

RISK ASSESSMENT FORM

Version: 03

Document Reference No: GRA65

Title: Covid -19 - NDC

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Local Review by: Stacey Bailey

Date: 15/05/20

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Severity / Consequence Categories	
Severity	Description
Catastrophic	Multiple fatalities (employees or third parties). Catastrophic environmental impact, resulting in irreversible/long term harm to environment. Single fatality (employee or third party), loss of limbs, permanent severe disablement. Severe environmental incident resulting in significant impact requiring management by external authorities and / or high level of resources for response and remedy. Reversible/medium term harm to environment.
Significant	Major injury / ill-health effect such as breaking a major bone or temporary disablement requiring hospital / casualty treatment and resulting in time off work. Moderate environmental impact requiring management response to aid recovery and resulting in reversible / short-term harm to the environment.
Moderate	Minor injury / ill-health effect requiring medical treatment beyond first aid. Restricted duties may be possible. Low environmental impact, not requiring management response.
Low	First aid case, no lost time. Negligible safety impact.
Negligible	Negligible environmental impact not requiring management response.

Likelihood (Chance of Risk) >>>	Severity / Consequence >>>					Likelihood (Chance of Risk) >>>	Description
	Negligible	Low	Moderate	Significant	Catastrophic		
Certain >90%	M	M	H	H	H	H	High - Stop operations and rectify immediately. Senior management decision required to accept or reject risk.
Likely >50% < 90%	M	M	M	H	H	M	Medium - Maintain current controls. Management to review and determine if further controls are required.
Possible >10% < 50%	L	L	M	M	M	L	Low - No further controls are required.
Remote >1% <10%	L	L	L	M	M	L	
Unlikely <1%	L	L	L	M	M	L	

Process/Activity/Task/Step/Change	Hazard	Who May be Harmed?				Existing Risk Controls	Interim Risk			FOR LOCAL REVIEW PURPOSES							
		Employee	Contractor	Client / Public	Environment		Consequence	Likelihood	Rating (H-M-L)	Controls Adequate?	Additional Risk Controls (Not applicable if controls are adequate)			Residual Risk			
										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
R1	Coronavirus (COVID-19) (CV19) Workplace remains open during the outbreak of Covid-19, risk of transmitting covid-19	x		x		On the 23rd of March 2020 the government stepped up measures to prevent the spread of Coronavirus and save lives. We are following Government advice applicable to our workplace. Updated on the 11/05/2020 - Employees will only be allowed to work if they are well and neither them nor any of their household are self-isolating. Workplaces will put safety measures in place. Home working is supported where appropriate. Risk assessments have been carried out at all sites, workers consulted and the assessments have been communicated and made available.	S	P	M	YES							
R2	Coronavirus (COVID-19) (CV19) Someone entering the workplace with CV19. Visitors entering the workplace with CV19 and passes on to an employee.	x				A request has been sent to companies who regularly attend site or work alongside us to provide their H&S arrangements regarding CV19. As a company we have spoken to the parts of our supply chain which could influence the spread of CV19 to discuss arrangements, and control measure. We have instructed that no visitors (unless they are essential) come on to site. All meetings to be taken via TEAMS. All visitors will be required to follow COVID-19 hygiene requirements.	S	P	M	YES							
R3	Coronavirus (COVID-19) (CV19) Someone displays symptoms within the workplace	x		x		Person will be removed to a designated area which is at least 2 meters away from other people. We have identified a designated room or area where they can be isolated behind a closed door, such as first aid room, empty staff office. If possible to open a window for ventilation. The individual will be sent home and advised to follow NHS guidelines online. If the person is a visitor, their organisation will be contacted.	S	P	M	YES							
R4	Coronavirus (COVID-19) (CV19) Contaminated workplace	x		x		An increased formal cleaning regime is underway. Employees are cleaning equipment more often (Keyboards, work surface, door handles etc) Hand sanitisers have been placed in the workplace where possible. Extra hygiene requirements (Handwashing etc) are enforced. Multi-use handtowels are not used to dry hands. This information has been passed to the employee. Cleaners on site are taking extra precautions and ensure soap is well stocked in the toilets and all touch areas are cleaned.	S	P	M	YES							

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										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
Description in Sequence																	
R5	Coronavirus (COVID-19) (CV19) Proximity workplace gatherings.	x				Social distancing has been implemented onsite. All work areas and social areas have been evaluated against the possibility to implement social distancing (no handshaking, 2m rule, deferring of large meetings, separation of canteen tables etc.) All Employees that can work from home are now working from home. Reception is closed and canteen does not serve food (vending machines in place). Communal spaces (eg smoking area) have limited seating and notices to advise distancing.	S	P	M	YES							
R6	Coronavirus (COVID-19) (CV19) General.	x				NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs. Simple Do and Don'ts. The WHO (World Health Organisation) provides information and a free 5 minute video. Government guidance on handwashing is provided in line with the 20 second rule. Additional considerations will be given to those employees who may be deemed to be high risk. Advice on risks, symptoms and control measures has been passed onto employees. Updated information is displayed in the onsite Engagment Zone and posters ect. throughout the site.	S	P	M	YES							
R7	Coronavirus (COVID-19) (CV19) Self-isolation	x				NHS 111 online provides advice on when to self isolate and access to an online interactive and personal checklist: The need to provide an isolation certificate has been passed to employees. Advice on how to self-isolate has been passed to employees. An onsite RTW will be conducted	S	P	M	YES							
R8	Coronavirus (COVID-19) (CV19) Travel	x				NDC Colleagues have been issued with a confirmation letter for essential workers. Working from home is supported where applicable. Flexible working agreed to support travel restrictions on public transport. Car sharing is advised to only involve thoses from the same household or respect the 2m rule.	S	P	M	YES							
R9	Coronavirus (COVID-19) (CV19) Travel (Returning from Traveling aboard)	x				CIPD provides advice for travellers returning to work from affected areas. This advice has been passed to our employees via our Coronavirus policy.	S	P	M	YES							
R10	Coronavirus (COVID-19) (CV19) Symptomatic or exposed employees.	x	x	x		Employees are advised to follow NHS online guidance. If NHS 111 or a GP determines the employee is symptomatic and unfit for work, they will be treated as off sick as per normal policy. Symptomatic employees will be sent home. If a member of staff has helped someone who has taken unwell with new continuous cough or a high temperature, they do not need to go home unless they developed symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with any symptoms relating to COVID-19. Working from home has been considered, any employee able to work from home will be set up via IT.	S	P	M	YES							

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										Yes / No	Action	Person Responsible	Date	Consequence	Likelihood	Rating (H-M-L)	
R11	Coronavirus (COVID-19) (CV19) First aid and Mental First Aid	x		x		If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection. It is not necessary to close the business or workplace or send any staff home, unless government policy changes. We will keep monitoring the government response page for the latest details. We have several qualified mental health First Aiders onsite and a dedicated mental health retreat room	S	P	M	YES							
R12	Coronavirus (COVID-19) (CV19) Welfare provision and ensuring social distancing	x	x	x		The availability of urinals in the toilets areas are restricted in support of social distancing. Hand sanitiser and soap dispensers are provided at numerous points to enable washing facilities in a safe environment. Advisory notices are placed within toilet facilities. Toilets continue to be cleaned daily by cleaning contractor	S	P	M	YES							
R13	Coronavirus (COVID-19) (CV19) Employee(s) who have contracted CV19				X	If NHS 111/online or a GP determines an employee has contracted CV19 they are informed to contact HR, advice on time off and pay will be given.	S	P	M	YES							
R14	Coronavirus (COVID-19) (CV19) Lack of accurate information / a failure to disseminate information	x			x	Monitoring - Site Heads are meeting 3 times a week to discuss CV19, all information is fed down to the site managers and employees. Information is also posted on the site intranet pages. We are monitoring relevant websites and news outlets. A weekly dedicated COVID briefing will be conducted to all employees onsite who will also be given the opportunities to ask questions or raise any concerns. A weekly information update is provided by our Group HSE advisor	S	P	M	YES							