



## RISK ASSESSMENT

<b>Location/ Dept:</b>	All	<b>Date Assessed:</b>	13/05/20	<b>Date for Review:</b>	
<b>Task / Activity:</b>	All	<b>Assessed by:</b>	C Haworth	<b>Significant Change</b>	

SEVERITY (S)
1. Insignificant (trivial injury - e.g. scratch)
2. Low (minor injury - e.g. cut)
3. Medium (Over 3-day injury - e.g. fracture)
4. High (Major injury - e.g. amputation)
5. Very High (Fatality)

LIKELIHOOD (L)
1. Insignificant (Highly Unlikely)
2. Low (Unlikely)
3. Medium (Possible)
4. High (Probable)
5. Very High (Certain)

PRIORITY INDICATOR		SUGGESTED TIMESCALE FOR ADDITIONAL CONTROLS
13-25	HIGH	Urgent Action
7 -12	MEDIUM	As Soon as practicable
1-6	LOW	Long Term Action

**Severity(S) x Likelihood (L) = Risk Rating (R)**

Hazard	Risk rating*			Persons at Risk	Control Measures in place	Additional Controls Reqd (Y/N)
	S (1-5)	L (1-5)	R (S x L)			
Contracting Covid-19 in the workplace by vulnerable people	5	1	5	Those with underlying health conditions as identified by the NHS as being at increased risk from Covid-19	<ul style="list-style-type: none"> <li>Working from home facilitated where possible</li> <li>Daily Temperature Checks of all employees and visitors on site – any with a fever or other symptoms are sent home</li> <li>Anyone showing symptoms or living in the same household as anyone showing symptoms to self-isolate as per current government guidance</li> <li>More frequent hand washing required (signage and extra soap dispensers provided)</li> <li>Hand sanitiser and desk wipes provided</li> <li>Extra cleaning materials provided in kitchens for use throughout the day</li> <li>Social Distancing maintained where possible (signage and information provided)</li> <li>Office desks to be kept &gt;2m apart</li> <li>Staggered break times to avoid crowding in kitchens and rest areas</li> <li>All visitors to site to complete self-declaration form</li> <li>Staff identified as vulnerable given roles where social distancing can be maintained more easily. Where this is not possible maintain workers in fixed groups.</li> </ul>	N



Hazard	Risk rating*			Persons at Risk	Control Measures in place	Additional Controls Req'd (Y/N)
	S (1-5)	L (1-5)	R (S x L)			
Contracting Covid-19 in the workplace by all other staff and visitors	3	1	3	All healthy staff and visitors	<ul style="list-style-type: none"> <li>Working from home facilitated where possible</li> <li>Daily Temperature Checks of all employees and visitors on site – any with a fever or other symptoms are sent home</li> <li>Anyone showing symptoms or living in the same household as anyone showing symptoms to self-isolate as per current government guidance</li> <li>More frequent hand washing required (signage and extra soap dispensers provided)</li> <li>Hand sanitiser and desk wipes provided</li> <li>Extra cleaning materials provided in kitchens for use throughout the day</li> <li>Social Distancing maintained where possible (signage and information provided)</li> <li>Office desks to be kept &gt;2m apart</li> <li>Staggered break times to avoid crowding in kitchens and rest areas</li> <li>All visitors to site to complete self-declaration form</li> </ul>	N

**Additional control measures or actions recommended to eliminate or reduce risk:**

Priority (H/M/L)	Action required	Action by	Target date
		WHO	WHEN