

Risk Assessment Form

Location: Company premises/customers **Date Assessed: 17/02/2020** **Assessed by: Nicholas Parrish**

Task/ Activity: Working **Review Date: 14/12/2020** **Reference Number: COV3**

Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Individuals at work using office and restrooms	Exposure to Coronavirus	Employees	Daily cleaning of common areas Provision of soap, sanitiser and paper towels Provision and wearing of masks Airsterile machine in operation Asking employees who feel unwell to stay at home Asking visitors not to come if they have travelled from far east. Asking unwell visitors not to visit Arranging visiting drivers to use visitors washroom Update all employees with Public Health Guidelines on symptoms and what to do Confirm company will continue to pay salary if employee isolated	3	1	3	As of 14/12/2020 there is no requirement for employees to have a Covid-19 vaccine. Employees will be encouraged to have a vaccine to help minimise the virus spread. Social distancing, wearing PPE and using sanitiser will continue to be the main control in ensuring employees are safe at work – even after an employee is vaccinated. This strategy will be reviewed and the company will continued to follow government advice.
Company drivers	Exposure to Coronavirus	Employees	Refrain from entering premises where coronavirus exposure possible. Comply with customer rules. Leave goods by arrangement rather than entering premises where there has been an issue Provide materials to wipe down inside of van each day after use and sanitise hands	3	1	3	As of 14/12/2020 there is no requirement for employees to have a Covid-19 vaccine. Employees will be encouraged to have a vaccine to help minimise the virus spread. Social distancing, wearing PPE and using sanitiser will continue to be the main control in ensuring employees are safe at work – even after an employee is vaccinated. This strategy will be reviewed and the company will continued to follow government advice.
Field sales people	Exposure to Coronavirus	Employees	Refrain from entering premises where coronavirus exposure possible. Comply with customer rules. Work from home if feeling unwell.	3	1	3	As of 14/12/2020 there is no requirement for employees to have a Covid-19 vaccine. Employees will be encouraged to have a vaccine to help minimise the virus spread. Social distancing, wearing PPE and using sanitiser will continue to be the main control in ensuring employees are safe at work – even after an employee is vaccinated. This strategy will be reviewed and the company will continued to follow government advice.

Engineers	Exposure to Coronavirus	Employees	Refrain from entering premises where coronavirus exposure possible. Comply with customer rules. Provide materials to wipe down inside of van each day after use and sanitise hands.	3	1	3	As of 14/12/2020 there is no requirement for employees to have a Covid-19 vaccine. Employees will be encouraged to have a vaccine to help minimise the virus spread. Social distancing, wearing PPE and using sanitiser will continue to be the main control in ensuring employees are safe at work – even after an employee is vaccinated. This strategy will be reviewed and the company will continued to follow government advice.
Visitors	Exposure to Coronavirus	Visitors	Avoid having unnecessary visitors and restrict them to parts of the business that are essential for their visit Post notice at reception points	3	1	3	Review on the basis on news update and infections in area

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

RISK / PRIORITY INICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so