

RISK ASSESSMENT WORKSHEET



Refer to Risk Assessment Procedure

Chance of Occurrence	Hazard Consequence				
	Trivial	Minor	Major	Serious	Fatal
Remote	LOW	LOW	LOW	LOW	MEDIUM
Unlikely	LOW	LOW	MEDIUM	MEDIUM	HIGH
Possible	LOW	MEDIUM	MEDIUM	HIGH	HIGH
Probable	LOW	MEDIUM	HIGH	HIGH	HIGH
Near Certain	MEDIUM	HIGH	HIGH	HIGH	HIGH

LOW	Acceptable: Task may proceed
MEDIUM	Tolerable: Task may proceed if all controls are in place & supervision is adequate
HIGH	Unacceptable - Task may not proceed until the risk is reduced

Original Date: 21/04/2020	Company: Ian Firth Hardware Ltd	Page 1 of 1
Last Rev: 21/04/2020	Risk Assessment Team: S. Sanders, N. Robinson, A. Haley	
Rev Due: 21/04/2021	Risk Assessment No: G-RA-07	Rev. No: 0
Task: COVID-19 Delivering or Collecting in Company Vehicles		

JOB STEPS	HAZARD		INITIAL RISK			CONTROLS List All Controls Required	RESIDUAL RISK		
	Hazard Description and Effect	People, Property or Environment at Risk	Hazard Consequence	Chance of Occurrence	Risk Rating		Controlled Hazard Consequence	Controlled Chance of Occurrence	Residual Risk Rating
Hand Hygiene	Increased risk of contracting Coronavirus due to poor hand hygiene	Contracting Coronavirus from hard surfaces.	Fatal	Possible	High	<ul style="list-style-type: none"> Wear standard PPE suited to the task. Wash hands thoroughly, for at least 20 seconds, with warm soapy water before and as soon as possible after all activities. Do not put hand to mouth/face/eyes/ears/nose unless it is immediately after washing. 	Fatal	Remote	Medium
Driving of Vehicles, loading and unloading	Increased risk of contracting Coronavirus due to lack of social distancing	Spreading of Coronavirus between IFH Staff and 3 rd parties	Fatal	Possible	High	<ul style="list-style-type: none"> All Staff to maintain an absolute minimum distance of 2 metres between colleagues and all other personnel. Only one person to be present in any company vehicle at any one time. Client / 3rd party unloads the IFH vehicle (if by forklift) whilst the IFH driver stands clear in a safe area. IFH Driver unloads the vehicle (if done by hand) whilst the Client / 3rd party stands clear in a safe area. 	Fatal	Remote	Medium
Signature at Point of Delivery	Increased risk of contracting Coronavirus due to shared handling of documentation and stationery (pens etc.)	Spreading of Coronavirus between IFH Staff and 3 rd parties	Fatal	Possible	High	<ul style="list-style-type: none"> All IFH Staff to maintain an absolute minimum distance of 2 metres between colleagues and all other personnel. The IFH driver then signs for the delivery on behalf of the 3rd party / client (taking delivery) by recording the name and position of the person receiving the goods. This avoids cross contamination and joint handling of stationary. 	Fatal	Remote	Medium
Supporting Documentation: SP-04 - Risk Assessment Procedure. This risk assessment is in addition to all existing related risk assessments associated with these activities.									