

RISK ASSESSMENT

Activity	Control of COVID-19
Description	Control of COVID-19 at office locations for colleagues

Sites	All sites	Area(s) Affected	All
Risk Assessor	Rachel Palmer	Department/Department Manager	All
Date of Assessment	04/06/2020 (Reviewed 11/03/2022)	RA Reference Number	RA-CV06
Relevant Documentation	Office Safety Handbook - COVID-19 Government Guidelines - COVID-19	Related Risk Assessments	N/A

Hazard	Consequences	Persons Affected	Risk Factor without Control Measures			Control Measures	Risk Factor with Control Measures		
			Likelihood	Severity	Risk Rating		Likelihood	Severity	Risk Rating
Spread of Coronavirus COVID-19	COVID-19 is an illness that can affect your lungs and airways. Harm can range from mild symptoms to life threatening. The most at risk groups are persons 60 years of age and over or those who have a long-term medical condition – for example, heart disease, lung disease, diabetes, cancer or high blood pressure.	Colleagues, Contractors and Visitors	5	4	20	<ul style="list-style-type: none"> Colleagues have been provided with information on Coronavirus and how to prevent catching the virus Lateral flow tests are available to all employees at all offices. Colleagues are encouraged to take tests regularly when using offices and especially before attending any face-to-face meetings Handwashing stations set up to allow people to wash their hands when entering the office. NHS handwashing guideline posters put up by all handbasins Hand sanitiser gel provided in areas where soap and water is not available Cleaning supplies provided in offices, meeting rooms and communal areas to allow colleagues to wipe down areas before use 	2	4	8

						<ul style="list-style-type: none"> • High-use areas to be frequently disinfected • Temperature sensors available at Newark and Telford offices for staff and visitors to use • Colleagues should self-isolate immediately if they show a positive Lateral Flow test, even if they are fully vaccinated and remain in self-isolation until they are no longer showing a positive COVID-19 Lateral Flow test. • Where possible (weather permitting) windows to be opened to increase ventilation • Engineers visiting customer sites will be provided with masks, gloves, hand sanitiser and antibacterial wipes 			
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Risk Rating Matrix

Likelihood: 1. Rare - Will probably never happen / recur 2. Unlikely - Unlikely to happen / recur, but it is possible it may do so 3. Possible - Will possibly happen or recur occasionally 4. Likely - Is likely to happen / recur persistently 5. Almost Certain - Will undoubtedly happen/ recur, possibly frequently	Severity: 1. Negligible – Injury not requiring medical treatment 2. Minor – Moderate injury/ill health requiring medical treatment beyond first aid. 3. Moderate - Moderate injury/ill health resulting in >Seven day absence 4. Major - Major injury/ill health which could be life threatening 5. Catastrophic – Significant disability or death
Risk = Likelihood x Severity	

Likelihood					
Almost Certain - 5	5	10	15	20	25
Likely – 4	4	8	12	16	20
Possible – 3	3	6	9	12	15
Unlikely – 2	2	4	6	8	10
Rare – 1	1	2	3	4	5
	Negligible – 1	Minor – 2	Moderate – 3	Major – 4	Catastrophic – 5
	Severity				

Risk Rating	
1 - 6	Low Risk – Maintain current controls, no action required.
7 – 14	Medium Risk – Maintain current controls, review, and determine if further controls are required
15 – 25	High Risk – Stop operations and rectify immediately. Senior management decision required to accept or reject risk