

"Together we'll stop accidents at work"

Frequency		Likelihood		Severity		Personnel		Assess Risk Level without controls 'U' and then with controls 'C' to measure the effect of the controls.				Job / Task: COVID - 19 - General				
Repetitive	4	Certain	20	Fatality	10	> 30	4	Score Type	Frequency	Likelihood	Severity	Personnel	Risk Score without Controls	Controlled Risk Score	Departments / Area	Highest Rated Controlled Risk:
Daily	3	Likely	10	Hospitalisation	5	16 - 30	3								Exeter Office	24 MEDIUM RISK
Weekly	2	Possible	5	Minor Symptoms	2	5 - 15	2	Who Might Be Harmed		What further action is required?						
Infrequent	1	Remote	1	Suspected Infection	1	1 - 4	1									
		Improbable	0	No Infection	0											
Hazard		Controls														
Risk of cross contamination from infected staff member leading to illness or possibly death		* Staff members have been informed of the requirements detailed by the government and the NHS regarding the symptoms * Staff who are showing the signs of COVID-19 are to be sent home to self isolate for 7 days and any staff member they have come into contact with to be requested to self isolate for 7 days * Works location to be closed for deep cleaning						U	3	5	1	1	16	8	All in contact with	Staff are requested to minimise the time spent on public transport and not to attend pubs, clubs, cinemas, theatres or other areas of capacity and close contact, not to car share unless with a person they are living with
Risk of cross contamination from infected visitors leading to illness or possibly death		* Prior to a visitors visiting non physical contact is to be made to establish the clients health and any symptoms * If client or family members are found to be suffering from the symptoms or self isolating the visit can not take place and will be rearranged * If the staff member comes into contact with a suspected infection the staff are to be sent home to self isolate for 7 days and any staff member they have come into contact with to be requested to self isolate for 7 days * Works location to be closed for deep cleaning						U	3	5	5	1	48	24	All in contact with	Extra care to be undertaken when working with vulnerable groups as detailed by the Gov website and NHS
Risk of cross contamination from deliveries leading to illness or possibly death		* All deliveries are to be dropped in a safe location * If need to sign for delivery this must be completed by the delivery person * Items to be handled wearing micro biological resistant gloves to remove outer packaging and disposed of once used along with packaging						U	3	5	1	1	16	6	All in contact with	* Posters detailing NHS guidance on hand washing to be displayed * Running hot and cold water along with soap to be made available to wash hands * Hand dryers that spray water are to be discouraged and disposable hand towels used * Staff, visitors and public to keep 2m distance at all times
Cross contamination from communal areas such as canteens, offices, toilets, works vehicles		* All surfaces are to be cleaned using applicable media such as sanitisers and disposable cloths * Cloths are not to be used on multiple surfaces * Cleaning to be undertaken wearing micro biological resistant gloves and disposed of once used * If social distance can not be maintained than alternative measures must be considered * breaks to be staggered ensuring limited numbers of persons use the welfare facilities * Toilet facilities to be limited to one in one out						U	3	5	1	1	16	8	All in the area	Canteen tables to be removed, and 2m spaces marked out on the worktop
Risk of cross contamination when administering first aid		* As trained, the first aider is to undertake a dynamic assessment first * As trained, the first aider is to wear PPE * If CPR is required the first aider is to assess by dynamic assessment if breaths are to be given * Bodily fluids from the mouth, nose or eyes are to be cleaned using the provided equipment within the first aid kit and the area deep cleaned						U	3	5	1	1	16	10	Persons administering first aid	Campaign posters, additional hand sanitiser stations, glove stations, 2m marked areas to be provided
Risk of cross contamination from equipment such as pens, phones, keyboards, cups etc		* equipment can not be shared unless it has been cleaned and sanitised						U	3	5	1	1	16	6	Anyone using the equipment	
Risk of cross contamination from lack of social distancing		* Tasks are to be designed to allow for social distancing to be undertaken * consideration for physical screens to be implemented at desks which are positioned along walkways * where this is not possible staff to work back to back or side to sider, where this is not possible face masks must be worn along with a dynamic assessment being completed						U	3	5	1	1	16	6	Those undertaking the task	Where possible keep teams of people constant limiting exposure to other groups

PPE to be used

	N		A		A		Y
	N		N		N		Y
	N		A		A		Y



I have read and understood this risk assessment in relation to the activities that I will be undertaking

Name _____ Date _____ Signature _____

Add likelihood and frequency together and add severity and personnel involved. Multiply these two numbers together to arrive at the overall risk factor.

Less than 10 = No Risk, 10 - 19 = Low Risk, 20 - 49 = Medium Risk, 50 - 99 = High Risk, Greater than 100 = Unacceptable