

RISK ASSESSMENT FORM

Version: 02

Document Reference No: Covid19

Title: COVID - 19 - Newtowards Risk Assessment

Risk Assessor: A.Martin

Local Review by: Stacy Bailey

Date: 30th March 2020

Date of Local Review: 30.03.20

Severity / Consequence Categories	
Extreme	Extreme: Potential consequences to many people
Major	Major: Potential consequences to many people
Significant	Significant: Potential consequences to many people
Moderate	Moderate: Potential consequences to many people
Low	Low: Potential consequences to many people
Negligible	Negligible: Potential consequences to many people

Likelihood of Occurrence	Severity / Consequence					
	Very Low	Low	Medium	High	Very High	Extreme
Certain	L	M	M	H	H	H
Very Likely	L	M	M	H	H	H
Probable	L	M	M	H	H	H
Remote	L	L	L	M	M	M
Unlikely	L	L	L	M	M	M
Rarely	L	L	L	M	M	M
Very Rarely	L	L	L	M	M	M

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?	Existing Risk Controls	Interim Risk	FOR LOCAL REVIEW PURPOSES				Residual Risk
					Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)	Person Responsible	Date	
Description in Sequence		Employee Contractor Client / Public Environment		Consequence Likelihood Rating (H/M/L)	Yes / No	Action	Person Responsible	Date	Consequence Likelihood Rating (H/M/L)
Contact with surfaces infected with the COVID-19 (Coronavirus).	Transmission of the COVID-19 (Coronavirus) by hand contact with the face, eyes, nose or mouth.	X X	Wash hands regularly for a period of at least 20 seconds with soap and water or if not available, an alcohol based hand-rub with at least 60% alcohol content Wear single use disposable gloves Observe the government safety guidelines and procedures for social distancing and personal hygiene Avoid touching your face, eyes, nose or mouth with unwashed hands Clean work surfaces with alcohol based wipe before starting work Transfer risk through shared contact surfaces should be avoided, for instance, do not share pens, keyboards or laptops without cleaning first	S P M	Yes				S P M
Contact with persons infected with the COVID-19 (Coronavirus).	Transmission of the COVID-19 (Coronavirus) by the inhalation of water droplets. (People coughing and direct contact).	X X	Observe the safety guidelines and procedures for social distancing and personal hygiene Follow sensible respiratory hygiene, for example, cover your mouth and nose when coughing or sneezing, use tissues and throw them away after single use, and wash your hands or use a hand sanitizer every time you touch your mouth or nose Remain at least 2m from all persons in the area Wear single use disposable gloves where practical, physical barriers such as cones and tape can assist in keeping the work area clear of other people Do not shake hands with any other person Report any concerns about the health of a person or yourself to your line manager	S M M	Yes				S M M
Contact with infected persons in an office space	Transmission of the COVID-19 (Coronavirus) by the inhalation of droplets People sneezing and direct contact.	X X	Office workers to work from home where possible. Avoid entering offices, meeting rooms and areas where social distancing can not be adhered to. Observe the site rules and procedures for personal hygiene and hand washing. Cover your mouth and nose when coughing or sneezing, use tissues and throw them away after single use Remain at least 2m from all persons in the area Do not shake hands with any other persons Transfer risk through shared contact surfaces should be avoided, for instance, do not share pens, keyboards or laptops without cleaning first. Report any concerns about the health of a person or yourself to your line manager	S P M	Yes				S P M
Contact with infected persons in a confined space	Transmission of the COVID-19 (Coronavirus) by the inhalation of droplets People sneezing and direct contact.	X X	The staggering of shift start and finish times to reduce the risk of colleagues standing less than 2 metres apart from each other Additional signage on doors Demarcation on floors to determine 2 metres when queuing Additional signage on smoking shelter to remind smokers of the 2 metre guideline Ensure toilet breaks are managed, do not enter the toilets if breaching the 2 metre rule	S P M	Yes				S P M
Toilet	Transmission of the COVID 19 by not having 2 metres between colleagues	X X	Additional signage on walls and at the entrance to the toilets reminding colleagues that must be 2 metres apart at all times. Only one person at a time is allowed into the toilets.	S P M	Yes				S P M
Canteen area	Transmission of the COVID 19 by not having 2 metres between colleagues	X X	Additional signage on walls and signage on table loppers reminding colleagues they must be 2 metres apart at all times Only 1 person at a time is allowed into the canteen. Staggered break times.	S P M	Yes				S P M
Reception area	Transmission of the COVID 19 by not having 2 metres between colleagues	X X	Signage on outside entrance to the reception. Additional signage on walls reminding colleagues they must be 2 metres apart at all times.	S P M	Yes				S P M