

Specific Risk Assessment:

(For further information on completing this form see the separate instruction sheet)

Reference No: RA-Coronavirus

RA Revision: 1

Hazard - Assessment:

Returning to work whilst COVID-19 is present

Location / Work Area

All areas including working at other premises

Risks Identified (e.g. Hazard / Oil spillage-Risk / Serious injury due to slips and falls).

Use your general risk assessments supplied, to assist you with the identification of your hazards.

Not following Government Guidelines

Employees are not aware of the risks of returning to work

No procedures or plan in place to control the risks of the virus being transferred from one person to another within the office

No segregation procedures in place.

No plan in place for the returning of employees.

Staff absent from work due to isolation and disruption of business.

No PPE is available such as a face mask, gloves or hand sanitiser.

No disaster recovery or business continuity plan in place.

Persons at Risk (enter a ✓ in the box of those affected)

Employees	✓	Young Persons (Under 18 years /individual assessment)	
Contractors/Visitors/Customers	Pos	Pregnant Worker (individual assessment required)	
General Public	Pos	Others (e.g. Disabled Workers)	

Existing Risk Controls (e.g. Protective clothing, Training, Preventative maintenance, Guarding, Signage)

Following guidelines laid out by government. Update risk assessment to conform with requirements

All employees capable of working from home will be home working. Employees instructed on company guidelines and risk assessment

Separation of working areas with separate canteens and staggering of rest breaks, Reduce door access points through the office and factories to prevent touch points

Any employee absent from work for more than 2 weeks will undergo back to work induction to inform them of company policy

Follow the latest government action of self-isolation and testing procedures, employees to maintain contact with line management and to follow company policy / guidance.

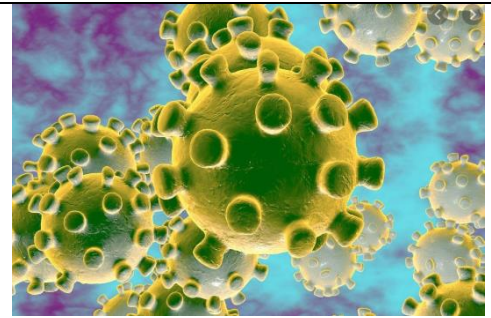
PPE regularly stocked in stores with supplies of sanitizer and hand gel. Enhanced cleaning regimes for toilet facilities and high use areas, particularly door handles, locks and the toilet flush buttons/handles

Essential business travel only and following government guidelines. No overseas travel will be authorised

Visitors to site are minimised and where possible video conferencing to take place.

Ongoing risk assessment and business continuity planning. Work planning and supplier contact to ensure smooth running of supplies

TAKING INTO ACCOUNT THE EXISTING RISK CONTROLS. Select from the table below the likelihood of harm and the severity of the harm. (Enter a ✓ in the relevant boxes)



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RISK EVALUATION KEY

		Consequences				
		Insignificant - 1	Minor - 2	Moderate - 3	Major - 4	Catastrophic - 5
Likelihood	Rare - 1	Low	Low	Low	Low	Medium
	Unlikely - 2	Low	Low	Medium	Medium	Medium
	Moderate - 3	Low	Medium	Medium	Medium	High
	Likely - 4	Low	Medium	Medium	High	High
	Almost Certain - 5	Medium	Medium	High	High	High

Likelihood of Harm/Injury	Almost Certain	5	Likely	4	Moderate	3	✓	Unlikely	2	Rare	1
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Severity of Harm/Injury	Catastrophic	5	Major	4	✓	Moderate	3	Minor	2	Insignificant	1
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LIKELIHOOD OF HARM / INJURY x SEVERITY OF HARM / INJURY = RISK RATING

Risk Rating (enter a ✓ in the relevant box below)

3	x	4	=	12	Very High Risk 15+	Medium Risk 5-14	✓	Low Risk 1-4
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Now you have established the risk level consider how frequently is the risk is likely to arise (enter a ✓ in the relevant box below)

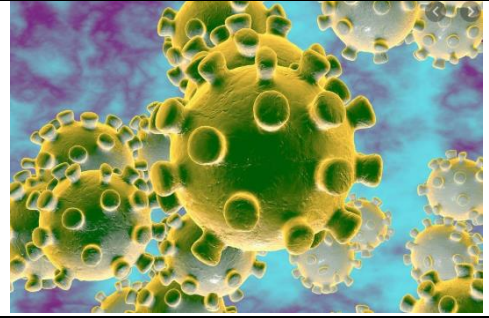
Continual	✓	Frequent	Minimal
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Now you have completed your initial assessment answer the question below:-

Do you consider the risk controls adequate?	Yes	✓	No
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Is there any reference to additional assessments (e.g. CoSHH and manual handling)	
Risk Assessment:	Ref No:
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Risk Assessment:	Ref No:
What further ACTION is required to reduce the risk	
Keep up to date on Government Guidelines and incorporate any changes required	
Employees need to be made aware of the risks of returning to work and informed of safe working practices	
Monitor procedure that is in place for the segregation of employees and monitor tasks that may need employees to come in close contact.	
Monitor safe working distances and ensure safe working practices are implemented following government guidelines at all times	
Signs and information must be displayed in prominent areas as required	
Keep Hand sanitizer and hand gels in communal areas and in particular the main entrance or where there is a potential risk of the lack of cleaning topped up and ensure adequate supplies	
Review Risk assessments regularly that are put in place for risky areas of the business.	
Regular reminders for employees Posters, leaflets and other materials are available for display	
Monitor requirement for PPE and provide where appropriate	
If not possible to replace an in person visit with video conferencing, visitors must be authorised in advance and follow safe working practices	
Action to be implemented by:	Target Date:
Completed Date:	

Initial assessment completed by:	Name:	Signature:	Date:
	Paul Williams	Paul Williams	20 th May 2020



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Assessment review:

Date of first review:

Weekly at present

Assessment review completed by:

Name:

Signature:

Date:

Reason for review:

Review:

Changes:

Accident/Incident:

Comments:

Assessment review completed by:

Name:

Signature:

Date:

Reason for review:

Annual Review:

Changes:

Accident/Incident:

Comments:

Assessment review completed by:

Name:

Signature:

Date:

Reason for review:

Annual Review:

Changes:

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