

RISK ASSESSMENT FORM

Version: 02

Document Reference No:

Title: COVID -19 - IDC Risk Assessment

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Local Review by: Stacey Bailey

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Severity / Consequence Categories		Severity / Consequence >>>				
		Negligible	Low	Moderate	Significant	Catastrophic
Likelihood (H-M-L)	Certain >90%	M	M	H	H	H
	Likely >50% < 90%	M	M	M	H	H
	Possible >10% < 50%	L	L	M	M	H
	Remote >1% < 10%	L	L	L	M	M
Unlikely <1%	L	L	L	M	M	

High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
 Medium - Maintain current controls. Management to review and determine if further controls are required.
 Low - No further controls are required.

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?		Existing Risk Controls	Interim Risk	Controls Adequate?	FOR LOCAL REVIEW PURPOSES			Residual Risk					
		Employee	Contractor				Client / Public	Environment	Additional Risk Controls (Not applicable if controls are adequate)	Person Responsible	Date	Consequence Likelihood	Rating (H-M-L)		
Description in Sequence		Employee	Contractor	Client / Public	Environment	 Consequence Likelihood Rating (H-M-L)	Yes / No	Action	Person Responsible	Date	Consequence Likelihood	Rating (H-M-L)			
							Yes								
							Yes								
							Yes								
							Yes								
							Yes								
							Yes								
Contact with surfaces infected with the COVID-19 (Coronavirus).	Transmission of the COVID-19 (Coronavirus) by hand contact with the face, eyes, nose or mouth.	X	X				Wash hands regularly for a period of at least 20 seconds with soap and water or if not available, an alcohol based hand-rub with at least 60% alcohol content. Wear single use disposable gloves Observe the government safety guidelines and procedures for social distancing and personal hygiene Avoid touching your face, eyes, nose or mouth with unwashed hands Clean work surfaces with alcohol based wipe before starting work Transfer risk through shared contact surfaces should be avoided, for instance, do not share pens, keyboards or laptops without cleaning first	S	P	M	Yes				
Contact with persons infected with the COVID-19 (Coronavirus).	Transmission of the COVID-19 (Coronavirus) by the inhalation of water droplets. (People coughing and direct contact).	X	X				Observe the safety guidelines and procedures for social distancing and personal hygiene Follow sensible respiratory hygiene, for example, cover your mouth and nose when coughing or sneezing, use tissues and throw them away after single use, and wash your hands or use a hand sanitizer every time you touch your mouth or nose Remain at least 2m from all persons in the area where possible. Wear single use disposable gloves where practical, lips can assist in keeping the work area clear of other people. Do not shake hands with any other person Report any concerns about the health of a	S	M	M	Yes				
Contact with infected persons in an office space	Transmission of the COVID-19 (Coronavirus) by the inhalation of droplets. People sneezing and direct contact.	X	X				Avoid entering offices, meeting rooms and areas with people in close proximity Observe the site rules and procedures for personal hygiene and hand washing Cover your mouth and nose when coughing or sneezing, use tissues and throw them away after single use Remain at least 2m from all persons in the area Do not shake hands with any other persons Transfer risk through shared contact surfaces should be avoided, for instance, do not share pens, keyboards or laptops without cleaning first. Report any concerns about the health of a person or yourself to your line manager	S	P	M	Yes				
Contact with infected persons in a confined space	Transmission of the COVID-19 (Coronavirus) by the inhalation of droplets. People sneezing and direct contact.	X	X				Adjustments to shift start and finish times to reduce the risk of colleagues standing less than 2 metres apart from each other Additional signage on doors Demarcation on floors to determine 2 metres when queuing Additional signage on smoking shelter to remind smokers of the 2 metre guideline Ensure toilet breaks are managed, do not enter the toilets if breaching the 2 metre rule	S	P	M	Yes				
Canteen area	Transmission of the COVID-19 by not having 2 metres between colleagues	X	X				Additional signage on walls and signage on table toppers reminding colleagues they must be 2 metres apart at all times. No canteen service for hot food. Staggered break times. Tables and chairs moved to ensure one per table at two metres distancing from other tables.	S	P	M	Yes				
Reception area	Transmission of the COVID-19 by not having 2 metres between colleagues	X	X				Additional signage on walls and signage on table toppers reminding colleagues they must be 2 metres apart at all times. Reception closed (swipe access only), inbound deliveries to Gatehouse	S	P	M	Yes				

