

"Together we'll stop accidents at work"

SA@W.

Together we'll Stop accidents at work

Safety Risk Assessment

Assessment Name COVID - 19 - General

Department / Area Offices and Contact Centres

Assessment Date 01-Jun-21

Assessment Review 01-Jun-23

Risk Rating **MEDIUM RISK**

"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								offices-contact-centres		#REF!	#REF!							
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																					
Hazard				Controls																					
Risk of cross contamination from infected staff member leading to illness or possibly death				<ul style="list-style-type: none"> * 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 and any staff member they have come into contact with to be requested to self isolate following Government guidance * Staff have been offered COVID-19 vaccination with a high uptake * Staff have been provided with twice weekly Lateral Flow Testing kits 				U		3		5		1		1		16		8		All in contact with		Staff are requested to minimise the time spent on public transport and or other areas of high capacity and close contact	
Risk of cross contamination from infected visitors leading to illness or possibly death				<ul style="list-style-type: none"> * Establish visitors health and any symptoms * If visitor or family members are found to be suffering from the symptoms or self isolating the visit can not take place and will be rearranged * Date and time of visit will be recorded * People will be asked to use NHS QR code for Test and Trace * Numbers of visitors are kept to a minimum with tables set at 2m social distancing 				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				<ul style="list-style-type: none"> * All deliveries are to be dropped in a safe location * If need to sign for delivery this must be completed by the delivery person * Hand sanitiser is provided at drop off points 				U		3		5		1		1		16		6		All in contact with		<ul style="list-style-type: none"> * 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 * Staff, visitors and public to maintain social distance at all times 	
Cross contamination from communal areas such as canteens, offices, toilets, works vehicles				<ul style="list-style-type: none"> * Enhanced cleaning schedule * All surfaces are to be cleaned using sanitisers and disposable cloths * Cleaning to be undertaken wearing disposable gloves * 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			
Risk of cross contamination from equipment such as desks, phones, keyboards, etc				<ul style="list-style-type: none"> * Equipment can not be shared unless it has been cleaned and sanitised * Sanitiser / wipes available at all work stations 				U		3		5		1		1		16		6		Anyone using the equipment			
Risk of cross contamination from lack of social distancing				<ul style="list-style-type: none"> * Tasks are to be designed to allow for social distancing to be undertaken * Work stations allow for social distancing * Where this is not possible face masks must be worn * Lifts will be kept to limited numbers * Face masks will be worn when transferring through communal areas 				U		3		5		1		1		16		6		Those undertaking the task			

PPE to be used							
	N		A		A		Y
	N		N		N		Y
	N		A		A		Y

www.smasitd.com
as recognised by
SSIP SAFETY SCHEMES IN PROCUREMENT

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

Name: _____ Date: _____ Signature: _____

"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	Major Injury	5	16 - 30	3								offices-contact-centres	##### #REF!
Weekly	2	Possible	5	Minor Injury	2	5 - 15	2	Who Might Be Harmed		What further action is required?						
Infrequent	1	Remote	1	Negligible	1	1 - 4	1	Risk of exposure to COVID-19 through the virus being transferred when close person to person contact when using the toilets or wash rooms		* Due to pinch points within multi user facilities and not being able to maintain social distancing every toilet to be one in one out. * Main door fitted with internal lock		All who use the facilities				
		Improbable	0	No injury	0			U	3	3	3	2	30	16		
								C	3	1	3	1				
								U	3	3	3	1	24	16		
								C	3	1	3	1				
								U	3	3	3	1	24	16		
								C	3	1	3	1				

PPE to be used

Severity of Injury

	N		A		A		Y	Negligible	Injuries include bumps, small cuts, abrasions etc
	N		N		N		Y	Minor Injuries	Include those injuries that could result in time off work etc
	N		A		A		Y	Major Injuries	Include broken limbs, injuries to the eyes, asphyxiation etc
Likelihood of Occurrence									
								Improbable	Probability close to zero
								Remote	Unlikely to happen
								Possible	Could occur sometime
								Likely	Not surprised that it will happen
								Certain	Most likely to happen. Not 'if' but 'when'

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