

IMC Premises Risk Assessment Form

Premises: RAP3 DTA Office at DTO Bajura			
RA undertaken by: Tulsi Neupane and Team	Company: IMC	Signature:	RA date: 6 June 2014
NB! This assessments is to be carried by the appropriate property manager for all permanent or temporary premises (or parts) under the control of IMC			Review date: 5 June 2015

<i>HAZARDS / ISSUES</i> <i>List significant hazards / issues</i>	<i>WHO MIGHT BE HARMED?</i> <i>List groups of people at significant risk</i>	<i>EXISTING CONTROLS / PROVISIONS</i> <i>List existing controls</i>	<i>IS RISK ADEQUATELY CONTROLLED?</i>	<i>FURTHER ACTION TO CONTROL</i> <i>List the risks which are not adequately controlled and the action necessary</i>
Fire	Staff, Visitors, other offices of DTO and neighbours	No any provision, only one water tank on the top of bath room can be used.	Not	Placing the fire extinguishers in different rooms
Bombs / security / violence	Staff, visitors	SI TREPS from Risk Management Office of DFID and GTZ ,	Partial	People entering to the office are not checked and it is not provisioned yet. CDO Office, Police quarter and army coop near DTO building.
First aid arrangements	Staff, visitors, contractors, LRUC memebtrs	No first Aid Kits in DTO office	No	First Aid training and provision of first aid Kit in Office
Lone working	Staff,	24 hour office messenger of DTO stay in the premises	Yes	None,
Premises access / egress	Staff, visitors	24 Hour	Yes	None
Vehicle movements / parking	Staff, visitors	NA		None
Circulation within premises	Staff, visitors	Staff and visitor IN/OUT book records.	yes	ID required
Workstations	Staff	DTO office ,old bulding	partial	Work station Risk Assessments
Work place equipment	Staff	Printer and photocopy well in standard but Old computer to OM	partial	Equipment Risk Assessments
Electrical safety	Staff	Wiring not fully safety, switch boards are not with standard quality	Moderate	Premises Risk Assessment
Provision & management of welfare facilities (toilets, kitchens, etc.)	Staff, visitors	A facility of clean, single toilet, cleaning once a day, Tea and hot water is available. Day time snacks in local bazar are not safe	moderate	Staff have to bring the snacks from home or seek alternate options

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Water quality / legionella	Staff, visitors,	Filtered and boiled water	Yes	bottle water needed to put in reserved
Temperature / ventilation	Staff, visitors	Windows sufficient, moderate weather	Yes	All windows should be checked for their locks
Asbestos	Staff, visitors, contractors	N/A		None
Hazardous materials	Staff, contractors	N/A		None
Access to plant rooms, boiler rooms, etc	Staff, contractors	N/A		None
Confined spaces	Staff, contractors	Sufficient space for work to staff	Yes	None
Falls / falling objects	Staff, visitors, contractors	Risk of falling objects from roof/slate roofed, leaking of water during monsoon	No	Maintenance the roof before monsoon
Cleaning (general)	Staff, visitors, contractors	Every day	Yes	Vacuum cleaner required
Window cleaning	Contractors	Old wooden windows no net to protect the dust	Yes	Change the handle and locks.
Maintenance	Staff, visitors, contractors	Moderate	Yes	None
Earthquake	Staff, visitors	Mud mortar building and flexible floor and retrofitting required for the building.	No	Training on earthquake pre and post disaster.
Gas bombs	Staff, visitors, neighbours	NA	Yes	None

Premises Risk Assessment

The recent IMC Premises Risk Assessments of DTO and RAP3 field offices has been analysed and the following recommendations made.

All RAP3 district offices/DTO offices to have

1. Up to four fire extinguishers, plus smoke alarms and exit signs.
2. One first aid kit and one trained first aider. (To be linked to first aid kits and first aider training given to RBGs and RMGs)
3. Up to two bottled water provision or filters
4. Cleaned at least three times a week
5. Earthquake training and whistles on ID
6. At least one clean toilet with water
7. Up to four lockable cupboards
8. Lockable rooms and/or building
9. Up to four heaters for winter and 4 fans for summer
10. Well maintained roofs and ceilings that do not leak
11. Safe electrical wiring
12. Terai districts to have up to four air coolers

H&S items are to be provided for the *entire* DTO offices and RAP3 field offices.

I do not want RAP3 staff to fend only for themselves. Funding of these H&S arrangements will be through the Annual Support Plans for each district.

Portable H&S items should be put in place for the moment ie **1,2,3,4,5,7,8,9** above where offices are due to move or be rebuilt such as Humla, Jhapa, Doti, Kalikot and Sankhuwasabha.

DTLs to please prepare Health and Safety purchase lists with estimated costs for each office, indicating where items can be obtained locally and email to Ram Neupane by 3rd July 2014.

RAP3 Field Office

Summary Budget Estimate for H & S Items

Task and Equipment	Doti	DAD	ACH	HUM	BAJ	MUG	JUM	KAL	DAI	PAR	S'PAL	S'SAB	MOR	JHP	Total	Remark
1 Fire Extinguisher 4.5 Kg	20,000	10,000	20,000	20,000	15,000	22,600	10,000	24,000	20,000	20,000	16,702	11,000	-	11,300	220,602	Procurement at Kathmandu
2 Smoke Alarm	10,750	10,750	4,300	8,600	10,750	12,148	4,300	7,500	8,600	10,750	10,535	8,600	12,500	12,148	132,231	Procurement at Kathmandu
3 Exit sign	10,000	5,400	5,400	9,000	3,600	10,170	-	7,500	5,400	9,000	5,298	7,200	9,000	8,136	95,104	Procurement at Kathmandu
4 First aid kit	3,000	3,216	3,215	3,000	2,846	5,220	4,000	3,500	3,215	7,000	3,215	4,000	3,300	3,216	51,943	Procurement at Kathmandu
5 Whistle	1,600	2,000	2,000	2,000	4,000	3,390	2,000	4,000	2,000	1,000	1,960	2,000	1,000	2,260	31,210	Procurement at Kathmandu
6 Stabiliser	-	-	-	-	-	11,300	-	-	-	-	-	-	17,500	-	28,800	Procurement at Kathmandu
7 Intercom Telephone	-	-	-	-	-	-	-	-	-	100,000	-	-	-	-	100,000	Procurement at Kathmandu
8 First aider and training	24,000	7,500	15,000	24,000	-	2,260	21,550	-	1,000	10,000	63,000	63,600	81,600	68,365	381,875	Local Procurement
9 Filter or water	5,000	31,000	5,000	5,000	2,000	6,215	5,000	5,000	5,000	10,000	2,500	12,000	24,000	6,780	124,495	Local Procurement
10 Filter cleaning	-	-	6,000	-	1,000	-	6,000	-	6,000	-	10,000	-	-	-	29,000	Local Procurement
11 Earth quake training	25,000	15,000	30,000	50,000	80,000	2,260	37,550	-	30,000	60,000	63,000	26,150	81,600	68,365	568,925	Local Procurement
12 Cleaned toilet and water	-	46,800	60,000	200,000	-	-	50,000	-	30,000	20,000	-	-	-	-	406,800	Local Procurement
13 Roof and ceiling	-	-	-	50,000	-	-	15,000	-	-	50,000	40,000	-	-	-	155,000	Local Procurement
14 Electrical wiring	-	-	10,000	65,000	30,000	-	10,000	-	10,000	15,000	10,000	20,000	13,194	-	183,194	Local Procurement
15 Air Cooler	-	-	-	-	-	-	-	-	-	-	-	-	68,000	67,800	135,800	Local Procurement
16 Locable Cupboard	48,000	32,000	40,000	45,000	15,000	33,900	30,000	45,000	30,000	60,000	21,000	36,000	19,000	29,380	484,280	Local Procurement
17 Heater, gas and cylinder	16,000	23,000	20,000	-	6,500	-	32,000	-	20,000	45,000	-	16,000	25,000	-	203,500	Procurement at Nepalgunj
18 Heater Electric	6,000	-	-	6,000	-	6,780	-	-	-	-	6,000	9,000	-	6,780	40,560	Procurement at Nepalgunj
19 Fan	-	-	-	-	-	-	-	-	8,000	5,000	6,000	16,000	-	10,170	45,170	Procurement at Nepalgunj
20 Transport etc	3,500	-	-	20,100	-	4,575	-	-	-	-	-	-	-	-	28,175	Procurement at Nepalgunj
Total districtwise	172,850	186,666	220,915	507,700	170,696	120,818	227,400	96,500	179,215	422,750	259,210	231,550	355,694	294,700	3,446,664	W/O discount and VAT
	Procurement at															
	KTM	Local	Nepalgunj													
A. Procurement at KTM	45,350	31,366	34,915	42,600	36,196	53,528	16,300	46,500	39,215	192,750	37,710	60,800	22,500	37,060	696,790	
B. Districtwise local Procurement	105,500	155,300	126,000	389,000	128,000	10,735	211,100	45,000	82,000	230,000	221,500	170,750	333,194	257,640	2,465,719	
C. Procurement at Nepalgunj	22,000	-	60,000	76,100	6,500	56,555	-	5,000	58,000	-	-	-	-	-	284,155	
Total	172,850	186,666	220,915	507,700	170,696	120,818	227,400	96,500	179,215	422,750	259,210	231,550	355,694	294,700	3,446,664	
30% Discount on A - Bulk procurement at Kathmandu																209,037
VAT 13% on A, B and C																420,891
Grand Total																3,658,518

* the budget estimate is in line with MG's email of 19.06.14

* the estimate is as per revised quantity, the quantity sheet is attached

* individual district's request sheet is attached

Aug-14
18/08/2014

[Signature]
25/8/14

RAP3 Field Office
H & S Items - Quantity

	D0ti	DAD	ACH	HUM	BAJ	MUG	JUM	KAL	DAI	PAR	S'PAL	S'SAB	MOR	JHP	Total	Remark
Task and Equipment																
1 Fire Extingisher 4 Kg	4	2	4	4	3	4	2	4	4	4	3	2	-	2	42	1. As per Michael Green's email of 19.6.14 , funding of these H & S arrangements will be through the Annul Support Plans, so you will need to prepare budget and forward request. 2. Please contact Dilll Sir for further clarification.
2 Smoke Alarm	5	5	2	4	5	5	2	3	4	5	5	4	5	5	59	
3 Exit sign	5+1	3	3	5	2	5	-	3	3	5	3	4	5	4	51	
4 First aid kit	1	1	1	1	1	1	1	1	1	1	1	1	1	1	14	
5 First aider and training	Y	Y	Y	Y	-	Y	Y	Y	Y	Y	Y	Y	Y	Y	-	
6 Filter or water	1	1	1	1	1	1	1	1	1	1+1	1	1	1	1	15	
7 Filter cleaning	-	-	Y	-	Y	-	Y	-	Y	-	Y	-	-	-	-	
8 Earth quake training	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	-	
9 Whistle	20	20	20	20	20	20	20	20	20	20	20	20	20	20	280	
10 Cleaned toilet and water	-	Y	Y	Y	-	-	Y	-	Y	Y	-	-	-	-	-	
11 Locable cupboard	4	2	4	3	1	2	3	3	3	4	2	4	2	2	39	
12 Lockable room/building	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
13 Heater, gas and cylinder	2	2	2	-	1	-	2	-	2	2+1	-	2	2	-	18	
14 Heater - Electric	2	-	-	2	-	2	-	-	-	-	2	-	-	2	10	
15 Fan	-	-	2	-	-	-	-	-	2	2	2	2	-	2	12	
16 Roof and ceiling	-	-	-	Y	-	-	Y	-	-	Y	Y	-	-	-	-	
17 Electrical wiring	-	-	Y	Y	Y	-	Y	-	Y	Y	Y	Y	y	-	-	
18 Air cooler	-	-	-	-	-	-	-	-	-	-	-	-	4	4	8	
19 Transport etc	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
20 Additional															-	
21 Intercom Telephone	-	-	-	-	-	-	-	-	-	1	-	-	-	-	1	
22 Stabilizer	-	-	-	-	-	-	-	-	-	-	-	-	1	-	1	

Y = there is request with budget estimate

+1 is an additional than agreed qty