

RISK ASSESSMENT



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|--|--|---------------------------------------|----------------------------------|
| Task / Activity to be Assessed: | Covid 19- the control of transmission and infection. | Personnel who might be harmed: | Employees, Families and Visitors |
| Location / Site: | Starn Group or external locations where employees may work | Assessed by: | Gordon Holder |
| Assessment Number: | STR-GRO-HSEQ-RA-054 rev5 | Approved by: | Phil Maxted |
| Date of Assessment: | 26/04/2021 | Date of Review: | On going review. |

1-4 = LOW - Risk is acceptable: Workers must ensure ALARP controls are in place before conducting the task. On-going exposures may be managed by approved procedures

5-9 = MODERATE - Risk may be accepted: The work supervisor or manager may accept the risk, only after being satisfied all controls are at ALARP.

10-14 = HIGH - Risk is Undesirable: Continued exposure without further mitigation is not desirable. The Service Line Manager may accept the risk only after being satisfied all controls are at ALARP. Each exposure controlled according to an approved Permit to Work depending on the work.

15-25 = SEVERE - Risk is Unacceptable: Exposure shall be discontinued immediately. Exposure without revised/reviewed mitigation measures is strictly prohibited.

SECTION 1 - RISK ASSESSMENT

| Potential Hazards/Risks | | | Initial Risk | | | Control Measures (include existing, where new measures are required assign an action below) | Residual Risk | | | Implemented by |
|-------------------------|---|---|--------------|---|----|--|---------------|---|---|----------------|
| REF | Hazard / Task | Hazard Effect | S | L | R | | S | L | R | |
| H1 | Employee travel outside the UK to work | Risk of Exposure to Employees | 4 | 3 | 12 | <p>Employees with influenza ,cold or Covid-19 related symptoms will not be permitted to travel to offshore locations.</p> <p>Pre-mobilisation testing being conducted by clients.</p> <p>Control measures and social distancing have been implemented on offshore installations.</p> <p>Checks should be made of instalations/clients control procedures prior to mobilising</p> | 4 | 2 | 8 | |
| H2 | Personal travel plans . Risk of transmission to employees | Risk of Exposure to Employees from High Risk Countries | 4 | 3 | 12 | <p>Any employee planning to travel outside the UK for personal reasons/holidays should follow the latest Foreign and Commonwealth Office advice for the destination. Several travel restrictions are being implemented around the world and being updated daily</p> <p>Employees to advise Department Manager or HR Department of any imminent travel plans</p> | 4 | 2 | 8 | |
| H3 | Employees returning form destinations where travel restrictions have been imposed | Risk of Exposure to other Employees within the Organisation | 4 | 3 | 12 | <p>Employees should self-isolate if they have returned from countries if they have any flu, cold or Covid-19 like symptoms.</p> <p>Employees should not return to work or attend Starn premises.</p> | 4 | 1 | 4 | |

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| H4 | Visitors to Starn facilities. | Risk of Exposure to Employees, Visitors Contractors or Members of the Public | 4 | 3 | 12 | <p>Legislation on the 26th of April changes where all of Scotland is now at Level Three. Visitors to Starn facilities are still not permitted unless for essential purposes only where no other means of communication is able to be used. This will be reviewed after a month into Level Three</p> <p>Visitor declaration form is to be completed and temperature tests taken. All covid19 protocols must be followed on site at all times.</p> <p>All visitors must have clearance by HSEQ dept two days prior to intended day of visit</p> | 4 | 2 | 8 | |
| H5 | Completing Offshore Medicals | Exposure to employees by provider | 4 | 3 | 12 | Medicals for UK staff are carried out via Skype, WhatsApp etc where ever possible. | 4 | 1 | 4 | |
| H6 | Employee Offshore Travel | Exposure in Offshore Environment | 4 | 3 | 12 | <p>Starn liaise with Clients regarding Offshore Travel Requirements and Restrictions.</p> <p>Operators have implemented Control Measure on all Offshore Installations.</p> | 4 | 2 | 8 | |
| | | Transmission to other personnel in offshore installation | 4 | 3 | 12 | <p>Employees with Flu, Cold or Covid 19 related symptom will not be permitted to travel to offshore locations.</p> <p>Pre-mobilisation testing being conducted by clients.</p> <p>Control Measures and social distancing have been implemented on offshore installations.</p> | 4 | 2 | 8 | |
| | | Exposure from Personnel at Heliport. | 4 | 3 | 12 | <p>Employees with Flu or Cold or Covid symptoms should not report to Heliport Facilities.</p> <p>Pre-mobilisation Testing being conducted by Clients.</p> <p>Control Measures and Social Distancing have been implemented at Heliports</p> | 4 | 2 | 8 | |

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| H7 | Risk to Operational Personnel visiting Client Sites | Risk to Employees visiting client sites to undertake work activities | 4 | 3 | 12 | <p>Starn to review client control measures prior to employees attending any Client Sites.</p> <p>Employees to be made aware of client control measures on arrival at facility.</p> <p>Employees to comply with third party control measures while at third party premises.</p> <p>Employees to report to Starn Senior Management any concerns with control measures at any client site.</p> <p>Employees should not undertake work if they have concerns regarding control measures at Client Sites.</p> <p>Employee to wear PPE relating to specific activity as per JHA/RAMS</p> | 4 | 2 | 8 | |
| H8 | Travelling in groups within vehicles | Risk of infection in confined spaces | 4 | 3 | 12 | <p>It is recommended that employees do not travel to and from work in large groups within personal or company vehicles.</p> <p>Whilst at work maximum of only two people should be in a vehicle wearing face coverings and the windows open.</p> | 4 | 2 | 8 | |
| H9 | Risk from Travel on Public Transport | Risk of transmission from congested public transport | 4 | 3 | 12 | <p>Employee to avoid the use of public transport if practicable.</p> <p>Face Covering to be worn if travelling on Public Transport</p> <p>Staggered start/finish times are implemented to avoid busy periods on public transport if practicable.</p> <p>Reduced hours are considered to allow for later start times and earlier finish times</p> | 4 | 2 | 8 | |
| H10 | Employees feeling unwell and coming to work | Other employees within the organisation contracting the virus | 4 | 3 | 12 | <p>Employees should not come to any Starn facilities feeling unwell.</p> <p>If they are showing symptoms they should follow national guidance Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days.</p> <p>You can return to your normal routine and stop self-isolating after 10 full days if your symptoms have gone, or if the only symptoms you have are a cough or anosmia, which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.</p> | 4 | 1 | 4 | |
| H11 | Exposure to Covid 19 outside the workplace | Exposure to Fellow Employees, Family Members, Cohabitants. | 4 | 3 | 12 | <p>Follow national guidance relating to the country you live in to help reduce the risk of exposure and cross infection.</p> | 4 | 2 | 8 | |

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| H12 | Use of external contractors | Risk of transmission of virus between Contractors and Employee | 4 | 3 | 12 | <p>The use of third-party contractors to be minimised</p> <p>Use of Contractors must be approved by Senior Management and or HSEQ Group Manager</p> <p>Induction and disclaimer to be completed prior to entering site along with their temperature taken.</p> <p>Contractor must have information in their RAMS regarding the control measures they are making regarding Covid</p> | 4 | 2 | 8 | |
| H13 | Company not aware of government guidance on pandemic | Increased Risk of exposure to employees | 4 | 3 | 12 | <p>Starn to monitor daily briefings and guidance from UK Government and Scottish government.</p> <p>HSEQ reps in regional facilities to monitor and advise facility GM of any changes or updates and their local risk assessment should reflect these changes and be documented</p> <p>Risk Assessment to be updated and reviewed as required by Group HSEQ/HR Departments and communicated to employees and other interested parties. This Risk assessment was reviewed and updated on the 26th of April 2021 inline with Scottish Government changes</p> | 4 | 1 | 4 | |
| H14 | Risk when using Facecoverings etc. | Employees adjusting facecoverings leading to additional contact with facial areas working in close proximity to each other | 4 | 3 | 12 | <p>Employees to ensure minimum contact with facial areas when using or face coverings.</p> <p>Employees to ensure regular hand washing and use of hand sanitiser stations.</p> <p>Facecoverings to be changed if becoming dirty or contaminated.</p> <p>Starn to provide PPE to employees</p> | 4 | 2 | 8 | |

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| H15 | Exposure of employees attending facility | All Employees. Risk of exposure from other employees. | 4 | 3 | 12 | <p>Each Starn facility to carry out their own risk assessment in relation to their countries/ regions restrictions and guidance.</p> <p>Staff Matrix has identified personnel that can work from home on a permanent or part time basis.</p> <p>Staff matrix to be revised on regular basis as per Risk Assessment and Government Guidance.</p> <p>Only business critical staff to attend Starn facilities, and those who cannot work from home, however, In Scotland level 3 as of 26/04/2021 people are advised to work from home wherever that is practicable. By law, employers must take all reasonable steps to minimise the risk of the incidence and spread of coronavirus. Supporting employees to work from home where possible is an important part of that. Starn fully supports this.</p> <p>Employee numbers at all Starn facilities to be kept As Low as Reasonably Practicable.</p> | 4 | 2 | 8 | |
| H16 | Cleaning of facility by contract cleaning personnel | Risk of transmission to and from Contract Cleaners | 4 | 2 | 8 | <p>Contract cleaners to attend site when majority of staff have left the premises.</p> <p>Contract cleaners to comply with social distancing, hygiene requirements and protocol</p> | 4 | 1 | 4 | |
| H17 | Hygiene Requirements | Risk of transmission to employee from poor hygiene practices | 4 | 3 | 12 | <p>All employees to follow hygiene recommendations within workplace.</p> <p>Regular hand washing after coming into contact with surfaces.</p> <p>Use of hand sanitiser stations.</p> <p>Desks and workstation to be cleaned on a daily basis</p> | 4 | 1 | 4 | |
| H18 | Company Social Events | Exposure to Employees and Member of the Public/Venue Staff. | 4 | 3 | 12 | <p>Depending on the countries restrictions all Company social events are postponed at the current time.</p> <p>The Company strongly recommend that employees follow the Government Regulations on Social Distancing and any other current guidance on restrictions.</p> | 4 | 1 | 4 | |
| H19 | Delivery of No Business-related items | Risk to Employees from additional Couriers delivering Non-Business-related items. | 4 | 3 | 12 | <p>Employees should not arrange for the delivery of Non-Business related items e.g. Personal Items to be delivered to the Organisation Premises to reduce risk of additional third parties entering the premises.</p> | 4 | 1 | 4 | |

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| H20 | Sharing of PPE. e.g. Hard Hats | Risk of transmission from wearing shared PPE | 4 | 2 | 8 | All Personnel must only use their own PPE and not share Employees to request additional PPE if required. | 4 | 1 | 4 | |
| H21 | Low staffing hazards due to high rates of staff sickness / self isolation /shielding. Business Continuity. | Risk of operational issues / client requirements may not be met / increased stress on remaining employees. | 4 | 3 | 12 | Review carried out to identify any vulnerable personnel. Managing Directors will review current staffing level and current vacancies on a weekly basis Managers to maintain communication with all remaining employees to monitor workloads. A group business continuity policy to be implemented | 4 | 2 | 8 | |
| H22 | Undertaking Employee Training | Risk of exposure from External Personnel. Close contact with other personnel | 4 | 3 | 12 | All external training is to be postponed at the current time. Any internal training must be for only 3 delegates and agreed with prior with HSEQ dept. A LFT Antigen Rapid Qualitative Test must be carried out If mandatory / business critical training is required and provided by external third party provider The organisor will ensure the correct policies are in place at the training provider to mitigate the risk of infection. | 4 | 2 | 8 | |
| H23 | Exposure to Coronavirus | Employees from contact with other employees, workplace surfaces, general members of the public, family membes | 4 | 3 | 12 | Employees to follow NHS Guidance or from regional medical organisations. The general advice is; Do not enter a permisio or site if you are displaying any symptomes or have been in contact with anyone who has or been confrimed positive. Comply with social distancing guidance (2 metres). Regularly wash your hands with soap and water for about 20 seconds; Avoid touching eyes, nose and mouth with unwashed hands; Avoid close contact with people with cold or flu-like symptoms Cover your cough or sneeze with a tissue or into a flexed elbow, then throw tissue in the bin, and wash your hands. Avoid close contact with people who are unwell or have underlying health conditions. Employees face coverings when in close proximity with other employees Wear all other relevant PPE dependant on task | 4 | 2 | 8 | |

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| H24 | Employees feeling unwell at work | Other employees within the facility contracting the virus | 4 | 3 | 12 | <p>Any employee feeling unwell in the workplace should immediately report the issue to their Supervisor/Line Manager.</p> <p>The HR and HSEQ dept should be informed immediately.</p> <p>Any employee reporting feeling unwell will be isolated until the measures to ensure the employee can return home safely.</p> <p>Any office areas used for self-isolating to be deep cleaned</p> <p>Employees reporting feeling unwell will be asked to go home and self-isolate and follow national guidance for testing.</p> | 4 | 2 | 8 | |
| H25 | Employee self isolating | Other Employees within the facility contracting the virus | 4 | 2 | 8 | <p>If employees are not able to come to work due to self-isolation, they should report their absence through the normal absence reporting procedure.</p> <p>There is no requirement for employees to provide supporting medical evidence, but they should declare the reason for their absence (e.g. Self-Isolation).</p> <p>Employee should direct themselves to the NHS online service where an online note can be obtained and forwarded before their return.</p> | 4 | 1 | 4 | |
| H26 | Employees with Underlying Health conditions or newly diagnosed conditions | Risk of exposure to virus to employees with underlying medical conditions, lower immune systems or existing medical conditions. | 4 | 4 | 16 | <p>All Employees with underlying health conditions are to work from home until advised not to.</p> <p>The company will continue to follow all governments guidance with regards to these specific employees and will communicate changes, until then any employee with an underlying medical condition is not permitted to attend any Starn group facility.</p> <p>Any employee who have a newly diagnosed underlying health conditions should report these to their Supervisor/Department Manager or the HR Department</p> | 4 | 1 | 4 | |
| H27 | Family or Cohabitants exposure to Covid-19 | Exposure to fellow employees | 4 | 3 | 12 | <p>Employees should inform their Department Manager or HR Department in the event of a family member or co-habitant showing symptoms of Covid 19 and advised .</p> <p>Employee should not return to work until 10 days after a positive diagnoses and only if symptom free.</p> | 4 | 1 | 4 | |

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| H28 | Risk to expectant mothers | Risk of infection from fellow employees. | 4 | 4 | 16 | Any Expectant Mother will be requested to work from home until further notice. This will be reviewed on a regular basis by Senior Management and Human Resources Department. | 4 | 1 | 4 | |
| H29 | Contact with surfaces in the Workplace | Risk of infection to employees from work surfaces. | 4 | 3 | 12 | The Organisation Cleaning Contractor are paying increased attention to touch points with the facilities e.g. light switches, door handles, handrails, kitchen areas, toilets, desk etc | 4 | 2 | 8 | |
| | | Hand washing materials not available | 4 | 3 | 12 | Starn are making every effort to ensure that hand soap, and sanitiser are refilled when required. | 4 | 1 | 4 | |
| | | Contact with work materials, desks, keyboard etc. | 4 | 3 | 12 | Protective gloves are available in the workplace for employees if required. Employees to complete daily cleaning of desk and equipment and should not share equipment or desks | 4 | 2 | 8 | |
| H30 | Risk from contaminated work surfaces in Office Areas | Risk of infection to office based employees. | 4 | 3 | 12 | Contractor Cleaners instructed of deep cleaning requirements. Office Personnel requested to clean desks and equipment daily with cleaning products supplied regular handwashing Employees not to enter office areas out-with their own work area if not necessary. Staff not to answer phones at other workstations or share equipment Staff to undertake regular hand washing and use hand sanitiser stations. Staff to keep work areas clean using anit bacterial cleaning materials. | 4 | 2 | 8 | |
| H31 | Contact with Employees in Office Area | Office Based Employees | 4 | 3 | 12 | All Staff Workstations to be at least 2 metre apart. Staff should not congregate at Printers. Staff not to answer phones at other workstations. Only one member of Staff permitted on stairs Only specific amount of staff permitted in staff kitchen area at one time depending of site procedure | 4 | 2 | 8 | |

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| H32 | Risk to Workers coming into Organisation Premises who cannot work from home due to Facilities or Equipment at Home | Exposure to Employees | 4 | 3 | 12 | <p>Depending on the countries current status and conduitions only business critical staff permitted to attend organisation premises.</p> <p>Company to assess facility and equipment requirements for employees working from home.</p> <p>Starn to provide equipment where it is reasonably practicable.</p> <p>Starn will constantly review Government Guidance on Employees returning to work from home working. At the time of assessment and level 3 in Scotland ,people are advised to work from home wherever that is practicable. By law, employers must take all reasonable steps to minimise the risk of the incidence and spread of coronavirus. Supporting employees to work from home where possible is an important part of that.</p> <p>Staggered return to work for employees when government advises.At the time of assessment</p> | 4 | 2 | 8 | |
| H33 | Contact with Controls on Printers keypads etc | Risk to employees from transmission from hard surfaces. | 4 | 3 | 12 | <p>Printers to be cleaned.</p> <p>Limit the amount of requirments to touch hard surfaces .</p> <p>Use swipe electronic methods</p> | 4 | 2 | 8 | |
| H34 | Attending Internal company meetings | Risk of Exposure to all Employees. Attending meetings in confined meeting rooms | 4 | 3 | 12 | <p>In first instance, all Internal meeting should to be completed remotely by use of Phone Calls/Microsoft Teams/Zoom Etc.</p> <p>Any meeting room that face to face meetings are required must be assessed for occupancy numbers and communicated.</p> <p>Rooms must be cleaned before and after to use and windows open.</p> | 4 | 2 | 8 | |
| H35 | Contact with External Parties, Delivery Drivers, Couriers etc | Employees coming into contact with external/third parties | 4 | 3 | 12 | <p>Employees should ensure the minimum of contact with external parties while in the workplace.</p> <p>It is recommended that a distance of 2 metres should be maintained where practicable.</p> <p>Employees to wear face coverings at all times while in contact with external parties.</p> | 4 | 2 | 8 | |

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| H36 | Use of company vehicles | Employees. Risk of Infection from surfaces in vehicles | 4 | 2 | 8 | Only maxim of 3 people in a company car and 2 in vans etc vehicles only. Company vehicle to be cleaned on a regular basis All surfaces to be cleaned prior and after use by driver Face coverings must be worn Two windows must be partially opened to create an airflow in the vehicle. | 4 | 2 | 8 | |
| H37 | Work practices where social distancing is not possible | Employees working in close proximity | 4 | 3 | 12 | All task that may involve employees working in close proximity require to be reviewed and assessed. Tasks where social distancing is not possible should not be undertaken where other practicable methods can be used. Employees to wear company issued personal protective equipment where in close proximity to other employees. | 4 | 1 | 4 | |
| H38 | Proximity of employees when using walkways in workplace | Employees coming into close proximity with each other | 4 | 3 | 12 | One-way system to be implemented where practicable, depending on levels of people in the building Employees to maintain social distancing requirements. | 4 | 1 | 4 | |
| H39 | Wellbeing of staff working from home | Employees working from home | 3 | 3 | 9 | Regular communication with Department Managers on workload. Regular business updates to be provided by Senior Management Team. Employee Assistance Programme available to support employees if they require . Minimum of once a week group meetings held on Teams. | 3 | 2 | 6 | |
| H40 | Staff Working at home who may have contracted COVID 19 or have family member diagnosed | Employees. Risk to Employees who may live alone. | 4 | 3 | 12 | Employees to make HR/Department Manager aware if positive diagnosis of COVID 19 to themselves or a family member and take current govenmental advice Employees or Employee Family Members must not come into facilities to report illness. Organisation to keep in regular contact with employees. | 4 | 1 | 4 | |

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| H41 | Communication of changes to work practices | Employees unaware of change to working practices | 4 | 3 | 12 | Any changes to current working practices required to be communicated to all staff within the facility by Tool Box Talk/ Email or on teams by management. | 4 | 1 | 4 | |
| H42 | Changes to Risk Assessment | Employees unaware of change to risk assessment and implemented control measures and working practices | 4 | 3 | 12 | Any increased risk and the control measures implemented to be communicated to all Staff. Risk Assessment to be reviewed and updated where required. Due to Government Changes in Scotland this risk assessment was reviewed on the 26th of April 2021 Government Guidance to be reviewed when issued and Risk Assessment reviewed to ensure compliance with requirements | 4 | 1 | 4 | |
| H43 | Employees talking brakes and lunch hours at the same time | Risk of exposure for people | 4 | 3 | 12 | Staggered break and lunch times implemented to reduce employee number in facilities. Reduced working lunches and finish times can be introduced depending on the facility | 4 | 2 | 8 | |
| H44 | Use of changing facilities | Risk to employees from being in close proximity in changing areas | 4 | 3 | 12 | Staff must not congregate in Locker Room Area at the start and end of shifts. Locker Rooms to be cleaned on regular basis by Contract Cleaners where applicable Showers must not be used. | 4 | 2 | 8 | |
| H45 | Risk of Infection to First Aid Personnel administering treatment to employees | Risk of Infection to first aid personnel while treating injured parties | 4 | 3 | 12 | Follow national guidance relating to the country you live in to help reduce the risk of exposure and cross infection. First aiders to be advised on the current recommendations. | 4 | 2 | 8 | |
| H46 | Emergency Evacuation | Risk of personnel congregating at Assembly Point being in close contact. | 4 | 2 | 8 | Employees must maintain Social Distancing (2 Metres) at Assembly Points in the event of an emergency Evacuation. | 4 | 1 | 4 | |
| H47 | Employees congregating during Planned Fire or emergency Drill | Risk to Employees in close proximity during drill. | 4 | 2 | 8 | Scheduled Fire /emergency drills to be postponed at current time and rescheduled. This will be reviewed again in Level 2 | 4 | 1 | 4 | |

SECTION 2 - PERSONAL PROTECTIVE EQUIPMENT TO BE USED

| REF | Description of PPE | Standard | To Protect Against |
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| P1 | | | |
| P2 | | | |
| P3 | | | |
| P4 | | | |
| P5 | | | |
| P6 | | | |
| P7 | | | |
| P8 | | | |

SECTION 3 - CONSULTATION

All workers who require to follow the controls and instructions of this risk assessment must sign below

| Print Name | Sign | Date | Arrangements for notifying other persons who might be harmed | |
|------------|------|------|--|----------------------|
| | | | Who may be Affected | Consultation Method |
| S1 | | | Visitors | HSE Visitor Book |
| S2 | | | Contractors | Contractor Induction |
| S3 | | | Cleaners | Toolbox Talk |
| S4 | | | New Start | Company Induction |
| S5 | | | Members of the Public | Warning Signs |
| S6 | | | | |
| S7 | | | | |
| S8 | | | | |
| S9 | | | | |
| S10 | | | | |

| SECTION 4 - REQUIRED ACTIONS | | | | |
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| REF | Hazard / Risk to Control | Actions Required | Who | When |
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