


## Risk Assessment

Summary description of tasks to be undertaken		COVID-19 Risk Assessment					Ref No: RA031	Date: 6th May 2020				
Risk Assessor: Emma Close		Signature: _____										
<p><i>Responsibility for completing risk assessments is the function of Line Management, however this task maybe delegated to a competent person or persons</i>  <i>(The Assessor should be competent in their knowledge of the activity, process and trained in risk assessment techniques)</i></p> <p><b>Persons at Risk = A: Employee/Agency B: Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others in the Vicinity</b></p>												
Ref	Identify		Evaluate			Eliminate/Reduce/Mitigate/Action			Re-Evaluate		Review/Action/Owner	
	Identified Hazards and Associated Risks	Those at risk	Risk Rating			Control Measures			Revised			Further Actions
			L	S	R				L	S	R	
1	Coronavirus (COVID-19) (CV19)	ABCDEF	2	4	8	NHS information provided to all staff. Additional consideration given to employees deemed to be at increased risk. Outbreak is monitored daily.						
2	Social Distancing	ABCDEF	2	4	8	Employees are aware of strict 2m distancing rules which must be maintained at all times. Only one person per office/room at a time. Any deliveries or collections by appointment only. All doors must be left open in the building to reduce the chance of multiple occupancy in rooms.						
3	Surface Contamination	ABCDEF	2	4	8	Employees are instructed to clean their workstations with the Anti-Bacterial supplies provided, at the beginning and end of their shift. Employees are responsible for the cleaning of any tools and machinery after use.						
4	Airborne Contamination	ABCDEF	2	4	8	Employees are aware of strict 2m distancing rules which must be maintained at all times. All employees must wear the Face Masks provided which are to be changed twice daily. Employees will have their temperature read each morning by their line Manager.						
5	Employees travelling off site for work	A	2	4	8	Deliveries to be made by appointment only. Staff are to adhere to the 2m Social Distancing Rule when working offsite. Employees are responsible for cleaning the work vehicles before and after use and removing all equipment when finished.						
6	Employee is symptomatic of CV19 or has been in close contact with someone with CV19	ABCDF	2	4	8	Employee is instructed to leave site immediately and contact the NHS 111 or GP as a matter of urgency. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and will be asked to leave site immediately and advised to contact NHS 111 for guidance.						