

COVID-19 Risk Assessment – Specific risk assessment to reduce risk to the lowest reasonably practicable level by taking preventative measures.

		Likelihood				
		1	2	3	4	5
Severity	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Likelihood x Severity = Risk Rating			
Likelihood	Severity	Rating	Action
5=inevitable	5=Fatality or major infection	Over 20	Intolerable risk - Immediate action required.
4=highly likely	4=Serious condition resulting in days lost	15-19	Substantial risk - action within 1 week, consider suspending work.
3=possible	3=Possible symptoms and possible hospital treatment	10-14.	Moderate risk - All actions to be completed within 1 month.
2=unlikely	2=Potential infection without knowing but unlikely	5-9	Tolerable risk – To be monitored.
1=highly unlikely	1=Highly unlikely to cause harm or any transmittion	Below 5	Trivial - Risk considered LOW implement action if indicated

Activity / Area of Assessment and hazard identified	Risk/s	Those affected & Nos.	Existing Control Measures	Risk Rating			Actions to Reduce Risk	Revised Risk Rating		
				L	S	RR		L	S	RR
MOVEMENT AND CIRCULATION OF STAFF. BOTTLENECK AREAS Objective: To maintain social distancing wherever possible while people travel through the workplace	Risk of spread of infection to colleagues	All staff working in the office. Visitors and contractors.	A large, open planned office which allows ease of movement. Space to spread people. Hand sanitiser and disposable gloves in plentiful supply. Some floor markings. Restricted movement between Norwich and Attleborough office. One way corridors introduced. One person in the lift at any time (sanitiser also located in lift) Certain fire doors also opened to allow additional access & egress.	2	4	8	Toilets to maybe have engaged/vacant signs on outside of outer doors?			

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				L	S	RR		L	S	RR
SOCIAL DISTANCING AT WORK Objective; To maintain 2m social distancing wherever possible or 1m with measures in place	Risk of spread of infection to colleagues	All staff working in the office. Visitors and contractors.	Some people working from home. Building design allows us to spread out effectively. Spare meeting rooms can be set up to allow spreading of staff working. One way system in place. Desks moved to allow more space for support staff.	1	4	4				

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				L	S	RR		L	S	RR
<p>COMING TO AND LEAVING WORK</p> <p>Objective: To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing/sanitising upon arrival.</p>	Risk of spread of infection to colleagues	All staff working in the office.	<p>We are lucky to have a good sized car park which we did make available to all staff to use. We have now had to limit this as clients now visiting again.</p> <p>Hand sanitiser and disposable gloves located at staff entrance.</p> <p>Continued reminders to ensure sanitising stations are used each time people enter the building.</p> <p>Other exits used also to reduce numbers using same exit.</p>	2	4	8	Some staff now using public transport. Where this is happening we are happy to provide disposable gloves and face masks			

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				L	S	RR		L	S	RR
WORKPLACES AND WORKSTATIONS Objective: To maintain social distancing between individuals when they are at their workstations.	Risk of spread of infection to colleagues	All staff working in the office.	We have ensured adequate distancing of staff workstations. Partitions used in areas. Not operating hot-desking. Daily cleaning by cleaning contractors.	2	4	4				

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				L	S	RR		L	S	RR
RECEPTION, VISITORS AND MEETINGS Objective: To reduce transmission due to face-to-face meetings and maintain social distancing with clients and in meetings.	Risk of spread of infection from and to members of the public	Staff and members of the public (clients, visitors)	<p>Access control and intercom on reception door. Screens also in place. Separate pens.</p> <p>Hand sanitiser and face masks in receptions.</p> <p>Client meetings in the boardroom only and large meeting room 1 or 2 only and by appointment.</p> <p>Socially distant client meetings.</p> <p>All meeting rooms are sanitised before and after meetings with clients.</p> <p>Client details are known so track and trace can be achieved if necessary.</p>	2	5	10				

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				L	S	RR		L	S	RR
OFFICE CLEANING AND PPE/SHIELDING Objective: To make sure that offices are clean and safe environments to work in.	Risk of spread of infection to colleagues and to clients	All staff working in the office. Visitors and contractors.	Cleaning carried out every evening with focus on surfaces, handrails, door furniture, kitchens and toilets etc. Good supply of hand sanitiser, antibacterial spray and disposable gloves in the offices.	1	5	5				
HYGIENE – HANDWASHING AND TOILETS Objective: To help everyone keep good hygiene through the working day.	Risk of spread of infection to colleagues and to clients	All staff working in the office. Visitors and contractors	Hygiene notices displayed in toilets. Toilets cleaned each evening. Hand soap and sanitiser provided. Awareness of congestion in staff areas – toilets and kitchens	2	4	8				

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