

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 2
Last Rev: 12/08/2021	Risk Assessment Team: S. Sanders, N. Robinson, A. Haley	
Rev Due: 12/08/2022	Risk Assessment No: G-RA-08	Rev. No: 5
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	RESIDUAL RISK		
	Hazard Description and Effect	People, Property or Environment at Risk	Hazard Consequence	Chance of Occurrence	Risk Rating		List All Controls Required	Controlled Hazard Consequence	Controlled Chance of Occurrence
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. Hand sanitiser to be available within all manufacturing work areas. Suitable surface cleaning products to available within all communal areas where surfaces are shared, and staff encouraged to clean surfaces immediately after use. This includes shared forklift trucks and vehicles. 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
Shared Workspace and 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"> Distancing controls between personnel have been lifted however all employees are asked to respect the wishes and concerns expressed by colleagues. Any employees wishing to continue wearing a mask/face covering will receive the full support of management and this must be respected by colleagues. This will be reviewed and if deemed necessary social distancing and the use of face covering will be reintroduced. 	Fatal	Remote	Medium
Lack of ventilation	Increased risk of the transmission of Coronavirus due	Spreading of Coronavirus	Fatal	Possible	High	<ul style="list-style-type: none"> Where possible ensure the internal ventilation system is running and providing a constant flow of air. 	Fatal	Remote	Medium

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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

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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
	to lack of adequate ventilation	between Staff and or 3 rd parties				<ul style="list-style-type: none"> Where possible open external windows and doors to allow fresh air to enter enclosed spaces. Open all internal doors (not fire doors) to promote the flow of air between offices and shared working areas. 			
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 of Coronavirus symptoms (fever, high temperature or a new and persistent cough) that they are still required to inform management. 	Serious	Remote	Low

Supporting Documentation: SP-04 - Risk Assessment Procedure. This risk assessment is in addition to all existing related risk assessments associated with these activities.
Should an employee report that they have tested positive for coronavirus then follow SP-13 Coronavirus Identification Emergency Process