



SEVERITY

H&S	No Injury	Slight	Minor	Serious	Major
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LIKELIHOOD	Unlikely	1	2	3	4	5	MINOR	Possible	2	4	6	8	10	SIGNIFICANT
	Likely	3	6	9	12	15		Very Possible	4	8	12	16	20	
	Almost Certain	5	10	15	20	25		MAJOR	5	10	15	20	25	

RISK RANKING		
1 - 5	MINOR RISK	MONITORING REQUIRED
6 - 15	SIGNIFICANT RISK	LOOK TO IMPROVE / REDUCTION OF RISK REQUIRED
16 - 25	MAJOR RISK	STOP PROCESS - TAKE IMMEDIATE ACTION



Doc Ref: HSF001	Health and Safety Risk Assessment Template	 
Date: 02/01/19	GENERAL WORKPLACE RISK ASSESSMENT FOR OFFICES DURING COVID-19 CRISIS	
Version: 1.0		
Author: Martyn Bradley		

Date of Assessment: 14.05.20 **Risk Assessment Number:** TRA021A **Assessor(s):** Martyn Bradley **Review Date:** 30.09.20



Person(s) at Risk: Employees, Contractors

Hazard		Current Controls	Initial Risk			Additional Controls	Residual Risk		
Hazard Description	Hazard Effect	Operational Controls	Severity	Likelihood	Ranking	Operational Controls	Severity	Likelihood	Ranking
Transmission of Coronavirus (COVID-19) in the workplace in general	Coronavirus presents with flu-like symptoms including a fever, a cough, or difficulty breathing, which can lead to significant illness or death	<p>All employees to be considered for home working where it is at all possible</p> <p>Employees who are in the vulnerable category to be supported in observing safer working practices and strict adherence to social distancing rules when in the workplace through specific risk assessment with their line manager</p> <p>Employees who are in an extremely vulnerable category are to stay at home for the period referred to in their NHS letter, complying fully with its' instructions, working from home where possible</p> <p>Employees who are unwell with symptoms of coronavirus (COVID-19) should not travel to or attend the workplace</p>	5	1	5	No additional controls required	5	1	5



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Transmission of Coronavirus (COVID-19) in the workplace in general	Coronavirus presents with flu-like symptoms including a fever, a cough, or difficulty breathing, which can lead to significant illness or death	<p>Any employee who develops symptoms of coronavirus (COVID-19) (a new, continuous cough and / or a high temperature) to be sent home and stay at home for 7 days from onset of symptoms</p> <p>If an employee lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must stay at home in line with the Government's stay at home guidance</p> <p>All employees to observe effective social distancing (2 metres away from other colleagues), good hand hygiene (washing with hot water and soap for 20 seconds and more frequently) and good respiratory hygiene (Catch It, Bin It, Kill It)</p> <p>Enhanced and frequent cleaning and disinfecting of equipment and surfaces that are touched regularly, using existing cleaning products</p>	5	1	5	No additional controls required	5	1	5

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Hazard Description	Hazard Effect	Operational Controls	Severity	Likelihood	Ranking	Operational Controls	Severity	Likelihood	Ranking
Transmission of Coronavirus (COVID-19) whilst entering and exiting the workplace	Coronavirus presents with flu-like symptoms including a fever, a cough, or difficulty breathing, which can lead to significant illness or death	See additional controls as this hazard is now part of a new process	5	3	15	Staggering shift start and finish times at work to reduce crowding Consider alternative entry and exit points where possible Where possible establish one way walking routes Provide hand sanitiser at entry and exit points Reduce maximum occupancy for lifts, provide hand sanitiser for the operation of lifts and encourage the use of stairs wherever possible	5	1	5

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Hazard Description	Hazard Effect	Operational Controls	Severity	Likelihood	Ranking	Operational Controls	Severity	Likelihood	Ranking
Transmission of Coronavirus (COVID-19) whilst working in the workplace	Coronavirus presents with flu-like symptoms including a fever, a cough, or difficulty breathing, which can lead to significant illness or death	<p>All employees to use digital material where possible rather than paper format, such as using e-forms, emails and databases</p> <p>Where it is not possible to remain 2 metres apart, all employees should work side by side, or facing away from each other, rather than face to face if possible</p> <p>No congregating permitted in break areas, with all breaks staggered</p> <p>Where face-to-face contact is essential, this should be kept to 15 minutes or less and, where practicable, at a distance of 2 metres</p>	5	3	15	<p>Teams of colleagues to be kept working together (cohorting), and teams to be kept as small as possible</p> <p>Where possible establish one way walking routes</p> <p>Where crowds could gather use floor markings in hazard tape to mark out intervals of 2 metres</p> <p>Place hazard tape box junctions at entrances to kitchens - only one in the box at any one time</p> <p>Establish risk management protocols for meetings and only host them if absolutely necessary</p> <p>Rotate those who are present in the office at any one time, preferably having every other person in an office at home and vice versa to enable 2 metre social distancing whilst at desks</p> <p>Open windows wherever possible to ensure well-ventilated spaces</p>	5	1	5

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Additional Control Measures:

Task	Responsible Person(s)	Date Completed
Staggering shift start and finish times at work to reduce crowding		
Consider alternative entry and exit points where possible		
Where possible establish one way walking routes		
Provide hand sanitiser at entry and exit points		
Reduce maximum occupancy for lifts, provide hand sanitiser for the operation of lifts and encourage the use of stairs wherever possible		
Teams of colleagues to be kept working together (cohorting), and teams to be kept as small as possible		
Where possible establish one way walking routes		
Where crowds could gather use floor markings in hazard tape to mark out intervals of 2 metres		
Place hazard tape box junctions at entrances to kitchens - only one in the box at any one time		
Establish risk management protocols for meetings and only host them if absolutely necessary		
Rotate those who are present in the office at any one time, preferably having every other person in an office at home and vice versa to enable 2 metre social distancing whilst at desks		
Open windows wherever possible to ensure well-ventilated spaces		

