

RISK ASSESSMENT FORM

Version: 01

Document Reference No:

Title: Covid -19 - Stoke Office

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Review by: S.Bailey

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Severity	Severity / Consequence Categories Description
Catastrophic	Multiple fatalities (employees or third parties). Catastrophic environmental impact, resulting in irreversible/long term harm to environment. Single fatality (employee or third party), loss of limbs, permanent severe disablement. Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy. Reversible/medium term harm to environment.
Significant	Major injury / ill-health effect such as breaking a major bone or temporary disablement requiring hospital / casualty treatment and resulting in time off work. Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short-term harm to the environment.
Moderate	Minor injury / ill-health effect requiring medical treatment beyond first aid. Restricted duties may be possible. Low environmental impact not requiring management response.
Low	First aid case, no lost time. Negligible safety impact.
Negligible	Negligible environmental impact not requiring management response.

Likelihood (Chance of Risk) >>>		Severity / Consequence >>>					
		Negligible	Low	Moderate	Significant	Catastrophic	
Certain	>90%	M	M	H	H	H	H - High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
Likely	>50% < 90%	M	M	M	H	H	M - Medium - Maintain current controls. Management to review and determine if further controls are required.
Possible	>10% < 50%	L	L	M	M	H	L - Low - No further controls are required.
Remote	>1% <10%	L	L	L	M	M	
Unlikely	<1%	L	L	L	M	M	

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES							
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)		Residual Risk				
										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
R1	Coronavirus (COVID-19) (CV19) Workplace remains open during the outbreak of Covid-19, risk of transmitting covid-19	x		x		On the 23rd of March 2020 the government stepped up measures to prevent the spread of Coronavirus and save lives. We are following Government advice applicable to our workplace. Updated on the 11/05/2020 - Employees will only be allowed to work if they are well and neither them nor any of their household are self-isolating. Workplaces will put safety measures in place. Home working is supported where appropriate. All staff working from home.	S	P	M	YES							
R2	Coronavirus (COVID-19) (CV19) Someone entering the workplace with CV19. Visitors entering the workplace with CV19 and passes on to an employee.	x		x		A request has been sent to companies who regularly attend site or work alongside us to provide their H&S arrangements regarding CV19. As a company we have spoken to the parts of our supply chain which could influence the spread of CV19 to discuss arrangements, and control measure. We have ask that no visitors (unless they are essential) come on to site. All meetings to be taken via Team. All visitors will be required to follow COVID-19 hygiene requirements. At present the office is closed and no visitors are coming on site	S	P	M	YES							
R3	Coronavirus (COVID-19) (CV19) Someone becomes ill within the workplace	x		x		Person will be removed to a designated area which is at least 2 metres away from other people. We have identified a designated room or area where they can be isolated behind a closed door. open a window we will do for ventilation. The individual will be sent home and advised to follow NHS guidelines online. If the person is a visitor, their organisation will be contacted.	S	P	M	YES							
R4	Coronavirus (COVID-19) (CV19) Contaminated workplace	x		x		An increased formal cleaning regime is underway. Employees are cleaning equipment more often (Keyboards, work surface, door handles etc) Hand sanitisers have been placed in the workplace where possible. Extra hygiene requirements (Handwashing etc) are enforced. Multi-use handtowels are not used to dry hands. This information has been passed to the employee.	S	P	M	YES							

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES						
										Controls Adequate?		Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk	
										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)
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)		
R5	Coronavirus (COVID-19) (CV19) Symptomatic or exposed employees.	x	x	x		Employees are advised to follow NHS online guidance. If NHS 111 or a GP determines the employee is symptomatic and unfit for work, they will be treated as off sick as per normal policy. Symptomatic employees will be sent home. If a member of staff has helped someone who has taken unwell with new continuous cough or a high temperature, they do not need to go home unless they developed symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with any symptoms relating to COVID-19. All staff are currently working from home.	S	P	M	YES						
R6	Coronavirus (COVID-19) (CV19) First aid training	x		x		If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace they should be sent home and advised to follow the stay at home guidance. If they need clinical advice, they should go online to NHS 111 or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection. It is not necessary to close the business or workplace or send any staff home, unless government policy changes. We will keep monitoring the government response page for the latest details. Staff currently working from home.	S	P	M	YES						
R7	Coronavirus (COVID-19) (CV19) Employee(s) who have contracted CV19	X		X		If NHS 111/online or a GP determines an employee has contracted CV19 they are informed to contact HR, advice on time off and pay will be given. All employees are working from home and pose no current risk	S	P	M	YES						
R8	Coronavirus (COVID-19) (CV19) Lack of accurate information / a failure to disseminate information	x		x		Monitoring - Site Heads are meeting 3 times a week to discuss CV19, all information is fed down to the site managers and employees. Information is also posted on the site intranet pages. We are monitoring relevant websites and news outlets. Risk assessments are available on company websites. Regular CEO updates via Teams. All information is available to employees and communicated on a regular basis via teams	S	P	M	YES						