

# FORM

HS4-CF1

## Risk Assessment Form



Date	18/05/2020		Assessed by	Danielle Harris (SHEQ Officer)			Location	Cordek site			
Task	Controlling the spread of Covid-19 (corona virus)					Reference	GRA15		Review Date	18/05/21	
No.	Activity / Plant / Materials	HAZARD	Persons in Danger	Severity (S) 1-5 Scale	Likelihood (L) 1-5 Scale	Risk Rating (S x L)	Measures / Comments / Action required	Severity with controls (SC) 1-5 scale	Likelihood with controls (LC) 1-5 Scale	Residual Risk Rating with Controls	
1	Transmission of the virus	Out of date guidance	Employees	5	2	10	<p>Government guidance is regularly reviewed.</p> <p>Staff are kept informed of any changes via email and meetings.</p>	5	1	5	
		Symptomatic staff	Employees and visitors	5	2	10	<p>Staff are aware that if they or anyone in their household develop symptoms they must self-isolate.</p> <p>If an employee develops symptoms at work, they will be sent home immediately and a deep clean will be initiated.</p>	5	1	5	
		Poor hygiene	Employees and visitors	5	2	10	<p>Regular hand washing is encouraged as per government guidance.</p> <p>Cleaning stations have been put in place around all buildings and in all communal areas.</p> <p>Cleaning facilities have been provided to drivers</p> <p>Signage has been put up to raise awareness</p> <p>Cleaners attend site every evening</p> <p>Avoid touching face</p> <p>Using a tissue or elbow to cover face when sneezing or coughing.</p>	5	1	5	

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							<p>Majority of the office staff have been provided with the required facilities to allow working from home.</p> <p>Public transport is avoided due to remote location.</p> <p>Use of bicycles is encouraged by providing bike shelters and shower facilities</p> <p>2m distancing is enforced</p> <p>Visual markings are in place</p> <p>Signage is in place</p> <p>Chairs have been removed from communal areas</p> <p>Breaks have been staggered</p> <p>Second smoking shelter and maximum occupancy have been implemented</p> <p>Work stations more than 2m apart</p> <p>When at customer's site ensure 2m distancing</p> <p>Where working in pairs is required, duration is kept to a minimum and set pairs are used to reduce interactions.</p>	5	1	5
		Social Distancing not being maintained	Employees and visitors	5	2	10				
		Visitors	Employees	5	2	10	<p>No customer visits at this time</p> <p>Contractors kept to a minimum</p> <p>Visitor inductions in place</p> <p>Separate visitor hygiene facilities</p> <p>Visitor book moved from reception desk</p> <p>Cleaning stations on reception and goods in</p>	5	1	5

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		Vulnerable staff	Employees	5	3	15	<p>No members of staff are extremely vulnerable</p> <p>Vulnerable members of staff are told to be extra cautious and strictly follow government guidelines.</p> <p>Cordek ensure they can follow 2m distancing at all times.</p>	5	1	5
		Emergency situations	Employees	5	4	20	<p>In the event of a fire social distancing measures are to be disregarded.</p> <p>In the event of a first aid emergency SJA guidance will be followed</p> <p>Some first aiders and fire wardens are still on site in case of emergencies.</p>	4	2	8

Risk Rating using Scales from BS 8800 Risk Assessment. Residual Risk Rating for works to be carried out after control measures have been introduced reduces the average risk value for this work to <4. In terms of suitable and sufficient control measures, I considered that this is satisfactory for this work with all controls in place and a managed safety regime.

Risk Calculation Grid							
	Multiple Death	Single Death	Major Injury	Lost Time Injury	Minor Injury/Delay	SEVERITY	LIKELIHOOD
Certain	25	20	15	10	5	5 (Multiple Death)	5 (Certain)
Likely	20	16	12	8	4	4 (Single Death)	4 (Likely)
May Happen	15	12	9	6	3	3 (Major Injury)	3 (May happen)
Unlikely	10	8	6	4	2	2 (Lost Time Injury)	2 (Unlikely)
Very unlikely	5	4	3	2	1	1 (Minor Injury)	1 (Very unlikely)

Risk Factor		
16 – 25 (VH)	Very High Risk	Urgent Action Required
10 – 15 (H)	High Risk	High Priority
5 – 9 (M)	Medium Risk	Medium Priority
1 – 4 (L)	Low Risk	Low Priority