

Risk Assessment Covid-19

| Risk Calculator | | | | | | | | |
|---|---|---------------------|---|----------------|--------|--------|---|---|
| Incident Probability | X | Incident Severity | | = | Score | Factor | Action | |
| Very Likely | 4 | Very Serious | 4 | | 9 - 16 | High | Unacceptable Risk, Re-assess to eliminate / reduce risk to low / med factor | |
| Reasonably Likely | 3 | Reasonably Serious | 3 | | | | | |
| Reasonably Unlikely | 2 | Reasonably Moderate | 2 | | 5 - 8 | Med | Consider further precautions to reduce risk to low factor. Proceed with extra caution if unable to reduce risk level | |
| Very Unlikely | 1 | Very Minor | 1 | | 1 - 4 | Low | No Further Action required | |
| Persons Affected (consider this in your assessment) | | | | | | | | |
| Employees | | X | | Visitors | | X | Expectant Mother | X |
| Contractor Staff | | X | | General Public | | | Disabled Person | X |
| Customer Staff | | X | | Young Person | | | Other | |

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| Identified Hazards | Key Risks | Control Measures | Results after Controls | | | |
|--|---|--|------------------------|----------|-------|--------|
| | | | Probability | Severity | Score | Factor |
| 1. Coronavirus (Covid-19) within the work environment. | <ul style="list-style-type: none"> ➤ Transmission person to person. ➤ Key employees being out of the business. ➤ Operation efficiency being reduced. | <ul style="list-style-type: none"> ➤ Telephone meetings, electronic meetings, and email instead of face to face meetings if possible. ➤ Perspex screens should be erected at reception areas and other departments when 2-meter rule cannot be adhered too, this will protect employees. ➤ Chains up at doors of smaller offices to stop colleagues going into them. ➤ All visitors to use hand sanitizer around premises and use face masks whilst keeping to the 2-meter rule. ➤ If the need for face to face meetings, then 2-meter rule must be adhered too. ➤ Ensure everyone that has been advised to self-isolate by NHS to stay at home for 7 days and take further advice form NHS. ➤ If anyone lives with someone with symptoms to self-isolate for 14 days. ➤ Frequent hand washing with soap and water. ➤ Easy access to hand sanitizer around the departments. ➤ Kitchens and toilet areas to be used one at a time. ➤ Provide signage about the signs and symptoms and the steps to be taken. | 4 | 2 | 6 | Medium |

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|--|--|---|--|--|--|--|
| | | <ul style="list-style-type: none">➤ Coughs and sneezes to be caught in tissues and disposed of in waste bins.➤ Sanitizer to be accessible for individual offices and departments, surfaces, door handles, telephones and light switches etc.➤ If anyone comes into the business with symptoms maintain 2-meter distance until self-isolate them until they can go home. | | | | |
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| Identified Hazards | Key Risks | Control Measures | Results after Controls | | | |
|---|--|--|------------------------|----------|-------|--------|
| | | | Probability | Severity | Score | Factor |
| 2. Coronavirus (Covid-19) within the work environment. | ➤ Infecting those at increased risk and their families. | ➤ All controls previously identified in hazards 1. | 2 | 4 | 6 | Medium |
| 3. Confirmed cases of Covid-19 identified in the workplace. | ➤ All colleagues coming into contact with an infected person/contaminated surfaces. | <ul style="list-style-type: none"> ➤ All controls previously identified in hazards 1-2 ➤ Employee to be sent home ASAP. ➤ Follow advice and guidance from Public Health England. ➤ Identify those who could have been exposed and limit further exposure. ➤ Those at risk should self-isolate for 14 days. ➤ Those who have not had close exposure do not need to take any precaution and can attend work. | 2 | 4 | 6 | Medium |
| 4. Workplace Cleaning following a confirmed case of Covid-19 identified in the workplace. | ➤ All colleagues coming into direct contact with contaminated surfaces. | <ul style="list-style-type: none"> ➤ All controls previously identified in hazards 1-3. ➤ Where practical keep area closed and secure whilst cleaning commences. ➤ Use gloves and aprons whilst cleaning area, these should be double bagged and stored for 72 hours before throwing away. | 2 | 4 | 6 | Medium |
| 5. Mental Health | ➤ Poor mental health associated with limited social interaction with colleagues shielding or self-isolation. | ➤ Regular contact from Line Manager via email or phone. | 2 | 4 | 6 | Medium |

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| Signature: |  |
| Date: | 05/06/2020 |