

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	✓
Contractors/Visitors/Customers	Pos
General Public	Pos
Existing Risk Controls (e.g. Protective clothing, Training, Preventative maintenance, Guarding, Signage)	
We are following the Government Guidelines	
All employees are aware of the risks of returning to work	
A 2-metre distancing policy is in place.	
Signs such as one-way systems, and the "Do's and "Do Nots" "one person at a time for instance including information is displayed in prominent areas.	
Hand sanitizer is positioned on communal areas and in particular the main entrance or where there is a potential risk of the lack of cleaning.	
We have accessed the requirement for PPE	

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)

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	<i>Almost Certain</i>	5	<i>Likely</i>	4	<i>Moderate</i>	3	✓	<i>Unlikely</i>	2	<i>Rare</i>	1
Severity of Harm/Injury	<i>Catastrophic</i>	5	<i>Major</i>	4	✓	<i>Moderate</i>	3	<i>Minor</i>	2	<i>Insignificant</i>	1

LIKELIHOOD OF HARM / INJURY x SEVERITY OF HARM / INJURY = RISK RATING


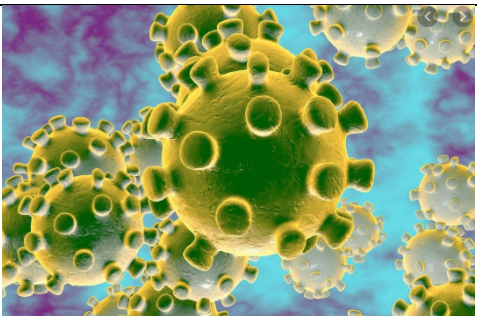
Risk Rating (enter a ✓ in the relevant box below)

3	x	4	=	12
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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:	Risk Assessment:	Ref No:	Risk Assessment:	Ref No:
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What further ACTION is required to reduce the risk

Action to be implemented by:	Target Date:	Completed Date:

Initial assessment completed by:	Name: <i>BERNIE MCILWEE</i>	Signature:	Date: <i>12th May 2020</i>
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Assessment review:	Date of first review: <i>Weekly at present</i>
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Assessment review completed by:	Name:	Signature:	Date:
Reason for review:	Review:	Changes:	Accident/Incident:
Comments:			

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Reason for review:	Annual Review:		Changes:		Accident/Incident:	
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