

	<h2>Risk Assessment (RA) Form</h2>	RA No:	RA-O-003	Rev:	04
		RA By:	M. Simpson	Date:	15.07.2021
		Next Review		15.07.2022	

Contract	Customer	Job No.

Subject / Activity / Task	Location	Associated Documents
<p>This assessment is not task-specific.</p> <p>Its purpose is to address the risks posed by Coronavirus (COVID-19). Whilst this is not a hazardous agent in the customary sense i.e. one likely to be present as a result of work activity, it is a risk to health which should be addressed. The assessment is designed to ensure people engaged in our undertakings are able to do so in line with latest current guidance.</p>	Office – Employees and Visitors	

LIKELIHOOD (L)	
1	Rare
2	Unlikely
3	Possible
4	Likely
5	Certain

SEVERITY (S)	
1	No lost time minor injury
2	Lost time minor injury
3	Major injury
4	Multiple major injury
5	Fatality / Catastrophic

RISK RATING (R)		
(When assessing / scoring risk if in doubt seek further advice)		
A	Critical Risk	Activity may not continue and should be assessed by HSEQ Manager
B	High Risk	Activity may continue with supervision by a competent person
C	Medium Risk	Activity can continue with supervision oversight
D	Low Risk	Activity can continue without supervision

Likelihood (L)	Risk Rating (R)				
	1	2	3	4	5
5	B	A	A	A	A
4	C	B	B	A	A
3	D	C	B	B	A
2	D	D	C	C	B
1	D	D	D	C	C
	1	2	3	4	5
	Severity (S)				

IMPORTANT NOTE
<p>Single Point of Contact (SPOC) details;</p> <p>Mark Simpson is the nominated SPOC who will lead on contacting local Public Health teams. During any period of absence or unavailability Jay McGrath will deputise.</p>

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HAZARD	AT RISK	RISK SCORE (before controls)			CONTROL MEASURES	RISK SCORE (after controls)		
		Likelihood	Severity	Risk Rating		Likelihood	Severity	Risk Rating
Something that has the potential to cause harm.	Who is potentially at risk.	(L x S = R)			CONTROL BY: Training / Supervision / Safety Equipment / Health Monitoring / Safe Working Procedures / etc.	(L x S = R)		
Covid-19 transmission. Transmittal of virus from person to person, usually after close contact with an infected individual.	Everyone but particularly those who have not been fully vaccinated.	3	4	B	<ul style="list-style-type: none"> Wash hands frequently with hand sanitiser or soap and water. Follow the guidance in the most recent information from the UK Government. Avoid close contact wherever possible. 	2	4	C
Travel to and for work. When traveling to and for work there is a clear risk of infection transmission.	Everyone but particularly those who have not been fully vaccinated.	3	4	B	<ul style="list-style-type: none"> Wherever possible travel alone or with fixed travel companions. Use public transport and follow any specific guidance from the travel company. If possible walk or cycle to and from work. 	2	4	C
Access and egress points. Access and egress into the office there is the potential of people touching surfaces that are potentially contaminated.	Everyone but particularly those who have not been fully vaccinated.	3	4	B	<ul style="list-style-type: none"> Use hand sanitiser when entering or leaving the premises. Sign in and record your temperature on arrival. Enhance cleaning regime implemented focussing on all common contact surfaces such as door handles, taps, hand rails, etc. 	2	4	C
Ventilation. Supply of fresh air into indoor spaces.	Everyone but particularly those who have not been fully vaccinated.	3	4	B	<ul style="list-style-type: none"> Open doors and windows to allow natural ventilation. Use mechanical means of ventilation when available. Minimise number of people in poorly ventilated work spaces. 	2	4	C
Moving around the work place. Avoid unnecessary close contact.	Everyone but particularly those who have not been fully vaccinated.	3	4	B	<ul style="list-style-type: none"> Follow all signage especially one-way systems and instructions. Do not use the lift unless absolutely necessary, if necessary, maintain single occupancy. Avoid common areas whenever possible especially at factory break times. 	2	4	C

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		Likelihood	Severity	Risk Rating		Likelihood	Severity	Risk Rating
Something that has the potential to cause harm.	Who is potentially at risk.	(L x S = R)			CONTROL BY: Training / Supervision / Safety Equipment / Health Monitoring / Safe Working Procedures / etc.	(L x S = R)		
Hand washing facilities. Risk of spreading the virus by not washing hands frequently or adequately.	Everyone but particularly those who have not been fully vaccinated.	3	4	B	<ul style="list-style-type: none"> Ensure soap, fresh water, paper towels or hand dryers are readily available. Provide hand sanitiser where hand washing facilities are unavailable. Regularly clean hand washing facilities and check soap and sanitiser levels, top up as required. Provide signage encouraging increased frequency of hand washing for a minimum 20 seconds. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Access to be provided to delivery drivers who must follow the same controls. 	2	4	C
Use of the toilet and changing facilities. Risk of being unable to sufficiently maintain the facilities and the risk of managing waste hand towels etc.	Everyone but particularly those who have not been fully vaccinated.	3	4	B	<ul style="list-style-type: none"> Display signage restricting the number of people using facilities at any one time. Wash hands before and after using the facilities. Enhance the cleaning regimes particularly door handles, locks and the toilet flush. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Access to be provided to delivery drivers who must follow the same controls. 	2	4	C
Use of kitchen and eating areas. Risk of being unable to sufficiently maintain the canteen or eating facilities and the risk of managing waste hand towels etc.	Everyone but particularly those who have not been fully vaccinated.	3	4	B	<ul style="list-style-type: none"> Staggered breaks to reduce congestion. Hand sanitiser available at the entrance of any area where people eat. Bring pre-prepared meals and refillable drinking bottles from home. All rubbish should be put straight in the bin and not left for someone else to clear up. 	2	4	C

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Something that has the potential to cause harm.	Who is potentially at risk.	(L x S = R)			CONTROL BY: Training / Supervision / Safety Equipment / Health Monitoring / Safe Working Procedures / etc.	(L x S = R)		
Cleaning. As viruses can be transmitted on touchable surfaces it is essential to maintain suitable cleaning regimes to reduce the potential risk of cross contamination.	Everyone but particularly those who have not been fully vaccinated.	3	4	B	<ul style="list-style-type: none"> Enhanced cleaning procedures in place, particularly in common areas including: <ul style="list-style-type: none"> Taps and washing facilities. Toilet flush and seats. Door handles, frames and handrails. Food preparation and eating surfaces. Telephones, keyboards, photocopiers and other office equipment. Weekly office deep clean. 	2	4	C
COVID-19 Out Break. Steps to take to comply with self-isolation requirements.	Everyone but particularly those who have not been fully vaccinated.	3	4	B	Current isolation period is 10 days, this means that if your symptoms started on the 15 th of the month your isolation period ends at 23:59 on the 25 th . This applies; <ul style="list-style-type: none"> If you have symptoms, If you have tested positive, If you test positive but have no symptoms but then develop symptoms during your isolation period then the 10 days starts again from the day you developed symptoms. You still need to self-isolate for 10 days if you get a negative test if; <ul style="list-style-type: none"> Someone you live with has tested positive. Someone you live with has symptoms and has not been tested. You have been told to self-isolate because you have been in close contact with someone who has tested positive. 	2	4	C