Alpha
Consulting Engineers Pte Ltd

QUALITY RISK ASSESSMENT FORM

Section: E5 - Emergency Preparedness and Response	Conducted By: ***YYF***	Review Date: ***30 October 2023***
Dept: Human Resource	Approved By: ***CCG***	Next Review Date: ***31 December 2026***

Score	**1**	**2**	**3**	**4**	**5**
Severity (S)	Negligible	Marginal	Moderate	Critical	Catastrophic
Likelihood (L)	Rare	Unlikely	Possible	Likely	Almost Certain

Total Score	**1 - 2**	**3 - 4**	**5 - 15**	**16 - 25**
Risk Level (RL)	Minimal Risk	Low Risk	Medium Risk	High Risk
Action	Maintain Existing Risk Control Measure		Monitor Risk Control Measure	Need Additional Risk Control Measure

Risk Identification				Risk Evaluation				Risk Re-Evaluation				Responsibility
No.	Activity	Potential Failure	Effect	Existing Risk Control	S	L	RL = S x L	Additional Risk Control Measures (RL > 15)	S	L	RL = S x L	Designation
1.	Fire	• New Staff and visitors are not familiar with evacuation procedures and hence, do not know how to respond.	A fire often consumes most of the available oxygen, slowing the burning process. This "incomplete combustion" results in toxic gases: • Carbon monoxide (the most common) • Hydrogen cyanide (results from the burning of plastics) • Phosgene (formed when vinyl materials are burnt)	• The Emergency Response Plan is readily available on the intranet. All new staff will also be introduced to the Emergency Response Plan during the induction training to understand the evacuation guidelines. • Fire Warden/ Assistant Fire Warden in-charge of the particular zone shall guide all staff and visitors, if any, to the evacuation route during evacuation drills.	4	3	12	-	-	-	-	Fire Warden and Assistant Fire Wardens