

Activity:

CLIENT SITES / HEAD OFFICE / YARD – COVID-19

No. 101

ACTIVITIES	HAZARDS	Who			Potential Risk and Severity Identified			CONTROL MEASURES	Residual Risk Remaining			ACTION BY
		E	C	V	L	S	R		L	S	R	
Undertaking employment activities	Getting or spreading coronavirus by not washing or sanitising hands	✓	✓	✓	5	5	25	Follow the government guidance on cleaning, hygiene and hand sanitiser. Water, soap and drying facilities are provided. Hand sanitiser is provided around office and yard. Drivers coming in and out office/yard are provided with hand sanitiser.	1	5	5	Management Supervision Employees
Undertaking employment activities	Getting or spreading coronavirus by common use areas-canteens, toilets, changing rooms, entry/exit points.	✓		✓	5	5	25	Signs stating amount of people allowed in an area at one time. Cleaning door handles and surfaces. Washing hands after using welfare facilities. Leave at different times, not all at once.	1	5	5	Management Supervision Employees
Undertaking employment activities	Getting or spreading coronavirus by not cleaning surfaces or shared equipment.	✓			5	5	25	Cleaning desks and door handles. Operators wear gloves or use their own equipment. Bins are provided and emptied regularly.	1	5	5	Management Supervision Employees
Undertaking employment activities	Getting or spreading coronavirus by not social distancing	✓	✓	✓	5	5	25	Holding meeting virtually and not face to face. Signage for visitors and delivery drivers to social distance and wait for instructions. Those who can work from home, have been instructed to. Signs to remind employees to social distance.	1	5	5	Management Supervision Employees
Undertaking employment activities	Poor workplace ventilation leading to risk of coronavirus spreading	✓	✓	✓	5	5	25	Shared offices leave doors or open windows. Computers and work places are socially distanced. Heating and air conditioners are available to switch on and use.	1	5	5	Management Supervision Employees

Operational activities client site	Exposure to Covid-19	✓				5	5	25	Only operate at Covid-19 compliant client sites. RAMS inclusive of Covid-19 compliance requirements. Staff issued with sanitiser/soap/towels and supply of water to cover if client runs out. Temperature checks at start of shift recorded.	1	5	5	Managed by site supervisor
Operations at main office/yard	Exposure to Covid-19	✓				5	5	25	Areas Covid-19 compliant to PHE guidelines. Signs posted advising of requirements in all areas. Adequate provision of soap, water, sanitiser. Control of all deliveries/visitors and restricted access to areas. Where its practicable for staff to work from home they have been instructed to do so. Temperature checks at start of shift recorded.	1	5	5	Managed by local supervision and employees
All Areas	Exposure to Covid-19 increased risk to BAME, older males, diabetics, and employees with high BMI	✓				5	5	25	Areas Covid-19 compliant to PHE guidelines. Signs posted advising of requirements in all areas. Adequate provision of soap, water, sanitiser. Control of all deliveries/visitors and restricted access to areas. Where its practicable for staff to work from home they have been instructed to do so. Temperature checks at start of shift recorded.	1	5	5	Managed by local supervision and employees
Employee poor behaviour	incident	✓	✓	✓		5	5	25	Employee training, audits, supervision, compliance review	1	5	5	Employee

RISK ASSESSMENT GUIDE

Control Measures: Always try to eliminate hazards in order to remove the risk altogether. If this is not possible, consider applying physical safeguards which will prevent individuals encountering the risk. These may take the form of physical barriers, enclosures, interlocking key systems etc. Failing this, establish a safe system of work to ensure, as far as possible, that the risk is properly controlled so that personnel can follow a pre-planned sequence of events to avoid the risk. The final aspect to be considered is the provision of personal protective equipment to reduce the potential consequences of such risk. However, this must be seen as a last step when developing suitable methods to control risks. In every activity there may be a temptation to lift items or move manually. This temptation must be resisted to avoid injury whilst handling (lifting, pushing, pulling or carrying) these elements must be included in all risk assessments where applicable in order to comply with the Manual Handling Regulations.

This guidance must be used when completing the above risk and environmental impact assessment

People at risk – (E) = Employees, (C) = Contractors or suppliers, (V) = Visitors, members of the public or damage to the wider environment - Place a tick in the column to indicate that this group of people may become affected by the hazards described.

Hazard – A hazard is any situation with the potential to cause harm, injury, loss, environmental damage or pollution

Likelihood (L) – Likelihood is termed as the potential for the hazard to be realised (i.e. how likely is it to occur)

Severity (S) – The degree of injury, loss or environmental damage caused by the hazard

Risk rating (R) – Use the table shown below to assess the risk rating for each of the hazards that have been identified.

The risk rating is determined by identifying the level of severity and likelihood and finding the corresponding rating on the table shown below. This must be carried out both before and after the stated control measures have been implemented.

		Severity (S)				
		Ratings	1	2	3	4
Likelihood (L)	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

1	It is very unlikely that the hazard will occur
2	It is unlikely that the hazard will occur
3	It is possible that the hazard will occur
4	It is likely that the hazard will occur
5	It is almost certain that the hazard will occur

1	No injury, damage or environmental impact
2	Minor injury, damage or environmental impact
3	Moderate injury, damage or environmental impact
4	Major injury, damage or environmental impact
5	Catastrophic injury, loss, damage or environmental impact

Use the table to cross reference the severity rating (S) against the likelihood rating (L) to establish the overall risk rating (R) for the specified hazard.	
Example – A severity rating of 3 with a likelihood rating of 3 corresponds within the table to identify the hazard as being rated 9 or of “Medium” risk.	