Risk Assessment



Company Assessor:-		Department: All Date:	Task/Activity: Site Covid-19				Assessment No: 1 Review Date: Monthly/dependant Governme	ent Updat	es			
Haz No.	Significant Hazards	People Affected	Existing Controls		Level of R	sk	Further Action Required		ew Risk Rat	ing	Action Monitored	Action By
	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.	List groups of people who may be at risk e.g. maintenance staff, contractors, cleaners, public etc.	List controls that are already in place to control the risk e.g. physical safeguards, training, personal protective equipment etc.	e.g. Decide whether the level of risk remaining is high, medium or low. (Likelihood X Severity)			List further action required to control significant risks. If there is lots to do, make an action list.	Residual Risk		By Whom?	Actioned B ^r When?	
						everity)		(Likelihood X Severity)				
	(STEP 1)	(STEP 2)	(STEP 3)	L	S	R	(STEP 4)	L	S	R	(Step 5)	(Step 6
	Contracting Covid-19 Virus Passing on to others. Access and Egress Mild/Severe illness and possibly death in very severe cases	•All employees especially those more vulnerable/ Contractors/ Visitors/Public	 Stop all non essential visitors. Introduce possible staggered start and finish times to reduce congestion. Plan site access and egress points to enable social distancing. Enable monitoring of Staff at entry and exit points without contact Use signage requesting space for social distaning at all points 	4	5	20	 Provide Floor Markings to ensure 2 metre distance between people when queuing Disable entry system: that require skin contact or ensure cleaned between each individual use. Require Staff to clean hands for 20 seconds before entering or leaving the buiding Regularly clean common contact surfaces in reception, office, access control, delivery areas Reduce the number of people in attendance at meetings. Consider holding them via Zoom or skype or speciality areas preferrably outside/well ventilated, Keeping 2m rule 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. Montior closely compliance of cleaning in regard to access. 	2	5	10	Assign names to action controls	Decide on action and frequencie for inspect
	Contracting Covid-19 Virus Passing on to others. ControllingTransmission points Mild/Severe illness and possibly death in very severe cases	•All employees especially those more vulnerable/ Contractors/ Visitors/Public	Prior to Covid-19									
	Contracting Covid-19 Virus Passing on to others. Maintaining Social Distancing Mild/Severe illness and possibly death in very severe cases	•All employees especially those more vulnerable/ Contractors/ Visitors/Public	Prior to Covid-19									
	Contracting Covid-19 Virus Passing on to others. Maintaining Hygiene Mild/Severe illness and possibly death in very severe cases	•All employees especially those more vulnerable/ Contractors/ Visitors/Public	Prior to Covid-19									
	Contracting Covid-19 Virus Passing on to others. MaintainingHousekeeping Mild/Severe illness and possibly death in very severe cases	•All employees especially those more vulnerable/ Contractors/ Visitors/Public	Prior to Covid-19									
	Contracting Covid-19 Virus Passing on to others. Communication Mild/Severe illness and possibly death in very severe cases	All employees especially those more vulnerable/ Contractors/ Visitors/Public	Prior to Covid-19									
	Contracting Covid-19 Virus Passing on to others. Break rooms/Communal Areas Mild/Severe illness and possibly death in very severe cases	•All employees especially those more vulnerable/ Contractors/ Visitors/Public	Prior to Covid-19									



High Risk – Action Immediately

Risk/Priority Indicator Key

Low Risk – Re-assess after next review

Medium Risk – Action within 2 months

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								
	5	5	10	15	20	25		
9	4	4	8	12	16	20		
LIKELIHOOD	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				