

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
Spread of COVID-19	All employees and site visitors	Insufficient measures in place to prevent the spread of COVID-19	Perspex screens added to desks in Sales/Operations Office, Production Office and desks in Production control moved to achieve 2 metre distancing.	1	2	2	None Required.			
			Social distancing in communal areas. Temperatures taken daily.	1	2	2				
			Hand sanitiser dispensers installed at various locations for employees use.	1	2	2				
			All non essential visits are still being restricted. All visitors are requested to wear a face covering whilst on site and temperatures taken on arrival.	1	2	2				
			Daily cleaning by a dedicated cleaner continues. Fogging of all areas carried out on a weekly basis.	1	2	2				

In line with the current relaxation of the COVID restrictions remaining in place at least until April 1 2022. We have reviewed our processes and believe the measures we have in place are still relevant to the business.

Further reviews will be held in line with any 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.

	<p>Possible shutdown of operations for extended period.</p>
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