

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

Original Date: 21/04/2020	Company: Ian Firth Hardware Ltd	Page 1 of 3
Last Rev: 21/04/2020	Risk Assessment Team: S. Sanders, N. Robinson, A. Haley	
Rev Due: 21/04/2021	Risk Assessment No: G-RA-08	Rev. No: 0
Task: COVID-19 General Controls		

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

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 and prior to eating or drinking. Hand sanitiser may be available however the above control of washing hands should be the primary means for hand hygiene. Do not put hand to mouth/face/eyes/ears/nose unless it is immediately after washing. Staff have been provided with information and instructions regarding all of the above. 	Fatal	Remote	Medium
Social Distancing	Increased risk of contracting Coronavirus due to lack of social distancing	Spreading of Coronavirus between Staff and or 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 IFH vehicle at any one time. Staff numbers working at IFH have been reduced significantly to ensure social distancing protocol can be maintained. Work conducted by 3rd Party Contractors at IFH has been suspended until further notice or unless it is deemed essential. Employees from defined vulnerable groups are strongly advised to stay at home. 	Fatal	Remote	Medium
Working from Home	Lack of supervision and Guidance due to remote working	Lone Workers	Serious	Possible	High	<ul style="list-style-type: none"> All aspects of this risk assessment apply to remote/home workers. Management to remain in constant communications with remote/home workers to ensure they remain updated and monitored. Emergency contact numbers available and current. Home workers are advised that if they show any signs 	Serious	Remote	Low

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						of Coronavirus symptoms (fever, high temperature or a new and persistent cough) that they are still required to inform management.			
Working from Home – Use of Display Screen Equipment (DSE)	Posture problems and pain, discomfort or injuries to hands/arms from overuse or improper use or from poorly designed workstations or work environments. Headaches, sore eyes can also occur if the lighting is poor.	Lone Worker	Major	Possible	Medium	<ul style="list-style-type: none"> Break up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity Avoid awkward, static postures by regularly changing position Keep moving or doing stretching exercises. Avoid eye fatigue by changing focus or blinking from time to time and looking away from the display screen 	Major	Remote	Low
Customer Care / After-Sales issues	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"> IFH will only send out spare parts and arrange for a lock-smith to attend in the case of a security emergency. IFH are not able to make remedial visits for non-emergency work due to social distancing restrictions. We are logging such requests until such times as we are able to attend. 	Fatal	Remote	Medium
Receiving deliveries	Increased risk of contracting Coronavirus due to shared handling of packaging,	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. IFH operator unloads the delivery vehicle (if by forklift) whilst the delivery driver stands clear in a safe area. 	Fatal	Remote	Medium

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	documentation and stationery (pens etc.)					<ul style="list-style-type: none"> Delivery driver unloads their own vehicle (if done by hand) whilst IFH Staff stand clear in a safe area. The Delivery driver then signs for the delivery on behalf of IFH (taking delivery) by recording the name and position of the person receiving the goods. This avoids cross contamination and joint handling of stationary. When delivering or collecting goods in IFH Company Vehicles see G-RA-07 for controls. 			

Supporting Documentation: SP-04 - Risk Assessment Procedure. This risk assessment is in addition to all existing related risk assessments associated with these activities.