

Covid-19 Risk Assessment

Location	Office and Sites	Operation	General	Date	May 2020
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HAZARDS	PERSONS AFFECTED	RISK			CONTROL MEASURES (List control measures that are provided and those required)	RISK		
		L	S	R		L	S	R
Spreading the virus	Individual Other staff Contractors General Public Family members	5	5	25	<ul style="list-style-type: none"> • Try to avoid close contact with people who are unwell • Work from home if possible • Do not desk share or Hot desk • Stay 2 meters (3 steps) away from other people, if this is not possible limit your exposure time to a maximum of 15mins, work side by side or face away from each other. • Stagger breaktimes to allow for extra space in welfare units • Do not use public transport • Teams are to remain together at the same location and not go on to other sites (Corralling) • Minimise person to person contact for deliveries 	2	4	8
Showing possible symptoms – a high temperature: a new, continuous cough	Individual Family members General public Contractors	4	4	16	<ul style="list-style-type: none"> • Do not come into work, stay home if you have any of the symptoms • Go home immediately should symptoms develop • Contact NHS Corona Virus On-Line Service • Call 111 if you can't get help on-line • Get an Isolation note for the company from your NHS practitioner/website 	3	4	12
Lack of cleanliness	Individual Other staff Contractors	4	4	16	<ul style="list-style-type: none"> • Clean and disinfect frequently touched objects and surfaces at least twice every day ensuring this is logged on the Welfare Sanitation Check sheet • Maintain high standards of personal cleanliness • Clear workplaces and remove belongings from the work area at the end of the day 	2	3	6



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		L	S	R		L	S	R
Poor personal hygiene practices	Individual Other staff Contractors Family members	5	5	25	<ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away • Wash your hands with soap and water often – use alcohol-based hand sanitiser gel if soap and water are not available. Do this for at least 20 seconds • Do not touch your eyes, nose or mouth if your hands are not clean 	2	4	8
Driving	Individual Other team members	4	4	16	<ul style="list-style-type: none"> • Sharing vans is only permitted for teams that stay together throughout the day (Cohorting) • Vehicles must be maintained to the highest standards of cleanliness especially when leaving the vehicle • Drivers to remain in their vehicles when unloading 	2	3	6



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Site Induction

By printing and signing your name, you confirm that you have read and understood this Risk Assessment and agree to abide by the Site Rules as laid out by your employer.

Print Name:	Signed:	Position:	Date:

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RISK RATING = Likelihood (L) x Severity (S)		HAZARD SEVERITY (S)				
		1	2	3	4	5
		Negligible Negligible injury, no absence from work	Slight Minor injury requiring first aid treatment	Moderate Injury leading to a lost time accident	High Involving a single persons serious injury/death	Very High Multiple serious injuries/death
1	Very Unlikely A freak combination of factors would be required for an incident / accident to result	LOW	LOW	LOW	LOW	LOW
2	Unlikely A rare combination of factors would be required for an incident /accident to result	LOW	LOW	LOW	MEDIUM	MEDIUM
3	Possible Could happen when accidental factors are present but otherwise unlikely	LOW	LOW	MEDIUM	HIGH	HIGH
4	Likley Not certain to happen but an additional factor may result in an incident/accident	LOW	MEDIUM	HIGH	HIGH	HIGH
5	Very Likely Almost inevitable that an incident / accident would result	LOW	MEDIUM	HIGH	HIGH	HIGH
LOW RISK (Score 1-6)		May be acceptable, however, review task to see if risk can be reduced further				
MEDIUM RISK (Score 8-10)		Task should only proceed with appropriate consultation with specialist personnel and HS&E team. Where possible the task should be refined to take account of the hazards involved or the risks should be reduced further prior to task commencement				
HIGH RISK (Score 12-25)		Task must not proceed. It should be redefined further control measures put in place to reduce risk. The controls should be re-assessed for adequacy prior to work commencement.				

Likelihood

How often could the hazard occur? Consider the task, frequency, duration, method of work, Employees involved.

Severity

How serious would the hazard's effects be if realised? Consider the type of hazard, biological, ergonomic, physical and chemical.

Risk = Likelihood x Severity

E.g. Likelihood (4) X Severity (3) = 12 **HIGH RISK**