "as low as reasonably practicable", If not try to reduce risk further by improving control measures. Keep under review and continue with task/activity, but with caution									
NB. Full PPE will be utilised as a matter of course during any works undertaken											
Initial Assessment No controls						Risk Mitigation Measures					
Item No	Hazard Identification	PAR	S	L	Score	Control Measures	S	L	Revised Score	Risk Acceptable	
1	Risk of infection from COVID-19	E,P,V	5	5	25	Soap and hot water to wash your hands for a minimum of 20 seconds – you can also use hand sanitizer/alcohol gel. Wash your hands often, especially before eating, drinking and smoking and as you get home. Do not touch your face, including your eyes, nose, and mouth unless your hands are clean. If you feel the need to cough or sneeze, do so into a tissue which should then be placed into a suitable bin, after doing so wash your hands. If you do not have a tissue, cough or sneeze into your elbow crease. Keep away from people who are noticeably ill – coughing, sneezing etc. Be aware of the symptoms of covid-19 – a persistent dry cough and a high temperature. Should you develop symptoms isolate yourself according to government guidance. Refer to Aptus Site Preparedness for more guidance.	5	1	5	Yes	



Risk Assessment No		HS45	Activity		COVID-19 Climate	Locations		Office Setting		
Assessment Undertaken by		D.Maxwell	Assessment Date		16-02-2022	Review Date		Mar-22		
Risk Ratings										
Persons at risk (PAR)		Severity / Harm Rating (S)				Likelihood (L)				
E	Employees / Contractors	1	Negligible injury or no injury		1	Extremely unlikely to occur at any time				
P	Members of Public	2	Minor injury requiring First Aid		2	A rare combination of factors would be required for an incident to occur				
V	Visitors	3	Lost time injury		3	Could happen, but considered unlikely under normal circumstances				
C	Clients	4	Single serious injury or single death		4	Not certain, but an additional factor may result in an incident				
		5	Multiple deaths and or serious injuries		5	Almost inevitable that an incident will result - Highly likely to occur				
Tolerance rating										
15 - 25		DANGER - Task/activity should not proceed. Further control measures are to be put in place to reduce risk. When in place the level of risk should be re-assessed for adequacy before the work recommences.								
7 - 14		SIGNIFICANT RISK is attached to this task/activity. Look critically at ways of reducing the level of risk to a more tolerable level by improving existing control measures or by introducing new controls.								
1 - 6		TOLERABLE RISK - Consider if risk is "as low as reasonably practicable", If not try to reduce risk further by improving control measures. Keep under review and continue with task/activity, but with caution								
Initial Assessment No controls					Risk Mitigation Measures					
Item No	Hazard Identification	PAR	S	L	Score	Control Measures	S	L	Revised Score	Risk Acceptable
1	Risk of infection from COVID-19	E,P,V	5	5	25	Soap and hot water to wash your hands for a minimum of 20 seconds – you can also use hand sanitizer/alcohol gel. Wash your hands often, especially before eating, drinking and smoking and as you get home. Do not touch your face, including your eyes, nose, and mouth unless your hands are clean.If you feel the need to cough or sneeze, do so into a tissue which should then be placed into a suitable bin, after doing so wash your hands.If you do not have a tissue, cough or sneeze into your elbow crease. Keep all meeting room windows open to ensure ventilation is sufficient. Keep away from people who are noticeably ill – coughing, sneezing etc. Be aware of the symptoms of covid-19 – a persistent dry cough and a high temperature. Should you develop symptoms isolate yourself according to government guidance. Refer to Aptus Site Preparedness for more guidance.	5	1	5	Yes