



**Specific Risk Assessment-RA01:**

(For further information on completing this form see the separate instruction sheet)

**Reference No: TRA111**

**Hazard - Assessment:**

*Employees Contracting Coronavirus / Spread of Covid-19 Coronavirus*

**Location / Work Area**

*Office areas including the factory, warehouse, maintenance and communal areas.*

**Risks Identified from the Hazard Identification**

- Not following Government Guidance and therefore not implementing safe working practices within the business.*
- No social distancing in place (2 metre rule) resulting in close contact of employees resulting in the possible transfer of virus from one person to another. Particularly employees sitting at desks of passing a desk within the office or coming into direct contact with other persons.*
- Information posters or signage not displayed resulting in employees not understanding the controls to reduce those risks.*
- No hand sanitizer available for personal hygiene and to reduce the risk of employees transferring the virus.*
- Poor cleaning of the premises and shared equipment may result in transferring the virus.*
- Illness to the person with flu like symptoms particularly those at a vulnerable age or respiratory condition.*
- No PPE in place to give protection to all which could be Face Masks, Sanitizers, Gloves and possible screens as barriers as a minimum.*
- Possible gatherings of employees in common areas such as kitchen, toilets etc*

**Persons at Risk (enter a ✓ in the box of those affected)**

Employees	✓	Young Persons (Under 18 years /individual assessment)	✓
Contractors	✓	Pregnant Worker (individual assessment required)	✓
General Public	✓	Others (e.g. Disabled Workers)	✓

**Existing Risk Controls (e.g. Protective clothing, Training, Preventative maintenance, Guarding, Signage)**

- We follow Government Guidance and the HSE for best practice and implement as required.*
- Offices have been identified for social distancing of the 2-metre rule. Employees have been moved to separate offices along with their computer equipment. One-way systems have been put in place where necessary including safe areas for people to pass. Each flight of stairs to the boardroom is identified as social distancing.*
- Information posters have been placed in prominent places and signage is displayed for the movement of people within the building. This includes one-way signs, sanitize or wash hands, how to wash hands or sanitize, no entry etc.*
- Hand sanitizers have been placed in specific areas of the building particular in the communal area such as the toilets and kitchen for employees to sanitize on a regular basis. A sign also states wash hands.*
- Cleaning of desks and equipment is carried out by the employee using a disinfectant spray and wipes, information is given to employees.*
- Doors that are used with heavy movement of people are kept open to avoid touching of handles, these doors could be fire doors which would be closed in the event of a fire evacuation by the fire marshal or manager.*
- Checks are made with employees to understand that they have no symptoms of Coronavirus on entry to the building. Employees will also update the business if there is an issue.*
- PPE is readily available such as clinical face masks and vinyl gloves as required by the risk assessment of other staff and where the risk cannot be eliminated or reduced.*
- Office meetings will be carried out via video conferencing or designed meeting rooms with safe distancing to keep employees up to date with COVID -19 and related issues of safety.*
- Where necessary people may have to work from home if resources are available and if it is viable.*
- Where required or possible we will stagger start and end times in the office, but we also have a shift system in place.*
- Employees are advised to avoid public transport if possible and either walk to the office, cycle or 1 person in the vehicle to reduce the risks.*
- Any client meetings within the office shall be conducted either over the phone, skype or zoom and if this in not practicable then a single room would be used with appropriate PPE and distancing.*
- Any employees who have been advised by the Government are to stay at home or any vulnerable susceptible employees.*

**TAKING INTO ACCOUNT THE EXISTING CONTROLS. Select from the table below the likelihood of harm and the severity of the harm. (Enter a ✓ in the relevant boxes)**

Likelihood of Harm/Injury	Highly Likely	3	Possible	2	<input checked="" type="checkbox"/>	Remote	1
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Severity of Harm/Injury	Fatality	5	<input checked="" type="checkbox"/>	Critical	4	Serious	3	Marginal	2	Minimal	1
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**LIKELIHOOD OF HARM / INJURY x SEVERITY OF HARM / INJURY = RISK RATING**

**Risk Rating** (enter a  in the relevant box below)

2	x	5	=	10	Very High Risk 10+	<input checked="" type="checkbox"/>	Medium Risk 5-9	Low Risk 1-4
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Now you have established the risk level consider how frequently is the risk is likely to arise (enter a  in the relevant box below)

Continual	<input checked="" type="checkbox"/>	Frequent	Minimal
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Now you have completed your initial assessment answer the question below:-

Do you consider the risk controls adequate?	Yes	<input checked="" type="checkbox"/>	No
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Is there any reference to additional assessments (e.g. CoSHH and manual handling)					
Risk Assessment:	Ref No:	Risk Assessment:	Ref No:	Risk Assessment:	Ref No:

What further ACTION is required to reduce the risk  
To be reviewed on a fortnightly basis unless there is a further need.

Action to be implemented by:	Target Date:	Completed Date:

Initial assessment completed by:	Name: Wayne Dunning	Signature: Wayne Dunning	Date: 15th May 2020
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Assessment review:	Date of first review: Fortnightly at present unless there is a significant change
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Assessment review completed by:	Name:	Signature:	Date:
Reason for review:	Bi-Annual Review:	Changes:	Accident/Incident:
Comments:			

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**Comments:**

<b>Assessment review completed by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Reason for review:</b>	Bi-Annual Review:	Changes:	Accident/Incident:
<b>Comments:</b>			