

Workplace Risk Assessment

Persons conducting the assessment Ian Simpson:				Date: 07/05/2020			
Task (What are the hazards?) Identify the various tasks done at the site. You may find that some task should be further broken out in a Job Hazard Analysis (JHA).	Who might be harmed	Risks Identify the risk associated with each hazard. These are risks that could affect anyone on your worksite.	Risk Value (Priority)			Controls (Include Engineering, Administrative and PPE) List what is already in place to eliminate or reduce. Make sure that you have reduced risks 'so far as is reasonably practicable'. Part of harm reduction is appropriate provision of first-aid. Do the controls meet legislative requirements? How do your controls compare to 'best practices'?	Are Controls in Place? If not, how and when? Deal with hazards which are high-risk and have serious consequences first. Identify who will take the action, when they will take the action, and make note of when the action is completed.
			Likelihood (1-4)	Severity (1-4)	Risk Level (L & S = Low, Medium, High)		
The Spread of Covid-19 Coronavirus	Employees Contractors & Visitors Inc (Cleaners, Drivers, Vulnerable groups)	Contracting & Passing on COVID 19	3	4	High	<p>All staff to receive new COVID 19 related induction training prior to commencement of work (copies of this available to view)</p> <p>Hand washing facilities with soap and water in place including Gel sanitizer. Sanitizers placed at all entrances and exits to the building and at various convenient points around the building.</p> <p>Drying of hands with disposable paper towels.</p> <p>Staff encouraged to protect their skin by applying Barrier cream regularly</p> <p><u>Cleaning</u></p> <p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as work surfaces, door handles, light switches, reception area and using appropriate recommended cleaning products and methods.</p> <p><u>Workplace monitors</u> to be trained to help ensure cleaning regimes are maintained</p> <p><u>Social Distancing</u></p> <p>Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. Where this isn't possible working side by side as opposed to face to face will be the rule.</p> <p>Barrier screens to be erected for additional protection</p> <p>Social distancing will be adhered to in canteen area and smoking area. Warning Signs erected</p> <p>One-way single file walkways and safe waiting zones have to be implemented</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>Ongoing</p> <p>Selection and training to be complete by 1st June 2020.....JW/IS</p> <p>Complete</p> <p>Complete by w/c 25th May.....I.S.</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>

					<p>Start & finish times to be staggered where possible. Working from home is to be encouraged to reduce number of workers on site at any one time.</p> <p>PPE / RPE availability for all staff to be utilized where deemed necessary.</p> <p>For all external operations please reference Roman Ltd Site documentation & RAM's</p> <p>Procedures for visitors and delivery drivers to be established following government guidelines</p> <p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p>	<p>Complete</p> <p>Complete</p> <p>Ongoing ...to be completed by w/c 18th May.I.S.</p> <p>Managers/Supervisors briefed</p>
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Name of Person who conducted the assessment	Signature	Date
Name of Supervisor	Signature	Date

Incident Probability

- 4 = *Very likely to occur*
- 3 = *Somewhat likely*
- 2 = *Remote*
- 1 = *Improbable*

Potential Severity

- 4=*Severe* (death, serious injury or illness with more than 2 days in the hospital, permanent disability, extensive property damage (> £100,000), extensive off-site environmental damage)
- 3=*Substantial* (lost time injury or illness, temporary disability, potential injury, substantial property damage)
- 2= *Minor* (medical aid injury, minor illness, minor property damage)
- 1=*Minimal* (first aid injury)

Risk Value

= Incident Probability X Potential Severity

Risk Level

- > 11, *High Risk* (take immediate action to eliminate the risk or implement appropriate controls to lower the risk)
- = 4 – 11, *Medium Risk* (take timely action to implement appropriate controls to lower or minimize risk)
- < 4 *Low Risk* (continued operation is permissible with minimal controls)