



COVID 19 RISK ASSESSMENT

PRA 152

No	Activity	Hazards	Risks	Risk Group	Initial Risk Rating Score			Control Measures	Residual Risk Rating Score		
					L	S	R		L	S	R
01	Fitness to work	Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Individuals health conditions Respiratory fibrosis and flu like symptoms	Spreading the virus to others within the business or on-site premises. Individual becomes infected, transfers virus to others.	Employees Contractors or Suppliers Members of the Public or Visitors	4	5	20	Follow Government/NHS Advice any sign of symptoms individual to report via phone to line manager or office administrator and advise they are self- isolating with immediate effect for a minimum period of 7 days.	2	5	10
02	Individual awareness of contracting virus	Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. Lack of awareness by individual of potential of contracting the virus & control measures to prevent contracting virus	Spreading the virus to others within the business or on-site premises. Individual becomes infected, transfers virus to other	Employees Contractors or Suppliers Members of the Public or Visitors	3	4	15	Regular updates to employees/operatives, Toolbox Talks/ Site supervisors to cascade information remotely without operatives gathering in one place. Avoid direct interaction with others - Handshakes etc, Individual to manage personal hygiene and wash hands regularly, for minimum 20 seconds as per Government advice and company policy.	2	3	10
05	Underlying Health Conditions - Age of Individual	Any employee that has a pre-existing identified underlying condition to disclose to the company	Unknown condition that then puts the individual at risk through type of work allowed to undertake.	Employees Contractors or Suppliers Members of the Public or Visitors	3	5	15	Individual will be requested to be isolated or an alternative role be allocated where practical to assist the business in other areas.	1	5	5
06	Failure to carry out programmed work	Failure to carry out scheduled work for our clients	Loss of business	Employees Contractors or Suppliers	3	3	9	Individuals workload to be rescheduled to members of staff that remain active, the ability for certain tasks to be performed by others with identical or transferable skillset	1	3	3

08	Surface Contamination	Virus contraction due to exposure to an infected surface.	Individual Contracting virus from an infected surface or contaminating a surface	Employees Contractors or Suppliers Members of the Public or Visitors	3	5	15	Avoid direct skin contact with hard surfaces, P.P.E to be worn, hard surfaces to be cleaned with Anti- Bacterial Solutions/Wipes and disposed of following waste procedures. Wash hands frequently with warm water & soap or 70% Alcohol Hand Sanitiser, monitor own health and if symptoms break-out, individual to self-isolate.	1	5	5
09	Transportation & Travel	Virus contraction due to exposure to an infected individual or surface.	Individual Contracting virus from an infected individual or surface or infecting other individuals or contaminating surfaces	Employees Contractors or Suppliers Members of the Public or Visitors	4	5	20	All non-essential travel to be postponed. Where practical self-drive to sites in company or own vehicle, maintain cleanliness of vehicle, all hand contact components, steering wheel, door handles, controls, gear sticks & levers, if you require public transportation usage avoid busy commuting hours and travel during off peak hours, maintain social distancing. A face covering should be worn in accordance with government best practice for all public transport journeys.	2	5	10
10	On site Vehicles/Plant	Contraction due to shared use of plant and vehicles on site with someone who is unaware they carry Covid-19 or suspected of being infected	Individuals contracting the virus from contaminated surfaces within driver cabs	Employees	4	5	20	Vehicles should be allocated to a person who will only use that vehicle. Sharing of Plant should be avoided. If a vehicle is to be shared, it will need to be disinfected by the previous driver before handing over. Using disinfectant wipes/cleaning products If a vehicle has been used by someone found to be infected with Covid-19, the vehicle will need to be cleaned and disinfected using appropriate cleaners. and a record of the cleaning regime will need to be maintained in accordance with company policy. Cabs should contain disinfectant wipes and hand sanitizers for drivers to use. Hands to be wash before and after driving all plant and vehicles.	2	5	10
11	Vehicle inspection forms, Through Examinations, site documents and reports	Contamination from documents being handed in to passed on to others	Individual driver's inspection documents handed in every week could pass on the virus if the driver is carrying it	Employees Contractors or suppliers	4	5	20	All weekly vehicle/plant/equipment inspection documents must still be carried out by the drivers or manager where possible. Rather than handing in paperwork, images should be emailed or text of the records to avoid handling paperwork. Currently, Through Examinations might not always be possible when required. If plant is due its examination check, it may be necessary to remove it from use. Checks must be held daily and recorded before every use if the plant is to be used. If the Examination cannot be held within a reasonably time frame after the initial date, the equipment should then be removed from use. The first stage is to always remove from use where possible.	2	5	10
12	Fuelling Vehicles	Contamination from pump handles	Cross contamination from hand pump where individuals don't use PPE	Employees	4	5	20	Gloves need to be worn as per the COSHH assessment when fuelling. Ensure drivers only use their own PPE. Hand Sanitizers should be kept in the vehicles and used before and after fuelling	2	4	8

13	Large Gatherings & Interactions	Virus contraction due to exposure to an infected individual or surface.	Individual Contracting virus from an infected individual or surface or infecting other individuals or contaminating surfaces	Employees Contractors or Suppliers Members of the Public or Visitors	4	5	20	Do not gather or interact with others outside of your household, follow latest government advice, stay at home, and when leaving home for the allowable reasons, maintain min 2 metre distancing. Avoid all unnecessary social interaction between others.	2	5	10
14	Face-to-Face Meetings (Non -Essential)	Virus contraction due to exposure to an infected individual or surface.	Individual Contracting virus from an infected individual or surface or infecting other individuals or contaminating surfaces	Employees Contractors or Suppliers Members of the Public or Visitors	2	3	6	Non-Essential meetings to be postponed, replace by conference/telephone calls & E-Mail communications. Essential Meetings where works proceed on site, avoid handshakes & direct contact, maintain social distancing (2 metre).	1	3	3
15	Face-to-Face Meetings (Essential)	Virus contraction due to exposure to an infected individual or surface.	Individual Contracting virus from an infected individual or surface or infecting other individuals or contaminating surfaces	Employees Contractors or Suppliers Members of the Public or Visitors	4	5	20	Avoid handshakes & direct contact, maintain social distancing (2 metre). Avoid meetings in premises of social gatherings, if you come into contact with someone who presents Covid-19 symptoms, cancel the meeting and remove yourself from the immediate area and wash hands immediately with warm water & soap or 70% Alcohol hand sanitiser.	2	5	10
16	Awareness/ notified of an Infected individual that you have been in contact within recent days.	Possibly of Individual already contracted the virus	Symptoms yet to establish, Individual becomes unwell, transference of virus to others.	Employees Contractors or Suppliers Members of the Public or Visitors	4	5	20	If known contact with an infected individual is discovered, timescales of interaction to be assessed, if less than 14 days Individual to follow self-isolate procedures, inform line manager of requirement to self-isolate.	2	5	10
16	Teamwork such as manual handling	Cross contamination between each other	Risk of passing on by breaking the 2m distance rule or touching objects touched by other	Employees Contractors or Suppliers	3	5	15	Review If that task needs to be done or cannot be done by mechanical means alone. If there is an essential need to be within 2m of each other, wear approved face mask, disposable nitrile gloves (or water-resistant gloves suitable for the task), eye protection (goggles or visor) and disposable overalls, if not already in line with the Task Risk assessment. Wash hands after contact with surfaces/ materials.	2	5	10
18	Disposal of Individuals disposable PPE	Used PPE may contain virus and become a source of contamination	Incorrect disposal could lead to an individual(s) becoming infected	Employees Contractors or Suppliers Members of the Public or Visitors	4	5	20	All disposable PPE (e.g. face masks, disposable nitrile gloves and disposable overalls to be removed by the exposed surfaces being taken off in a manner that turns the exposed surface internally on each item, all disposable PPE is to be double bagged, tied and sealed awaiting disposal by approved waste contractor. Clean hands and non-disposable PPE with disinfectant gel / wipes.	2	5	10
19	Break times and lunch times & Welfare	Cross contamination from tables, chairs and other persons gathering	Incorrect management of the facilities could lead to infection	Employees Contractors or suppliers Visitors	4	5	20	All breaks need to be staggered to avoid large gatherings in the welfare area. Food should not be consumed inside vehicles. Food should be home made and not require heating as this will increase the risk of contamination if facilities are not cleaned after every use. Maintain the 2m rule when seated. Use the bins provided for any waste and do not leave waste on the tables for other to deal with. Do not leave site to get food.	2	5	10

				Members of the public				If the canteen is open, premade food should be bought only and payments made by card where possible. Chairs, tables and doors will need to be cleaned after each sitting. Toilets use will need to be controlled by reducing the number of users at any one time to maintain the 2m rule. Wash hands for 20sec before using the toilets and again 20sec or longer after. Use bins provided for paper towels but ensure hands are fully dry before leaving. Hand sanitizer should be in place outside the toilets. Drying rooms will also be limited use for maintain 2m rule. Drying rooms must not be used as a rest area. Wash hands or use hand sanitizer once changed. Work cloths must not be worn off site including items of PPE such as boots and Hi-Viz			
20	Access and Egress of site	Cross contamination from site entrances	Incorrect management of persons could lead to large gatherings waiting to enter/leave site	Employees Contractors or suppliers Visitors	4	5	20	Starting/finishing times will need to be staggered to reduce the build-up of persons attending/leaving site at one time. Maintain the 2m distance rule from the person in front of you at all times. Face recognition biometrics or signing in books should be used instead of fingerprint recognition. Use own pen. Use hand sanitizers when entering and leaving site. Use the welfare to wash hands once entered site and before leaving site.	2	5	10
21	Personnel hygiene	Cross contamination between each other	Risk of passing on by breaking the 2m distance rule or touching objects touched by other	Employees Contractors or Suppliers	3	5	15	To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.	2	5	10

RISK RATING

Green = Low Risk
Yellow = Medium Risk
Red = High Risk

Only one hazard per row must be shown so it is clear which consequences and control measures relate to each hazard.

For example, if a hazard has a likelihood grade of four and a severity grade of three, the risk rating will be twelve.

Using the risk table it can be seen that this would equate to a medium risk.

		5 (Almost Certain)	5	10	15	20	25
		4 (Likely)	4	8	12	16	20
		3 (Possible)	3	6	9	12	15
		2 (Unlikely)	2	4	6	8	10
		1 (Rare)	1	2	3	4	5
			1 (Negligible)	2 (Minor)	3 (Moderate)	4 (Major)	5 (Extreme)
				Severity			
Likelihood							