

Risk Assessment

Risk Assessment Activities

Area/Activity Assessed	Spread of Covid-19 Coronavirus– Return to Work (England)	Date	24 th February 2022
Assessment Completed By	Paul Heys	Person(s) Consulted	

Persons Exposed	Operatives <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	Young Person <input checked="" type="checkbox"/>	Expectant Mother <input checked="" type="checkbox"/>	Visitors and/or Public <input checked="" type="checkbox"/>	Office Staff <input checked="" type="checkbox"/>
Frequency of Exposure	Continually <input type="checkbox"/>	Hourly <input type="checkbox"/>	Daily <input checked="" type="checkbox"/>	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Yearly <input type="checkbox"/>
Duration of Exposure	Less than 1hr <input type="checkbox"/>	1-2 hrs <input type="checkbox"/>	3-4 hrs <input type="checkbox"/>	5-6 hrs <input type="checkbox"/>	7-8 hrs <input type="checkbox"/>	More than 8 hrs <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4=Likely, 3= Quite Possible, 2= Possible, 1= Unlikely) Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)	0-8 - Low risk No Action Required. 9-15 - Medium risk Ensure adequate controls are in use. 16-25 - High Risk Stop operation and implement adequate control measures
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	Hand Washing	4	3	12	<ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with hot air dryer or disposable towels. Hand sanitizer is available throughout the building. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, and Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Posters, leaflets and other materials are available for display. 	4	2	8	

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		Severity	Probability	Risk		Severity	Probability	Risk	
2	Cleaning	4	3	12	<ul style="list-style-type: none"> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed 	4	2	8	
3	Social Distancing	4	4	16	<ul style="list-style-type: none"> Social Distancing – this will still be encouraged throughout the building where practicable. Conference calls and remote meetings to be encouraged where effective and practicable. Meeting rooms to be assigned with consideration of space for attendees and with facilities for cleaning and hand sanitising available Ensuring sufficient rest breaks for staff. Consider office layouts, e where possible to increase social distancing. Retain screens on reception desks. Workspaces and meeting rooms to be ventilated by opening windows where possible and practical. 	4	3	12	Yes
4	RPE	4	3	12	<ul style="list-style-type: none"> Face coverings encouraged in enclosed and crowded areas, where staff feel comfortable to wear them. 	4	2	8	
5	Symptoms of Covid-19	4	3	12	<ul style="list-style-type: none"> Government guidance no longer legally requires the need for self isolation if diagnosed with COVID-19. Encourage regular testing amongst staff. When possible, working from home can be encouraged when symptoms/positive tests of COVID-19 are confirmed. 	4	2	8	

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		Severity	Probability	Risk		Severity	Probability	Risk	
6	Mental Health	4	3	12	<ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing 	4	2	8	

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed