

## GENERAL RISK ASSESSMENT FORM

<b>Project Name</b>	COVID 19	<b>Reference No.</b>	SIRM COVID No 1
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ID	HAZARD IDENTIFIED	YES
RA1	Noise or Vibration	<input type="checkbox"/>
RA2	Manual Handling	<input type="checkbox"/>
RA3	Work at Display Screen Equipment	<input type="checkbox"/>
RA4	Hazardous Energy Sources:	
	1. Electricity	<input type="checkbox"/>
	2. Pressurised Systems	<input type="checkbox"/>
	3. Heat	<input type="checkbox"/>
	4. Lasers	<input type="checkbox"/>
	5. Ionising Radiation	<input type="checkbox"/>
	6. Non-Ionising Radiation	<input type="checkbox"/>
RA5	Harmful Substances:	
	1. Chemicals	<input type="checkbox"/>
	2. Dusts, Fumes, Vapours	<input type="checkbox"/>
	3. Biological /Hygiene	Yes
	4. Asbestos	<input type="checkbox"/>
RA6	Explosion/Flammable Substances/Dusts/Vapours	<input type="checkbox"/>
RA7	Fire/Hot Work or Work on Sprinkler Systems	<input type="checkbox"/>
RA8	Conditions of Buildings & Glazing	<input type="checkbox"/>
RA9	Slips, Trips and Falls	<input type="checkbox"/>
RA10	Welfare	
	1. Facilities	<input type="checkbox"/>
	2. Heat / Light / Ventilation	<input type="checkbox"/>
	3. Access / Egress	<input type="checkbox"/>

ID	HAZARD IDENTIFIED	YES
RA11	Factory Transport / Driving at Work	<input type="checkbox"/>
RA12	Layout, Storage Space, Obstructions	<input type="checkbox"/>
RA13	Working at Height	<input type="checkbox"/>
RA14	Slinging / Hoisting	<input type="checkbox"/>
RA15	Falling Objects	<input type="checkbox"/>
RA16	Excavation / Demolition	<input type="checkbox"/>
RA17	Confined Spaces	<input type="checkbox"/>
RA18	Cutting and/or Grinding	<input type="checkbox"/>
RA19	Use of Portable Tools and/or Equipment	<input type="checkbox"/>
RA20	Working on Unguarded Machinery	<input type="checkbox"/>
RA21	Lone Working / Working Out of Hours	<input type="checkbox"/>
RA22	Occupational Stress	<input type="checkbox"/>
RA23	Field Trips / Field Work	<input type="checkbox"/>
RA24	Outdoor Work / Extreme Weather	<input type="checkbox"/>
RA25	Working with Animals	<input type="checkbox"/>
RA26	Other - specify	<input type="checkbox"/>
RA27	Other - specify	<input type="checkbox"/>
RA28	Other - specify	<input type="checkbox"/>
RA29	Other - specify	<input type="checkbox"/>
RA30	Other - specify	<input type="checkbox"/>

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Use the risk matrix to classify the perceived risk levels and prioritise the action plan					
RISK SCORE = Likelihood x Severity		Hazard Severity (S)			
		Minor (1) Superficial injuries Minor damage to property or environment	Moderate (2) Moderate injuries or ill-health resulting in time off work. Moderate damage to property or environment	Serious (3) Serious injuries requiring medical treatment and time off work. Significant damage to property or the environment	Major (5) Death or permanent disability Major damage to property or the environment
Likelihood of Occurrence (L)	Highly Unlikely (1) Little or no chance of occurrence	Low (1)	Low (2)	Low (3)	Medium (5)
	Unlikely (2) Small chance of occurrence	Low (2)	Low (4)	Medium (6)	High (10)
	Possible (3) May occur.	Low (3)	Medium (6)	High (9)	High (15)
	Very Likely (5) Almost inevitable that an incident would result	Medium (5)	High (10)	High (15)	High (25)

Acceptability of Assessed Risks		
Risk Class	Interpretation	Authorisation Signatory
Low (1-4)	May be acceptable; however, review task to see if risk can be reduced further.	Area Manager
Medium (5-6)	Task should only proceed with appropriate specialist consultation. Where possible, the task should be refined or the risks should be further reduced prior to task commencement.	Member of Senior Manager's 1st Line Management Team
High (9-25)	Task must not proceed until further consultation with either a specialist or the safety department and with the Head of Department's approval.	Senior Manager



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Project Name	COVID 19	Reference No.	SIRM COVID No 1		
Location	UK	Review Date	2-1-2021	Issue No.	2
Description of Work Tasks	All	Date of Assessment	1-7--2020		

ACTIVITY/ JOB STEPS/ ELEMENTS/ RISK ID No.	1.1 WHO IS AT RISK  <i>(Employees, contractors, visitors, general public)</i>	1.2 HAZARDS IDENTIFIED  <i>Types of injury / damage or environmental impact</i>	Initial Assessment			1.3 CONTROL MEASURES  <i>Required to reduce risk / cross reference to other assessments or company procedures Include both existing control measures and any further measures that maybe required.</i>  <i>NOTE: Any further control measures required should be transferred to the action plan on the last page of this risk assessment</i>	Residual Risk		
			Likelihood	Severity	Risk		Likelihood	Severity	Risk
RA5	Employees	Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 1 metre plus for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	4	5	20	<ul style="list-style-type: none"> <li>● To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise and for works where this cannot be done from home.</li> <li>● Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed</li> <li>● Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance.</li> <li>● Travel is only required for essential travel or to travel to work where this cannot be done from home; reduce the amount of time using public transport and to implement social distancing where possible (1m plus clearance from persons and not to travel in groups of more than 2 unless it is immediate family)</li> <li>● To continue following ongoing government guidance</li> <li>● Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required</li> <li>● Company to ensure extremely vulnerable persons</li> <li>● To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise and for works where this cannot be done from home.</li> <li>● Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed</li> <li>● Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance.</li> <li>● Travel is only required for essential travel or to travel to work where this cannot be done from home; reduce the amount of time using public transport and to implement social distancing where possible (1m plus clearance from persons and not to travel in groups of more than 2 unless it is immediate family)</li> </ul>	2	5	10



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			Likelihood	Severity	Risk		Likelihood	Severity	Risk
						<ul style="list-style-type: none"> <li>● To continue following ongoing government guidance</li> <li>● Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required</li> <li>● Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them</li> <li>● Follow good NHS hygiene measures at all times</li> <li>● Avoid all non-essential visitors to your home unless they are providing a medical requirement or are visiting in line with Government guidelines</li> <li>● Do not approach delivery staff, allow packages to be left on the doorstep</li> </ul>			
RA5	Employees	Suspected case whilst working on site	4	5	20	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> <li>1) Return home immediately</li> <li>2) Avoid touching anything</li> <li>3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>4) They must then follow the guidance on self-isolation and obtain a Covid 19 test. if this is positive, they must not return to work until their period of self-isolation has been completed.</li> </ol>	3	5	15

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			Likelihood	Severity	Risk		Likelihood	Severity	Risk
RA5 RA11	Employees	General travel including foreign travel	3	5	15	<ul style="list-style-type: none"> <li>• Do not travel unless you cannot work from home – implement teleconferencing for meetings</li> <li>• Please continue to follow any further national government advice provided</li> <li>• Where an occupational health (OH) service provider has been appointed, please seek additional advice or concerns through this service</li> <li>• All persons to limit their use of public transport. and are to wear face coverings in line with government guidelines. If vehicle travel is essential, use private single occupancy where possible. All air travel must comply with uk guidelines and airline requirements.</li> </ul>	2	5	10
RA5	Employees General public, visitors	Access / egress to site	4	5	20	<p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> <li>1) Stop all non-essential visitors</li> <li>2) Introduce staggered start and finish times to reduce congestion and contact at all times</li> <li>3) Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring</li> <li>4) Require all workers to wash or clean their hands before entering or leaving the site</li> <li>5) Allow plenty of space (two metres) between people waiting to enter site</li> <li>6) Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times</li> <li>7) Delivery drivers should. not physically hand over goods to staff. Goods should instead be placed at a set drop-off point agreed in advance.</li> <li>8) Delivery drivers should not enter the customer’s building.</li> </ol>	2	5	10
RA5	Employees	Poor hygiene	4	5	20	<ul style="list-style-type: none"> <li>• Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</li> </ul>	2	5	10

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			Likelihood	Severity	Risk		Likelihood	Severity	Risk
						<ul style="list-style-type: none"> <li>● Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> <li>● Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>● Provide suitable and enough rubbish bins for hand towels with regular removal and disposal.</li> <li>● Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</li> <li>● Restrict the number of people using toilet facilities at any one time Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush</li> </ul>			
RA5	Employees Contractors General Public	Working in local vicinity to any workforce (maintaining 1m plus distancing)	4	5	20	<ol style="list-style-type: none"> <li>1) Starting and finishing times are to be staggered and reviewed to ensure no congregation of staff / teams in areas</li> <li>2) Workers who are unwell with symptoms of Coronavirus (Covid-19) should not attend the workplace</li> <li>3) Tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures.</li> <li>4) Maintain social distancing measure of 1 metre plus from each other as much as possible with regular checks in place to monitor compliance</li> <li>5) Avoid skin to skin and face to face contact</li> <li>6) Stairs should be used in preference to lifts</li> <li>7) Consider alternative or additional mechanical aids to reduce worker interface</li> <li>8) Any additional COVID 19 measures specified by a Contractor / customer must be followed. Details of this shall be provided in advance of any visit</li> <li>9) Any health concern to be raised immediately to line management / Senior site person</li> </ol>	2	5	10
RA5	Employees Contractors Customers General public	Working within 1 metre plus of a working team	4	5	20	<ol style="list-style-type: none"> <li>1) Always consider if the task can be performed differently without having to breach the 1m plus social distancing rule</li> <li>2) Workers are to limit face to face working and work facing away from each other when possible</li> </ol>	2	5	10



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						3) Limit the frequency of working within 1m plus to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins 4) In extreme conditions consider introducing an enhanced authorisation process (permit to work) for activities where less than 1m plus distance may be required 5) All equipment to be thoroughly cleaned prior and after using it. 6) Consideration should be given to disposable gloves and eyewear to prevent and reduce potential contamination 7) Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled			

<b>Assessor</b>	<b>Name</b>	S Willcocks	<b>Date</b>	2-7-2020	<b>Signature</b>		<b>Position</b>	SHE & Facilities Manager
<b>Specialist Review</b>	<b>Name</b>		<b>Date</b>		<b>Signature</b>		<b>Position</b>	
<b>Authorised</b>	<b>Name</b>	S Gibson	<b>Date</b>	7-7-2020	<b>Signature</b>		<b>Position</b>	Head of SIRM UK

	Further Control Measures Required Action Plan	Actionee	Completion Date
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2									
3									
4									
5									
6									
7									