



# COVID-19 Risk Assessment Form

Form No: RA42
Date: 05/01/21
Review Date: Biweekly (last review 05/01/21)

Area/Department: Company Wide
Task: All duties carried out on site

Assessor: Sam Ellacott
Reviewing Assessor: Nicki Walker/Wayne Sellwood

Likelihood	Severity	Risk Rating (Likelihood * Severity)																																									
1. Remote	1. Negligible	<table border="1" style="margin: auto; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th rowspan="2" style="padding: 2px;">Likelihood of Occurrence</th> <th colspan="5" style="padding: 2px;">Severity of Impact</th> </tr> <tr> <th style="padding: 2px;">Negligible</th> <th style="padding: 2px;">Minor</th> <th style="padding: 2px;">Serious</th> <th style="padding: 2px;">Major</th> <th style="padding: 2px;">Catastrophic</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Remote</td> <td style="padding: 2px; background-color: #d9ead3;">1</td> <td style="padding: 2px; background-color: #d9ead3;">2</td> <td style="padding: 2px; background-color: #d9ead3;">3</td> <td style="padding: 2px; background-color: #d9ead3;">4</td> <td style="padding: 2px; background-color: #d9ead3;">5</td> </tr> <tr> <td style="padding: 2px;">Unlikely</td> <td style="padding: 2px; background-color: #d9ead3;">2</td> <td style="padding: 2px; background-color: #d9ead3;">4</td> <td style="padding: 2px; background-color: #d9ead3;">6</td> <td style="padding: 2px; background-color: #d9ead3;">8</td> <td style="padding: 2px; background-color: #d9ead3;">10</td> </tr> <tr> <td style="padding: 2px;">Likely</td> <td style="padding: 2px; background-color: #d9ead3;">3</td> <td style="padding: 2px; background-color: #d9ead3;">6</td> <td style="padding: 2px; background-color: #d9ead3;">9</td> <td style="padding: 2px; background-color: #d9ead3;">12</td> <td style="padding: 2px; background-color: #d9ead3;">15</td> </tr> <tr> <td style="padding: 2px;">Highly likely</td> <td style="padding: 2px; background-color: #d9ead3;">4</td> <td style="padding: 2px; background-color: #d9ead3;">8</td> <td style="padding: 2px; background-color: #d9ead3;">12</td> <td style="padding: 2px; background-color: #d9ead3;">16</td> <td style="padding: 2px; background-color: #d9ead3;">20</td> </tr> <tr> <td style="padding: 2px;">5. Almost Certain</td> <td style="padding: 2px;">4. Catastrophic</td> <td style="padding: 2px; background-color: #d9ead3;">5</td> <td style="padding: 2px; background-color: #d9ead3;">10</td> <td style="padding: 2px; background-color: #d9ead3;">15</td> <td style="padding: 2px; background-color: #d9ead3;">20</td> </tr> </tbody> </table>	Likelihood of Occurrence	Severity of Impact					Negligible	Minor	Serious	Major	Catastrophic	Remote	1	2	3	4	5	Unlikely	2	4	6	8	10	Likely	3	6	9	12	15	Highly likely	4	8	12	16	20	5. Almost Certain	4. Catastrophic	5	10	15	20
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Hazards	Who might be harmed and how	Risk Rating Before Control Measures			Current Control Measures	Risk Rating After Control Measures			Further Controls Required	Risk Rating After Additional Measures			Person responsible for action	Date Completed
		L	S	R		L	S	R		L	S	R		
COVID-19	<p>Employees, visitors, agency staff</p> <p>Potential exposure and consequent infection of COVID -19</p> <p>Symptoms include: Persistant cough, high temperature, loss of sense of smell or taste, potentially leading to further complications or even death</p>	4	4	16	<p>Anti-bacterial hand sanitisers placed at various locations throughout the company premises</p> <p>Welfare facilities provided, including hot running water, soaps and barrier creams</p> <p>Face masks required when in any location other than fixed work station/desk. Face shields can be worn but only in conjunction with a face mask</p> <p>Hand washing advice displayed throught the company and reminded of during company updates</p> <p>Additional signage across the premises reminding staff of the importance of washing hands and general hygiene</p> <p>Contingency plan in place outlining procedure should a member of staff get infected on site</p> <p>2m social distancing guidelines enforced wherever possible as per government guidelines with signage and reminders</p> <p>Ban all non-essential visitors on site</p> <p>Access restriction on all essential visitors, no entry to building without telephone first, strict adherence to all covid- 19 policies</p>	3	3	9		3	2	6	Management Team	05/01/2021
													Management Team	05/01/2021
													Management Team	03/03/2020
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			Work from home procedures where possible to promote social distancing					05/01/2021
			1 in 1 out policy on communal toilets to enforce social distancing					27/03/2020
			Restricted numbers of people allowed in certain office areas to enable 2m distancing to be observed					27/03/2020
			Mobile perspex screens for use on shop floor to enable more robust social distancing in key areas					01/07/2020
			To compliment working from home procedures, remaining workers will be seated diagonally opposite each other so as to eliminate any face to face working and screens are installed.					05/01/2021
			Essential external contractors to wear masks at all times					05/01/2021
								ASAP
								Ongoing
						Additional cleaner to be employed dedicated solely to the sanitisation of communal work areas and surfaces		
						Risk Assessment to be reviewed on receipt of any new government guidance		

Signed: N Walker/W Sellwood

Date for review (max 12 months): Weekly (or as new guidance is given)