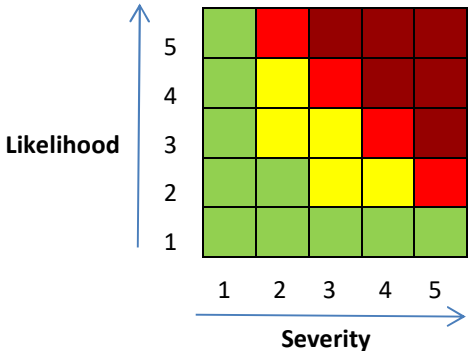


Risk Assessment

Location:	Head Office & Sites	Risk Assessment Team:		Risk Assessment Number:	MDG-RA-COVID19-01 v4
Description of Task / Activity:	COVID19 Exposure	Name:	Job Title:	Date Reviewed:	27/10/ 2020
		Jonti Hobday	Director		
		David Jones	Chief Financial Officer		
		Paul Matich	Senior Project Manager	Date for next review:	When UK Govt. Guidance updated
		Dave Martin	QHSE Manager		
		John Busby	HSE Manager		

A technical evaluation of the work activity has identified the task sequence as described in the procedure as outlined below. However, as RAMS documentation is a 'live process' if point of work amendments are required please amend the procedure accordingly and document the agreed (and approved) changes on the attached amendment sheet.

Li = Likelihood	S = Severity	Risk Matrix	Risk (outcome) (Likelihood x Severity)	Required Action:
1 = Rare	1 = No injury		1 – 5 = Low	Review at next risk assessment
2 = Unlikely	2 = First aid injury		6 – 9 = Medium	Investigate additional control measures
3 = Possible	3 = Lost Time Accident (LTA)		10 – 14 = High	Urgently investigate alternative safer working methods
4 = Likely	4 = Major injury (fracture, loss of limb)		15 – 25 = Extremely High	Do not proceed with this activity until alternative safer working methods have been identified and implemented
5 = Almost Certain	5 = Fatality			

Assessment Details:

What's involved?	What could cause harm?	Who is at risk?	Risk outcome rating? (Li x S)			How are we currently managing this risk?	What else could we do (if required)?	New risk outcome rating? (Li x S)		
			Li	S	Risk Rating (L,M,H,E)			Li	S	Risk Rating (L,M,H,E)
Activities / Tasks	Hazards	People affected				Existing controls	Additional controls (if required)			
Keeping up to date with latest COVID19 guidance	Lack of COVID19 information	All site personnel & visitors	1	4	L	<p>PR Marriott Drilling monitor the following media to ensure we keep up to date with relevant COVID19 information:</p> <ul style="list-style-type: none"> The World Health Organisation (WHO) Coronavirus disease (COVID-2019) situation reports https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports UK Government COVID19 updates: Coronavirus (COVID-19): what you need to do: https://www.gov.uk/coronavirus Guidance for employers and businesses on coronavirus (COVID-19): https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19 COVID-19: support for businesses: 		1	4	L

					<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-support-for-businesses</p> <ul style="list-style-type: none"> • COVID-19: guidance for employees <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees</p> <ul style="list-style-type: none"> • Stay at home: guidance for households with possible coronavirus (COVID-19) infection <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>UK HSE COVID19 Website: https://www.hse.gov.uk/news/coronavirus.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_content=home-page-banner</p> <p>Construction Leadership Council (CLC) Website: https://www.constructionleadershipcouncil.co.uk/</p> <p>IOSH COVID19 Website: https://iosh.com/resources-and-research/our-resources/communicable-diseases/coronavirus/</p>			
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<p>Communicating COVID19 information to our employees, contractors, visitors, and others</p>	<p>Lack of communication to workforce of up to date COVID19 situation</p>	<p>All site personnel & visitors</p>	<p>1</p>	<p>4</p>	<p>L</p>	<p>PR Marriott Drilling review the current COVID19 information from the identified sources listed above and update our information database and COVID19 Risk Assessment; we will then:</p> <ul style="list-style-type: none"> • Circulate our COVID19 Risk Assessment (MDG-RA-COVID19-01 v2 COVID19 Exposure). • Circulate a COVID19 update E-mail to the Senior Management Team on a daily basis • Circulate COVID19 updates to the workforce • Roll out COVID19 Training PPP and Questionnaire • Carry out office & site-based pre-shift Safety briefings/Toolbox Talks • Hold daily/alternate day Management Conference call • Provide clear, consistent, and regular communication to improve understanding and consistency of ways of working. • Engage with workers and worker representatives (where applicable) through existing communication routes to explain and agree any changes in working arrangements. • Continue to develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work. 	<ul style="list-style-type: none"> • See: \\PRM-DC\Shared Drive\4 - SHEQMS\7.RiskAssessments\COVID19 - 2020 • Daily E-mail sent • All current & updated guidance circulated to sites • All personnel to complete PPP & Associated Questionnaire – we maintain a list • COVID19 TBT's in place • Ongoing • All current & updated guidance circulated to sites, measures to discuss with site supervisors by MST • Ongoing 	<p>1</p>	<p>4</p>	<p>L</p>
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						<ul style="list-style-type: none"> • Continue engagement with workers to monitor and understand any unforeseen impacts of changes to working environments. • Maintain awareness and focus on the importance of mental health at times of uncertainty. • Use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language. • Use visual communications, for example, whiteboards or signage, to explain safe working practices around the working site to reduce the need for face-to-face communications. • Communicate approaches and operational procedures to suppliers, customers, or trade bodies to help their adoption and to share experience. 	<ul style="list-style-type: none"> • Ongoing • To review • Ongoing • Ongoing • Ongoing 			
Equality in the workplace	Discrimination leading to COVID19 Exposure	All site personnel & visitors	3	4	H	<p>PR Marriott Drilling understand that we have a duty to treat everyone in your workplace equally. During the COVID19 epidemic/pandemic we will be mindful of the particular needs of different groups of workers or individuals; we are aware that:</p> <ul style="list-style-type: none"> • It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex, or disability. 	<ul style="list-style-type: none"> • See: \\PRM-DC\Shared Drive\4 - SHEQMS\5. Policy Statements\18. PRM-QSE-P18 Equality & Diversity Policy • See: \\PRM-DC\Shared Drive\2 - Reception\Employee Handbook & Policies 	1	4	L

						<ul style="list-style-type: none"> We have particular responsibilities towards disabled workers and those who are new or expectant mothers. <p>PR Marriott Drilling will take steps to:</p> <ul style="list-style-type: none"> Understand and take into account the particular circumstances of those with different protected characteristics. Will Involve and communicate appropriately with workers whose protected characteristics might either expose them to a different degree of risk or any steps we are thinking about inappropriate or challenging for them. Consideration of measures or adjustments to take account of our duties under the equality's legislation. Making reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers. Making sure that the steps do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments 				
Implementing COVID19 requirements	Lack of or poor implementation of	All site personnel & visitors	3	4	H	PR Marriott Drilling will introduce of measures on all sites in line with the Government's recommendations on		1	4	L

	COVID19 measures on site					<p>Working safely during COVID-19 in construction and other outdoor work & Working safely during COVID-19 in offices and contact centres</p> <p>These are exceptional circumstances and the industry must comply with the latest Government advice on Coronavirus at all times.</p> <p>The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place. We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.</p> <p>We will remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families, and the UK population.</p> <p>If a site is not consistently implementing the measures set out below, it may be required to shut down.</p>				
Social Distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable)	Exposure to COVID19, infecting others	All site personnel & visitors	3	4	H	<ul style="list-style-type: none"> We will maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) in the workplace wherever possible. Where the social distancing guidelines cannot be followed in full in relation to a particular activity, we will consider whether that activity needs to continue for the business to 		2	4	M

						<p>operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Mitigating actions include:</p> <ul style="list-style-type: none"> ○ Further increasing the frequency of hand washing and surface cleaning. ○ Keeping the activity time involved as short as possible. ○ Using screens or barriers to separate people from each other. ○ Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. ○ 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). <ul style="list-style-type: none"> ● Social distancing applies to all parts of our business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens, and similar settings. These are often the most challenging areas to maintain social distancing. 	<p>Screens installed at reception area. Additional 3 screens purchased for meetings/induction use.</p> <ul style="list-style-type: none"> ● Limits to number using canteen, offices, boardroom, shared offices needs to be limited 			
Moving around buildings & worksites	Exposure to COVID19, infecting others	All site personnel & visitors	3	4	H	PR Marriott Drilling will maintain social distancing wherever possible, while people travel through the workplace. Steps will include:		2	4	M

					<ul style="list-style-type: none"> • Reducing movement by discouraging non-essential trips within buildings and throughout sites. For example, restricting access to some areas, encouraging use of telephones where permitted, and cleaning them between use. • Reducing job rotation and equipment rotation, for example, single tasks for the day. • Implementing one-way systems where possible on walkways around the workplace. • Using signage such as ground markings or being creative with other objects to mark out 2m, or 1m with risk mitigation where 2m is not viable, is acceptable to allow controlled flows of people moving throughout the site. • Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses, and when needed, social distancing measures should be followed within the vehicles. • Separating sites into working zones to keep different groups of workers physically separated as much as practical. • Planning site access and 'area of safety' points to enable social distancing. • Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing. 	<ul style="list-style-type: none"> • Reduced site visits and remote working to be encouraged where practical 			
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						<ul style="list-style-type: none"> Regulating use of high traffic areas including corridors, and walkways to maintain social distancing 				
Making the main workplace safe for people who work statically	Exposure to COVID19, infecting others	All site personnel & visitors	3	4	H	<ul style="list-style-type: none"> PR Marriott Drilling will maintain social distancing between people who work in one place. For people who work in one place, workstations should allow them to maintain social distancing wherever possible. Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people. If it is not possible to keep workstations 2m apart then we will consider whether that activity needs to continue for the business to operate, and if so, take all mitigating actions possible to reduce the risk of transmission. <p>Typical steps taken include:</p> <ul style="list-style-type: none"> Changing layouts to allow people to work further apart from each other. Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face. Only where it is not possible to move workstations further apart, using screens to separate people from each other. 				


						<ul style="list-style-type: none"> Using a consistent pairing system if people have to work in close proximity, for example, during two persons working, lifting, or undertaking maintenance activities that cannot be redesigned. 				
At Risk Personnel	Exposure to COVID19, infecting others	Clinically Vulnerable & Clinical Extremely Vulnerable personnel	4	5	EH	<p>People who fall in this group should have been contacted (UK Govt.) to tell them they are clinically extremely vulnerable.</p> <p>Clinically vulnerable people are those with any of the following health conditions and are at higher risk of severe illness from coronavirus. This includes people:</p> <ol style="list-style-type: none"> aged 70 or older (regardless of medical conditions) under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds): <ul style="list-style-type: none"> chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis chronic heart disease, such as heart failure chronic kidney disease chronic liver disease, such as hepatitis chronic neurological conditions, such as Parkinson's disease, 	<ul style="list-style-type: none"> Preparing a Return to Work Questionnaire to ensure all personnel are ok to return and voice any concerns 			

					<p>motor neurone disease, multiple sclerosis (MS), or cerebral palsy</p> <ul style="list-style-type: none"> • diabetes • a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets • being seriously overweight (a body mass index (BMI) of 40 or above) • pregnant women <p>Clinically extremely vulnerable people may include the following people: Disease severity, history or treatment levels will also affect who is in the group.</p> <ol style="list-style-type: none"> 1. Solid organ transplant recipients. 2. People with specific cancers: <ul style="list-style-type: none"> • people with cancer who are undergoing active chemotherapy • people with lung cancer who are undergoing radical radiotherapy • people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • people having immunotherapy or other continuing antibody treatments for cancer • people having other targeted cancer treatments which can affect the immune system, 				
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					<p>such as protein kinase inhibitors or PARP inhibitors people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs</p> <ol style="list-style-type: none"> 3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD). 4. People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell). 5. People on immunosuppression therapies sufficient to significantly increase risk of infection. 6. Women who are pregnant with significant heart disease, congenital or acquired. <ul style="list-style-type: none"> • Clinically extremely vulnerable individuals have been strongly advised not to work outside the home. • Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role. <p>If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot</p>				
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						work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m, or 1m with risk mitigation where 2m is not viable, is acceptable, away from others 2m away from others. If they have to spend time within 2m of others, we will carefully assess whether this involves an acceptable level of risk. As for any workplace risk we will take into account specific duties to those with 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 will also be paid to people who live with clinically extremely vulnerable individuals.				
Going to work	Exposure to COVID19, infecting others	All site personnel & visitors	3	4	H	Under current UK government guidelines PR Marriott Drilling personnel can travel to and from work, but only where the work they do cannot be done from home and the work is part of a business activity that the government has requested to close. PR Marriott Drilling will continually monitor UK Government COVID19 requirements		2	4	M
General COVID 19 Principles	Exposure to COVID19 – infecting others	All site personnel & visitors	3	4	H	PR Marriott Drilling will ensure that personnel are consistently encouraged: <ul style="list-style-type: none"> • wash their hands with soap and water often – and do this for at least 20 seconds • wash their hands when they get home or into work 		2	4	M

						<ul style="list-style-type: none"> • use hand sanitiser gel if soap and water are not available • cover their mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze • put used tissues in the bin immediately and wash their hands afterwards • do not touch their eyes, nose, or mouth if hands are not clean • avoid close contact with people who have symptoms of coronavirus • only travel on public transport if you need to • work from home if they can • avoid social activities, such as going to pubs, restaurants, theatres, and cinemas • avoid events with large groups of people • do not have visitors to your home, including friends and family 				
Travelling to sites	Exposure to COVID19 – infecting others	All site personnel & visitors	2	4	M	<p>Anyone who meets one of the following criteria should not travel to site:</p> <ul style="list-style-type: none"> • Has a high temperature or a new persistent cough • Has lost sense of taste or smell - <u>follow the guidance on self-isolation</u> • Is a <u>vulnerable person</u> (by virtue of their age, underlying health condition, clinical condition or are pregnant)Is living with someone in <u>self-isolation</u> or a <u>vulnerable person</u>. 		1	4	L

<p>Travel to/from site</p>	<p>Exposure to COVID19 – infecting others</p>	<p>All site personnel & visitors</p>	<p>2</p>	<p>4</p>	<p>M</p>	<p>Wherever possible workers should travel to site alone using their own transport.</p> <ul style="list-style-type: none"> If this is not practical a suitable company vehicle must be used such as a Minibus or Pickup and limit the occupancy to allow appropriate social distancing. Please note this will not mitigate the 'Close Contact' definition for the Test & Trace process. Review available site parking arrangements on/off site for potential of increased number of vehicles Avoid public transport Hand cleaning facilities at site entrances and exits will be provided This will be soap and hot water wherever possible or hand sanitiser if water is not available Arrangements to transport personnel who become ill to be taken home will be arranged. 	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Seating arrangements to maximise distance between workers</p> 	<p>1</p>	<p>4</p>	<p>L</p>
<p>Travel to/from other Site locations or head office</p>	<p>Exposure to COVID19 – infecting others</p>	<p>All site personnel & visitors</p>	<p>2</p>	<p>4</p>	<p>M</p>	<p>Wherever possible workers should travel to site alone using their own transport.</p> <ul style="list-style-type: none"> If this is not practical a suitable company vehicle must be used such as a Minibus or Pickup and limit the occupancy to allow appropriate social distancing. Please note this will not mitigate the 'Close Contact' 		<p>1</p>	<p>4</p>	<p>L</p>

					<p>definition for the Test & Trace process.</p> <ul style="list-style-type: none"> Review available site parking arrangements on/off site for potential of increased number of vehicles Avoid public transport Hand cleaning facilities at site entrances and exits will be provided This will be soap and hot water wherever possible or hand sanitiser if water is not available Arrangements to transport personnel who become ill to be taken home will be arranged. <p>General principles will follow controls on this Risk Assessment:</p> <ul style="list-style-type: none"> Non-essential physical work that requires close contact between workers should not be carried out Work requiring skin to skin contact should not be carried out Plan all other work to minimise contact between workers Where applicable Re-usable PPE should be thoroughly cleaned after use and not shared between workers Where applicable Single use PPE should be disposed of so that it cannot be reused 			
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						<ul style="list-style-type: none"> Regularly clean touchpoints, doors, buttons etc. Increase ventilation in enclosed spaces <p>Regularly clean the inside of vehicle cabs and between use by different operators</p>				
Office & Site Access	Exposure to COVID19 – infecting others	All site personnel & visitors	2	4	M	<p>To try to prevent personnel being exposed to COVID19 PR Marriott Drilling will:</p> <ul style="list-style-type: none"> Restrict/Stop all non-essential visitors Where applicable introduce staggered start and finish times to reduce congestion and contact at all times where applicable Monitor, and if applicable adapt site access points to enable social distancing on entry/egress to/from the site Where applicable remove or disable entry systems that require skin contact e.g. fingerprint scanners Instruct all workers to wash or clean their hands before entering or leaving the site Allow plenty of space (two metres) between people waiting to enter site Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, 	<ul style="list-style-type: none"> In the initial phase of returning to work a 'rotational basic will be used to limit the number of personnel in the offices We have keypads for security at office entrances, these will be cleaned on regular basis and personnel using them instructed to clean/sanitise hands after use 	1	4	L

						<p>telephone handsets, desks, particularly during peak flow times</p> <ul style="list-style-type: none"> • Arrange inductions/meetings to be in line with social distancing requirements and hold outdoors where possible • Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials. 	<ul style="list-style-type: none"> • Where practical individual inductions will be done remotely via MST/or similar 			
Working on site	<p>Exposure to COVID19 – infecting others</p> <p>Someone Falls Ill on site</p>	All site personnel & visitors	3	4	H	<p>If a worker develops a high temperature or a persistent cough while at work, they will:</p> <ul style="list-style-type: none"> • Inform the Site Manager/Supervisor immediately • Arrangements will be made for them to return home and self-isolate • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow. • Follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 	<ul style="list-style-type: none"> • See PRMD Temperature Monitoring Sheet – we use temperature scanner • We have a COVID19 reporting form 	2	4	M
Water Hygiene	Contamination of the water supply	Water Supply	3	4	H	PR Marriott Drilling will ensure compliance on site with the requirements of the Under the National Water Hygiene Energy & Utility Skills Register (EUSR).		2	4	M

					<p>All personnel will be required to follow the scheme requirements, which include:</p> <ul style="list-style-type: none"> • The importance of water • Water as a carrier of disease • Water as a foodstuff • Restricted operations • Potential for contamination • Preventing contamination • Chlorination and disinfection • Consequences of contamination • Ensuring quality: Sampling and audit <p>All tools equipment that will be used/run in the Borehole will be suitably disinfected.</p> <p>Health Screening</p> <p>All personnel must declare whether they have any of these illnesses:</p> <ul style="list-style-type: none"> • Typhoid • Paratyphoid • Dysentery • Persistent diarrhoea or vomiting • Jaundice or Hepatitis (A or E) • Prolonged unexplained fever • Symptoms of COVID19 <p>If the individual has any of these illnesses or symptoms they should not go to site</p>			
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						or if on site leave site immediately after reporting to their line manager.				
Hand Washing	Exposure to COVID19 – infecting others	All site personnel & visitors	3	4	H	<ul style="list-style-type: none"> • Signs and posters will be used to build awareness of good handwashing technique, the need to increase handwashing 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. • Regular reminders and signage will be utilised to maintain hygiene standards. • Hand sanitisers will be provided in multiple locations in addition to washrooms. • Clear use and cleaning guidance for toilets will be provided to ensure they are kept clean and social distancing is achieved as much as possible. • Paper towels will be provided as an alternative to hand dryers in handwashing facilities • Soap and hot water will be readily available at all times • Hand sanitiser will be provided where hand washing facilities are unavailable • Hand washing facilities will be regularly cleaned, and soap and sanitiser levels checked 		2	4	M

						<ul style="list-style-type: none"> Enhancing cleaning will be implemented for busy areas. Special care will be taken for cleaning of portable toilets. Additional waste facilities and more frequent rubbish collection will be provided. Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. 				
Toilet facilities	Exposure to COVID19 – infecting others	All site personnel & visitors	3	4	H	<p>PR Marriott will:</p> <ul style="list-style-type: none"> Restrict the number of people using toilet facilities at any one time Instruct personnel to wash their hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks, and the toilet flush Ensure that Portable toilets will be avoided wherever possible, but where in use these should be cleaned and emptied more frequently Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 		2	4	M

Canteens and Eating Arrangements	Exposure to COVID19 – infecting others	All site personnel & visitors	3	4	H	<p>PR Marriott Drilling will ensure that the requirement for construction sites to provide a means of heating food and making hot drinks may be compromised if high levels of hygiene are not maintained therefore, we will:</p> <ul style="list-style-type: none"> • Implement cleaning regime for canteen facilities • Dedicated eating areas should be identified on site to reduce food waste and contamination • Break times should be staggered to reduce congestion and contact at all times • Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area • The workforce will be asked to bring pre-prepared meals and refillable drinking bottles from home • Workers should sit 2 metres apart from each other whilst eating and avoid all contact • Where catering is provided on site, it should provide pre-prepared and wrapped food only • Payments should be taken by contactless card wherever possible • Crockery, eating utensils, cups etc. should not be used • Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced 	<ul style="list-style-type: none"> • It may be that we recommend that personnel bring in their own food and drink to prevent issues with using company provided. Also, it is recommended that we could take breaks at our desks to avoid using facilities. • See above • Personnel could bring in their own and wash their own 	2	4	M
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						<ul style="list-style-type: none"> • Tables should be cleaned between each use • All rubbish should be put straight in the bin and not left for someone else to clear up • All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines, and payment devices. • The workforce will also be required to stay on site once they have entered it and restrict the use of leaving site and make arrangements for 'bulk shopping' where the workforce is provided with accommodation on site. 	<ul style="list-style-type: none"> • Clean up after yourself – do not leave for others 			
Onsite Accommodation	Exposure to COVID19 – infecting others	All site personnel & visitors	3	4	H	<p>PR Marriott Drilling will ensure that where site accommodation is provided on construction sites, we will:</p> <ul style="list-style-type: none"> • Ensure all personnel accommodation consists of separate bedrooms. • Implement cleaning regime for accommodation facilities • Dedicated eating areas should be identified on site to reduce food waste and contamination • Hand cleaning facilities or hand sanitiser should be available at the entrance of any accommodation /room and should be used by workers when entering and leaving the area 		3	4	M

						<ul style="list-style-type: none"> Workers should maintain 2 metres apart from each other whilst using accommodation facilities All rubbish should be put straight in the bin and not left for someone else to clear up The canteen facility should be used eating must be thoroughly cleaned at the end of each break and shift. 			
Changing Facilities, Showers and Drying Rooms	Exposure to COVID19 – infecting others	All site personnel & visitors	3	4	H	<p>PR Marriott Drilling will:</p> <ul style="list-style-type: none"> Where applicable introduce staggered start and finish times to reduce congestion and contact at all times Introduce enhanced cleaning of all facilities throughout the day and at the end of each day Where applicable consider increasing the number or size of facilities available on site if possible Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. 	2	4	M
Close Working	Exposure to COVID19 – infecting others	All site personnel & visitors	4	5	EH	PR Marriott are aware there are particular activities during Drilling operations where it is not possible or safe for workers to distance themselves from each other by 2m, or 1m with risk	2	5	H

						<p>mitigation where 2m is not viable, is acceptable. For these activities we will ensure:</p> <ul style="list-style-type: none"> • Activities are minimised. • Where applicable all personnel involved wear suitable Face coverings/PPE. 			
General Principles	Exposure to COVID19 – infecting others	All site personnel & visitors	3	4	H	<ul style="list-style-type: none"> • Non-essential physical work that requires close contact between workers should not be carried out • Work requiring skin to skin contact should not be carried out • Plan all other work to minimise contact between workers • Re-usable PPE should be thoroughly cleaned after use and not shared between workers • Single use PPE should be disposed of so that it cannot be reused • Regularly clean touchpoints, doors, buttons etc. • Increase ventilation in enclosed spaces • Regularly clean the inside of vehicle cabs and between use by different operators. 	2	4	M
Site Meetings	Exposure to COVID19 – infecting others	All site personnel & visitors	3	4	H	<p>PR Marriot will ensure:</p> <ul style="list-style-type: none"> • Only essential meetings (Safety, Pre-shift Briefing) are carried out 	2	4	M

						<ul style="list-style-type: none"> Attendees should be two metres apart from each other Meetings to be held outdoors wherever possible. If have to be held indoors – that rooms should be well ventilated / windows opened to allow fresh air circulation and 2-meter separation maintained. 				
Cleaning	Exposure to COVID19 – infecting others	All site personnel & visitors	3	4	H	<p>PR Marriott Drilling will ensure enhanced cleaning procedures should be in place across the sites, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> Taps and washing facilities Toilet flush and seats Door handles and push plates Handrails on staircases etc. Machinery and equipment controls Food preparation and eating surfaces Telephone equipment Keyboards, photocopiers, and other office equipment Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. 		2	4	M
Reporting COVID19	Exposure from others due to:	All site personnel & visitors	3	4	H	<ul style="list-style-type: none"> Update Human Resources with absence identifying Coronavirus and 		2	4	M

suspected cases to PRMD/Client	<p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 meters for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>					<p>manage absence in line with company HR policies / procedures</p> <ul style="list-style-type: none"> • Social distancing encouraged and limit non-essential travel where possible • Do not come into work where someone you live with has been diagnosed • Follow NHS / 111 advice as required. Do not attend GP surgery or public places if confirmed to help reduce spread of the disease • Company to ensure vulnerable persons (elderly, pre-existing health condition, lower immunity) employed are individually assessed 				
Foreign Travel – International Sites	Exposure to COVID19 – infecting others	All site personnel & visitors	3	4	H	<p>PR Marriott Drilling will ensure:</p> <ul style="list-style-type: none"> • UK/National government websites are be checked prior to arranging travel in order to assess travel restrictions and to follow recommendations provided by the destination government • Essential travel unless imperative or reduce travelling where possible – consider home working / teleconferencing • Where an individual has recently visited high risk countries (see government website), they should self / home isolate themselves for 14 days • Fitness for work to be completed on appropriate return to the workplace • Where an occupational health (OH) service provider has been appointed, 		2	4	M

						please seek additional advice or concerns through this service				
Weather	Inclement weather – cold temperature allows disease to survive	All site personnel & visitors	2	4	M	<ul style="list-style-type: none"> All persons to dress appropriately for the weather Welfare facilities provided to shelter from the elements Maintain good hygiene measures at all times Appropriate respiratory protective equipment (RPE) masks to be considered as last resort however face fit test (FFT) must be completed to ensure mask effectiveness Face coverings (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) 		2	4	L
Test and Trace and 'Close Contact'.	Employee(s) develops symptoms					<ul style="list-style-type: none"> Employee(s) to order a COVID19 Test Once they have ordered the test, they'll be asked by NHS Test and Trace to provide details of anyone who they have been in close recent contact with. This will not automatically be all their co-workers, but anyone who meets the definition of a close contact: A close 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they're infectious to others). This could be a person who: 	Marriott are currently undertaking specific risk assessments for office & site operations to identify where close contact is likely to occur.			

					<ul style="list-style-type: none"> ● spends significant time in the same household ● is a sexual partner ● has had face-to-face contact (within one metre), including: <ul style="list-style-type: none"> ● being coughed on ● having skin-to-skin physical contact, or ● contact within one metre for one minute ● has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes ● has travelled in a small vehicle, or in a large vehicle or plane ● Where an interaction between 2 people has taken place through a Perspex (or equivalent) screen, this would not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above. ● The contact tracers will not consider the wearing of personal protective equipment (PPE) as a mitigation when assessing whether a recent contact is likely to have risked transmitting the virus. Only full medical-grade PPE worn in health and care settings will be considered. ● Medical-grade PPE will not be purchased to circumvent self-isolation, as this risks disrupting critical supplies needed by the NHS and social care 				
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Recommendations:

Specific Actions Required:	Date for Completion:	Date Completed:	Completed by:

Amendment sheet:

REV	DATE:	DETAILS	Author:	Agreed by:	Approved:

Sign off Sheet

NAME:	JOB TITLE:	COMPANY:	DATE:	SIGNATURE: