

HEALTH AND SAFETY RISK ASSESSMENT

1. Serial Number:	CC/RA/CV/001	2. Location:	ALL LOCATIONS	3. Date:	01/05/2020
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4. Activity / Process	5. Number of Person at Risk (Indicate with and X)		
	Employees	Others	
DEALING WITH COVID-19 ESSENTIAL WORKERS/KEY PERSONNELL	1		
	2 – 5		
	6 – 10		
	10 Plus	X	X

6. Hazards	7. Risks	8. Risk Rating (Severity x Likelihood)	9. Control Measures	10. Residual Risk Rating (Severity x Likelihood)
Coming into contact with potential carriers of Covid-19 in an office environment	<p>Cough, Sore Throat, Flu like symptoms, can lead to serious respiratory issues requiring hospitalisation and Isolation. Can be fatal.</p> <p>Potential to contract the virus and pass it on to other people</p>	4 x 4 = 16	Where possible employees should work from home, follow government guidelines and CSS policy/procedure updates. Use Team sites for conference calls. Limit meetings to 2 people (again observing the 2m distance)	4 x 1 = 4
Coming into contact with potential carriers of Covid-19 whilst carrying out essential services	<p>Cough, Sore Throat, Flu like symptoms, can lead to serious respiratory issues requiring hospitalisation and Isolation. Can be fatal.</p> <p>Potential to contract the virus and pass it on to other people</p>	4 x 4 = 16	Maintain a minimum distance of 2m from any person, avoid anyone who is coughing or appears to have a fever (sweating) avoid crowded or confined spaces. Do not touch anyone and avoid all physical contact. If this cannot be avoided, then wash or sanitize your hands with an alcohol-based sanitizer thoroughly for at least 20 seconds. Do not touch your face until hands have been thoroughly cleaned	4 x 1 = 4
Contact with surfaces that have the potential to have been contaminated With Covid-19	<p>Cough, Sore Throat, Flu like symptoms, can lead to serious respiratory issues requiring hospitalisation and Isolation. Can be fatal.</p> <p>Potential to contract the virus and pass it on to other people</p>	4 x 4 = 16	<p>Avoid touching any surface unless absolutely necessary, (including money) wash/sanitize hands as soon as possible and before touching your face. Use contactless card payments wherever possible.</p> <p>If possible wear appropriate PPE, gloves . But you must still carry out hand washing/sanitizing routine ASAP and before touching face or any other surface</p>	4 x 1 = 4

6. Hazards	7. Risks	8. Risk Rating (Severity x Likelihood)	9. Control Measures	10. Residual Risk Rating (Severity x Likelihood)
Equipment used as part of daily tasks can harbour Covid -19	Covid-19 on equipment being transferred to other users (risks as above)	4 x 4 = 16	All equipment should be thoroughly wiped down with appropriate disinfectant after and before removing any PPE use this includes Vacuum cleaners, broom/mop handles, janitor trolleys, bucket handles etc,	4 x 1 = 4
Taking delivery/issuing of goods	Transfer of Covid-19 from either delivery driver or goods that have been delivered (risks as above)	4 x 4 = 16	<p>A distance of 2m must be maintained between the driver and those receiving goods. Do not approach or assist in unloading</p> <p>Goods must be placed at a suitable site to ensure no trip hazard.</p> <p>Once the unloading has been completed, any paperwork for signature must be left on top of the goods. The driver must back away. The receiver then puts on gloves if available checks the stock and signs the delivery note, leaves it on the stock and backs away 2m.</p> <p>The driver can then collect the delivery note and leave. The stock can then be put away. Only then can the gloves be removed and wash/sanitize hands</p>	4 x 1 = 4
Coming into contact with potential carriers of Covid-19 whilst administering First Aid	<p>Cough, Sore Throat, Flu like symptoms, can lead to serious respiratory issues requiring hospitalisation and Isolation. Can be fatal.</p> <p>Potential to contract the virus and pass it on to other people</p>	4 x 4 = 16	<p>All staff have received First Aid Training and their certificates are in date.</p> <p>Hands should be washed before and after treating the injured person with an alcoholic based sanitizer thoroughly for 20 seconds.</p> <p>PPE to be worn including masks and disposable gloves. Masks should also be issued to the injured person prior to First Aid being administered as long as the injured person is not displaying respiratory related symptoms or other symptoms which would likely make their condition worse by wearing a face mask.</p> <p>Rescue breaths should not be carried out during CPR procedures.</p>	4 x 2 = 8

11. The Risks Remaining: (After Control Measures) If there are none, or the residual risks are acceptable write "Controls Adequate" below. The line Manager then signs Section 15 to signify approval of the assessment. If Risks still exist, detail them below, rate the Residual Risks & proceed to Section 13 if additional controls are required.	12. Risk Rating (Severity x Likelihood)
"Controls Adequate"	

13. Additional Controls Required: (To reduce risk(s) if reasonably practicable to a Risk Rating of 3 or below)	Target Date

13. Risk Assessment Prepared By:			
Summary - This risk assessment should be taken in conjunction with any safe systems of work or procedure for the task being carried out. The risk assessment is valid until there is a significant change to infrastructure, plant or procedure. This risk assessment has been prepared by:			
Name:	Nigel Churchman	Appointment:	HSQE & Training Manager
Signature:	<i>Nigel Churchman</i>	Date:	01/05/2020

13. Risk Assessment Approved By: (Delete "Do" or "Do Not") (Line Managers should complete this section)					
Comments - I do / do not accept the findings of the above assessment and shall undertake any relevant control measures shown to reduce any associated risk to as low as is reasonably practicable as considered necessary. See attached report for reasons of non-acceptance.					
Controls Effective (Indicate with an X in the Yes or No box)			Yes	X	No
Name:	Steve Channer	Appointment:	Head of HSQE		
Signature:	<i>Steve Channer</i>	Date:	01/05/2020		

QUANTIFIABLE RISK ASSESSMENT

COMPLETION GUIDANCE

This format is to be used to carry out general risk assessment as required by the Management of Health and Safety at Work Regulation 1999

DEFINITION

Hazard – Anything with the potential to do harm

Risk – The likelihood of the harm being realised and is calculated by multiplying the figure representing the “likelihood of Occurrence” and the figure representing the “Hazard Severity”

RISK RATINGS
SEVERITY
1 = Trivial
2 = Slight
3 = Serious
4 = Major

		LIKELIHOOD			
		Minimal 1	Minimal 2	Low 3	Low 4
SEVERITY	Minimal 2	Minimal 4	Low 4	Medium 6	Medium 8
	Low 3	Low 3	Medium 6	High 9	High 12
	Low 4	Low 4	Medium 8	High 12	High 16

RISK RATING
LIKELIHOOD
1 = Most Unlikely
2 = Unlikely
3 = Likely
4 = Most Likely

RATING ACTION BANDS	
RATING BANDS	ACTION REQUIRED
1 & 2 = Minimal Risk	Maintain control measures
3 & 4 = Low Risk	Review control measure when needed and take action if required
6 & 8 = Medium Risk	Improve control measures
9, 12 or 16 = High Risk	Improve control measures immediately and consider stopping work