

Risk Assessment Form

Issued 15/06/2021



To assess "Risk", the likelihood should be multiplied by the consequence i.e. 2x3 equals a "Risk" score of 6

Process being evaluated.	The effect of COVID-19 on employees and the ability to maintain business operations.	By Who?	PH, ML, PC
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Hazard	Who?	How?	Existing Control	L	C	R	Additional Control	L	C	R
New highly contagious variant of COVID 19 is prevalent within the local area, this has caused a greater risk of transferal of COVID-19 virus impacting on the well being of employees and the ability of the company to fulfil customer commitments.	All employees and site visitors	Insufficient social distancing and hygiene procedures allowing transferal of airborne particles between employees and site visitors. Poor hygiene of social areas could increase risk of transferal as been seen and cases have been observed on site.	Perspex screens added to desks in Sales/Operations Office, Production Office and desks in Production control moved to achieve 2 metre distancing.	2	3	6	No additional measures are required, existing controls are to remain in place until next review date. Measures put in place have been succesful to date, we will continue to monitor and act as appropriate.			
			Markings and signage added to the shop floor to try to minimise contact between employees.	2	3	6				
			Tables in canteen re-organised and separated by 2 metre markings, signage installed.	2	3	6				
			Hand sanitiser dispensers installed at various locations for employees use.	2	3	6				
			All non essential visits cancelled, COVID questionnaire introduced for essential visitors, approval has to be granted by a management representative before site entry granted.	2	3	6				
			Guidance posters placed throughout the factory regarding hygiene, social distancing etc.	2	3	6				
			Current daily cleaning & sanitising by designated internal cleaner.	2	3	6				

In line with the current extension of the COVID restrictions remaining in place until the 19th July, we have reviewed our processes and believe the measures we have in place are still relevant to the business.

A further review will be held W/E 23rd July, or sooner in line with emerging government guidance.



INCREASING LIKELYHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	0	1	2	3	4	5
INCREASING CONSEQUENCE						

20 - 25	STOP
Stop activity and take immediate action	

15 - 16	URGENT ACTION
Take immediate action and stop activity if necessary	

8 - 12	ACTION
Improve within a specified timescale	

3 - 6	MONITOR
look to improve at next review / significant change	

1 - 2	NO ACTION
No further action, maintain controls & review	

Likelihood	1	Highly Unlikely
	2	Unlikely
	3	Possible
	4	Probable
	5	Certain

Consequence	1	No Transmission
	2	Slim chance of transmission
	3	Isolated cases - Self isolation by individual employees, minimal business impact. Possibility of short shutdown and deep clean.
	4	Larger amounts of cases - greater shielding/isolation of staff required, ability of company to trade significantly reduced. Increased possibility of short shutdown and deep clean.
	5	Serious health issues for infected employees and long term absence, company cannot trade due to staff shortages caused by isolation rules. Possible shutdown of operations for extended period.