

## What is a hazard?

“Something with the potential to cause harm”

## The definition of Risk is: -

Risk = Likelihood x Severity of a hazard to cause injury.

## What is a Risk Assessment?

“A systematic process of evaluating the likelihood that harm from one or more particular hazard is realised and the severity of harm that potentially will occur”

## Why do we do risk assessment?

Risk assessment is a legal requirement under the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999.

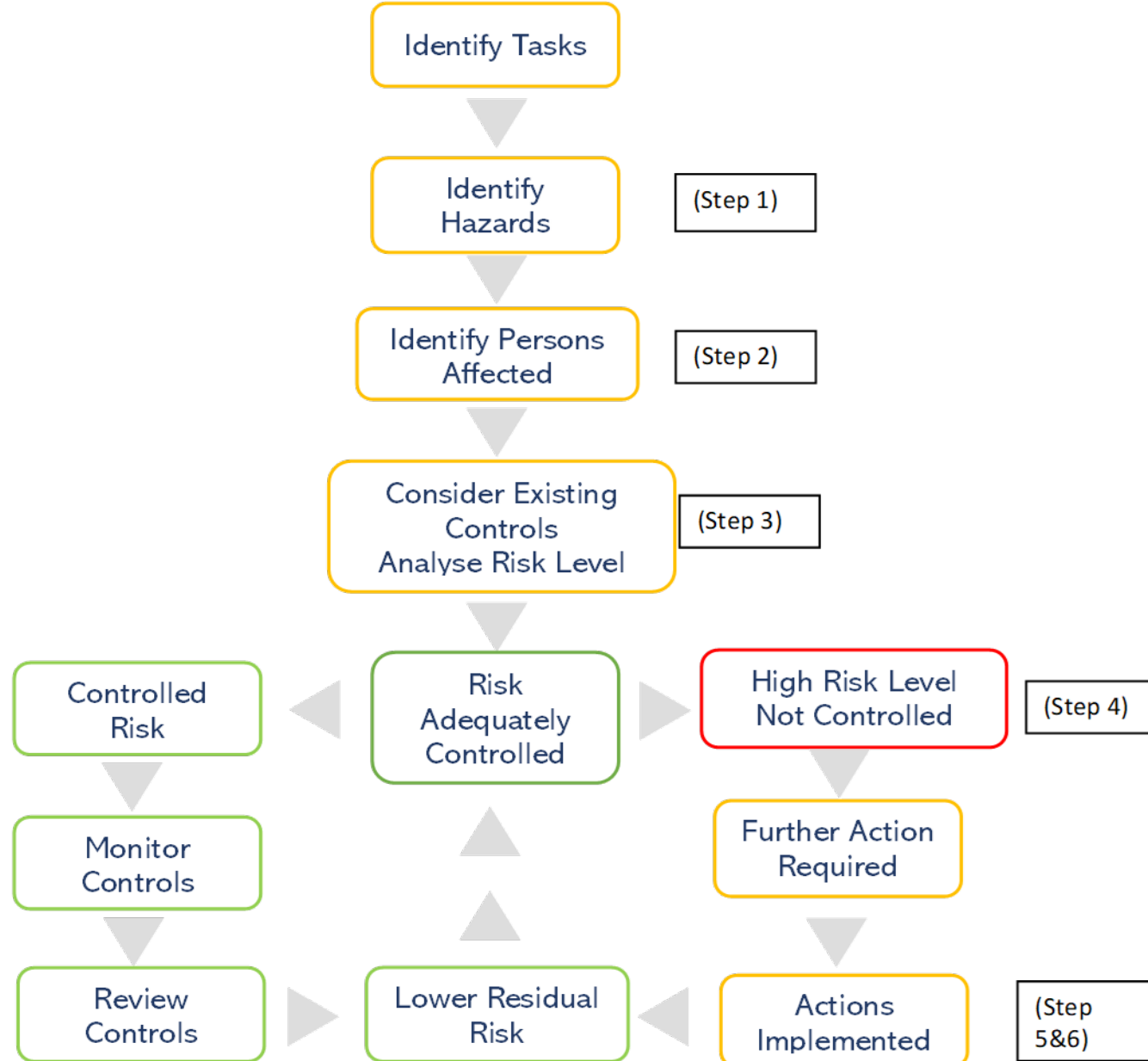
## What are the 5 steps to risk assessment?

<https://www.hse.gov.uk/risk/controlling-risks.htm>

### How to assess the risks in your workplace;

- [Identify the hazards](#)
- [Decide who might be harmed and how](#)
- [Evaluate the risks and decide on precautions](#)
- [Record your significant findings](#)
- [Review your assessment and update if necessary](#)

# Risk Assessment Flowchart





# Quantify the Risks

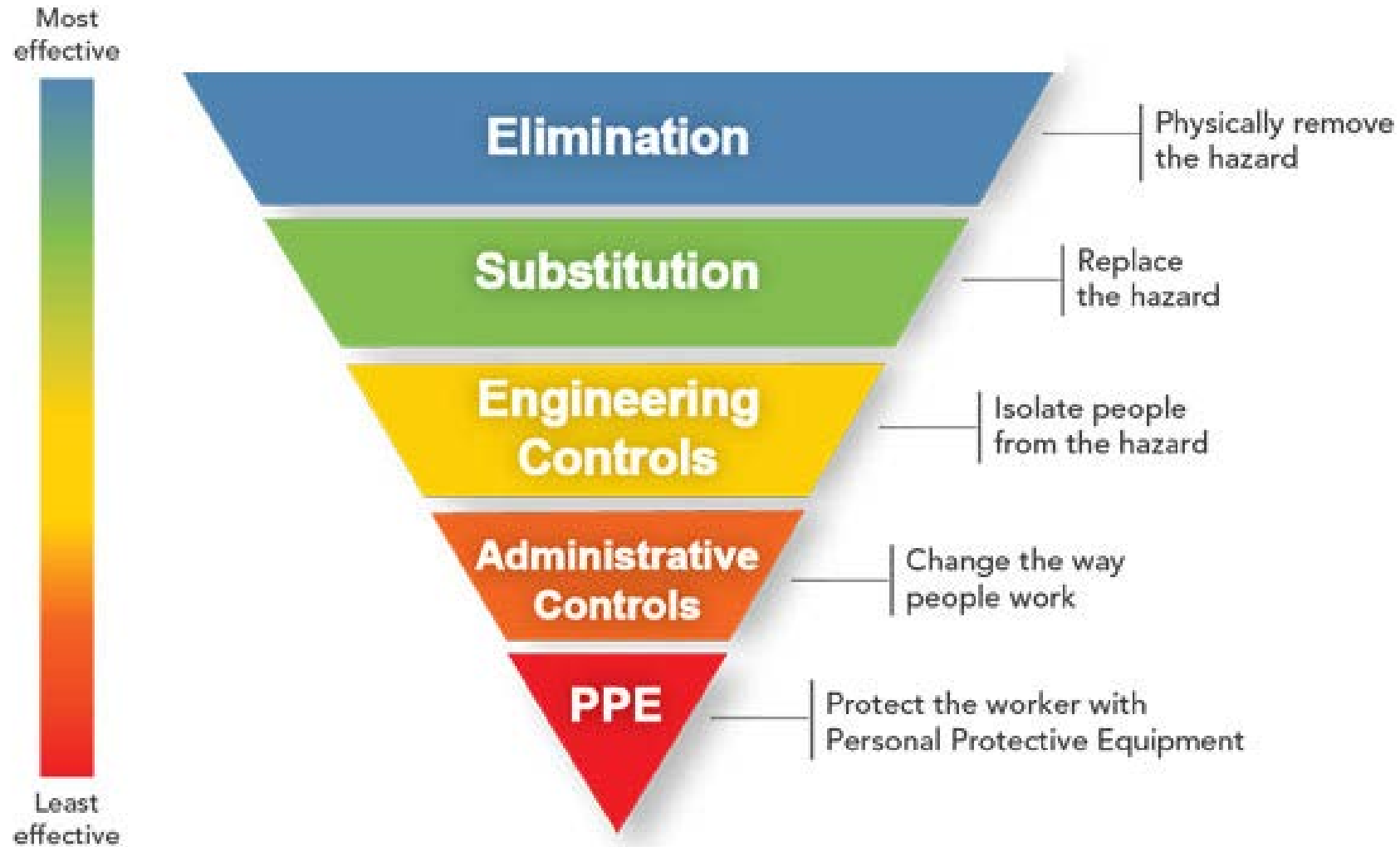
Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary	Suggested Timeframe
12-25 High	As soon as possible
6-11 Medium	Within the next three to six months
1-5 Low	Whenever viable to do so

# Use the Hierarchy of Controls to reduce the Risk



# Completed Risk Assessment (Task 1) – See below for each step expanded

## Risk Assessment

Company Name: X&Y Industries      Department: All      Task/Activity: Site Access & Egress Covid-19      Assessment No: 1  
 Assessor:-GD      Date: 18.06.2020      Review Date: Monthlv/dependant

Haz No.	Significant Hazards	People Affected	Existing Controls	Level of Risk			Further Action Required	New Risk Rating			Action Monitored	Action By
				(Likelihood X Severity)				(Likelihood X Severity)				
				L	S	R		L	S	R	(Step 5)	(Step 6)
1	Contracting Covid-19 Virus Passing on to others. <b>Mild/Severe illness and possibly death in very severe cases</b>	•All employees especially those more vulnerable/ Contractors/ Visitors/Public	<ul style="list-style-type: none"> <li>•Stop all non essential visitors.</li> <li>•Introduce possible staggered start and finish times to reduce congestion.</li> <li>• Plan site access and egress points to enable social distancing.</li> <li>• Enable monitoring of Staff at entry and exit points without contact</li> <li>•Use signage requesting space for social distancing at all points</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>• Provide Floor Markings to ensure 2 metre distance between people when queuing</li> <li>• Disable entry systems that require skin contact or ensure cleaned between each individual use.</li> <li>• Require Staff to clean hands for 20 seconds before entering or leaving the building</li> <li>• Regularly clean common contact surfaces in reception, office, access control, delivery areas</li> <li>• Reduce the number of people in attendance at meetings. Consider holding them via Zoom or skype or speciality areas preferably outside/well ventilated, Keeping 2m rule</li> <li>• Were loading and offloading deliveries arrangements take place put in place additional rules including signage. Ask Drivers to stay in there cabs if possible. If not ensure Drivers have sanitised or washed their hands before handling the materials. Monitor closely compliance of cleaning in regard to access.</li> </ul>	2	5	10	Assign names to action controls	Decide on action and frequencies for inspection

Haz No.	Significant Hazards
	Look only for hazards which you could reasonably expect to result in significant harm e.g. slips/trips, work at height, falling objects, vehicles, electricity etc.
	<b>(STEP 1)</b>
1	Contracting Covid-19 Virus Passing on to others. <b>Mild/Severe illness and possibly death in very severe cases</b>



**Department: All**

**Date: 18.06.2020**

<b>People Affected</b>
List groups of people who may be at risk e.g. maintenance staff, contractors, cleaners, public etc.
<b>(STEP 2)</b>
•All employees especially those more vulnerable/ Contractors/ Visitors/Public

Existing Controls	Level of Risk		
List controls that are already in place to control the risk e.g. physical safeguards, training, personal protective equipment etc.	Decide whether the level of risk remaining is high, medium or low.		
	<b>(Likelihood X Severity)</b>		
<b>(STEP 3)</b>	<b>L</b>	<b>S</b>	<b>R</b>
<ul style="list-style-type: none"> <li>• Stop all non-essential visitors.</li> <li>• Introduce staggered start and finish times to reduce congestion.</li> <li>• Plan site access and egress points to enable social distancing.</li> <li>• Enable monitoring of Staff at entry and exit points without contact</li> <li>• Use signage requesting space for social distancing at all points</li> </ul>	4	5	20

Further Action Required	New Risk Rating		
List further action required to control significant risks. If there is lots to do, make an action list.	Residual Risk		
	(Likelihood X Severity)		
(STEP 4)	L	S	R
<ul style="list-style-type: none"> <li>• Provide Floor Markings to ensure 2 metre distance between people when queuing</li> <li>• Disable entry systems that require skin contact or ensure cleaned between each individual use.</li> <li>• Require Staff to clean hands for 20 seconds before entering or leaving the building</li> <li>• Regularly clean common contact surfaces in reception, office, access control, delivery areas</li> <li>• Reduce the number of people in attendance at meetings. Consider holding them via Zoom or skype or speciality areas preferably outside/well ventilated, Keeping 2m rule</li> <li>• Where loading and offloading deliveries arrangements take place put in place additional rules including signage. Ask Drivers to stay in their cabs if possible. If not ensure Drivers have sanitised or washed their hands before handling the materials. Monitor closely compliance of cleaning in regard to access. Use Masks and gloves for all deliveries.</li> </ul>	<b>2</b>	<b>5</b>	<b>10</b>

<b>Action Monitored</b>	<b>Action By</b>
By Whom?	Actioned By When?
(Step 5)	(Step 6)
Assign names to action controls	Decide on action and frequencies for inspection