



COVID VIRUS

Specific Risk Assessment-RA33: COVID

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

Reference No: CVE 33

Hazard - Assessment: [Subject being assessed e.g. Use of a machine, A work area, Cash handling, etc]
Workers and visitors at CVE site

Location / Work Area CVE site

Risks Identified (e.g. Hazard / Oil Spillage-Risk / Serious injury due to slips and falls).
Use your general risk assessments supplied, to assist you with the identification of your hazards.

Passing on/contracting COVID through close contact with persons

Contracting COVID through contact with commonly used surfaces

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

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

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

Site safety pamphlet relating COVID on show around site

All employees instructed to wash hands with soap for 20 seconds frequently during day – especially before consuming food or drink

Supplies of hand sanitising gel provided around site and to individuals.

Commonly touched surfaces cleaned regularly with disinfectant (loos, door handles, kitchen area, etc)

All workers and visitors reminded to maintain a strict 2m spacing from co workers

Gloves issued to workers for use

Fire doors fitted with automatic closers in event of fire – means frequently used doors can be left open – reducing hand touching on surface

Each employee issued with 4off N95 rated masks – to be rotated – used where close working unavoidable. Also safety glasses and possibly disposable overalls.

Purchasing, service, accounts offices to be reorganised to create maximum spacing between desks- clear screens to be used as dividers where Required. Printers to be moved so 2m distancing maintained.

Engineering office – reorganise to ensure 2m distancing observed between desks and access. Use of clear screens where this is not possible. Mark out routes to enter areas and move some furniture to maintain wider walkways. Also stagger working times/days so that minimum numbers working in office at any one time.

In corridors, stairs, doorways – one person use instruction. Do not pass in corridors.

Limit number of people using canteen area to max of four. Maintain 2m spacing. Only 1 person in kitchen area.

Stagger break times. Use of canteen, for coffee, preparing food, eating etc available at any time

Delivering paperwork to departments – use of in trays placed outside office or just inside. Disinfect hands before handling paperwork

Limit social interactions and groups huddling together – maintain 2m distancing, police and instruct employees to disperse

Meetings to be held via video link (teams or Zoom). Where face to face meetings have to be held 2m distancing rules will apply. This limits number of people allowed in conf 1 limit to 4, conf 2 limit to 2, conf 3 limit to 2 and engineering meeting room limit to 2

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

RISK EVALUATION KEY

		Consequences				
		Insignificant - 1	Minor - 2	Moderate - 3	Major - 4	Catastrophic - 5
Likelihood	Rare - 1	Low	Low	Low	Low	Medium
	Unlikely - 2	Low	Low	Medium	Medium	Medium
	Moderate - 3	Low	Medium	Medium	Medium	High
	Likely - 4	Low	Medium	Medium	High	High
	Almost Certain - 5	Medium	Medium	High	High	High

Likelihood of Harm/Injury	Almost Certain	5		Likely	4		Moderate	3	✓	Unlikely	2		Rare	1	
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Severity of Harm/Injury	Catastrophic	5	✓	Major	4		Moderate	3		Minor	2		Insignificant	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 15+	Medium Risk 5-14	✓	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	✓	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	✓	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

Continually monitor government advice

Limit the number of people on site (those who can work from home are sent home)

Action to be implemented by:	Target Date:	Completed Date:
Tom Aldridge	On-going	

Initial assessment completed by:	Name:	Signature:	Date:
	Tom Aldridge		20/03/20

Assessment review:	Date of first review:
	05/05/20

Assessment review completed by:	Name:	Signature:	Date:
Reason for review:	Annual Review:	Changes:	Accident/Incident:
Comments:			

Assessment review completed by:	Name:	Signature:	Date:
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Comments:			

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