

Risk Assessment Form



Risk Assessment Form

Dept- Area-

Date: Review Date:

Assessed By
 Name: Signature:
 Name: Signature:
 Name: Signature:

Task-

Serial No:

Revision:

Risk Assessment Matrix					
x	5	4	3	2	1
5	25	20	15	10	5
4	20	15	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1
Severity		x		Likelihood	
Slight injury requiring no first aid		1		Very unlikely / Rare Event	
Minor injury requiring first aid treatment		2		Unlikely / Possible	
Lost time resulting in casualty going home / hospital		3		Likely / Probable	
Major injury resulting in hospital stay / disability		4		Very likely / Frequent	
Death		5		Certain / inevitable	

Action	Hazard	Who May Be Harmed	Severity (S) Risk Rating	Likelihood (L) Risk Rating	Rating (S x L)	Current Controls	Additional Controls	Severity (S) New Risk Rating	Likelihood (L) New Risk Rating	Rating (S x L)	Person Responsible	Date Completed
Clocking/ Swiping in to Astrow T&A	Contamination from clocking module	Employees	4	2	8	Ensure none contact of key fob	Regular screen sanitisation and key fobs. Ipad screen to be removed	4	1	4	Operations Director	04/05/2020
	Close Contact with other employees	Employees	4	3	12	Social distancing through 2 metre gap adherence.	Stagger clocking times to limit the amount of employees queueing at anyone time. Issue face masks. Induction training	4	1	4	Operations Director	04/05/2020
Visitors	Close Contact with other employees		4	3	12		Ban on any Visitors to site	1	1	1	Operations Director	04/05/2020
Contractors	Close Contact with other employees		4	3	12		Contractor Induction. Site specific training on PPE Hygiene and Social Distancing. Contractor RAMS	4	1	4	Operations Director	04/05/2020

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Reception Areas	Contact with contaminated Items (letters, packages and paperwork).	Employees and Visitors	4	3	12	Social distancing through 2 metre gap adherence.	Sanitisation of received/ issued items using the sanitisation equipment provided to prevent cross contamination. Regular sanitisation of doors and other frequently used items using the provided sanitising equipment.	4	1	4	Receptionist	04/05/2020
	Close Contact with other employees/ visitors	Employees and Visitors	4	3	12	Social distancing through 2 metre gap adherence.	Provision of face masks for interacting with people. Perspex screen installed to prevent contact with persons while allowing communication. Marking of 2 metre separated seating and queuing areas.	4	1	4	Receptionist	04/05/2020
Meetings	Close Contact with other employees/ visitors	Employees and Visitors	4	3	12	Social distancing through 2 metre gap adherence.	Where possible meetings will be conducted remotely through video conference platforms or organised in larger rooms	4	1	4	All	04/05/2020
Changing Facilities	Close Contact with other employees		4	3	12	Social distancing through 2 metre gap adherence.	Controls on maximum number of employees (facility dependent) Induction training	4	1	4	Department managers/ Supervisors	04/05/2020
	Contamination from furniture/locker surfaces		4	2	8		Wash hands before and after use. Sanitise	4	1	4	Department managers/ Supervisors	04/05/2020
Washrooms	Close Contact with other employees	Employees/visitors	4	3	12	Social distancing through 2 metre gap adherence.	Face mask mandatory. Controls on maximum number of employees (facility dependent)	4	1	4	All	04/05/2020
	Contamination from toilet/basin surfaces. Contaminated fluids expelled from hot air hand dryers.	Employees/visitors	4	2	8		Wash hands before and after use. Sanitise. Decommission hand driers	4	1	4	All	04/05/2020

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Canteens	Close Contact with other employees	Employees	4	3	12	Social distancing through 2 metre gap adherence.	Controls on maximum number of employees (facility dependent). Staggered break times Induction training	4	1	4	All	04/05/2020
	Contamination from canteen equipment	Employees	4	3	12		Wash hands before and after use. Sanitise. Remove personal cutlery/containers etc for cleaning off site. Provision of disposable plates etc.	4	1	4	All	04/05/2020
Vehicle booking in/out/vehicle repairs	Close contact with external agents.	Employees/ Delivery drivers	4	3	12	None.	Issue face masks. Social distancing through 2 metre gap adherence. Site entry gates to be closed, delivery/collection agent to call relevant telephone number displayed on access gate to gain access to site, then remain in vehicle until employee attends for booking in/out. Delivery paperwork to be photographed not signed. Drivers waiting room and toilet to be closed.	4	1	4	Operations Manager	04/05/2020
	Contamination from contact surfaces.	Employees	4	3	12	None.	Disposable gloves to be worn. Contact surfaces to be sanitised before and after booking in/driving.	4	1	4	Operations Manager	04/05/2020
Utilising company vehicles including cars,vans, FLT's, MEWPs etc	Close contact with other employees.	Employees	4	3	12		Issue face masks. Social distancing through 2 metre gap adherence. Induction training	4	1	4	All	04/05/2020

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	Contamination from contact surfaces.	Employees	4	3	12		Contact surfaces to be sanitised before and after driving. Wash hands before and after use. Company pool cars mothballed. Induction training	4	1	4	All	04/05/2020
Operation of work equipment including welders, power tools, presses, cranes, printers, photocopiers	Close contact with other employees.	Employees	4	3	12		Issue face masks. Social distancing through 2 metre gap adherence. Workshop bays to be used alternately where possible/necessary to increase workspace separation. Induction training	4	1	4	All	04/05/2020
	Contamination from contact surfaces.	Employees	4	3	12	Workshop cleaning schedules	Contact surfaces to be sanitised before and after use. Wash hands before and after use.	4	1	4	All	04/05/2020
Stairs	Close Contact with other employees	Employees	4	3	12		Only 1 person on staircase at any one time. Maintain Social Distancing entering/leaving stairs Induction training. Issue face masks	4	1	4	All	04/05/2020

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Walkways, corridors, landings	Close Contact with other employees	Employees	4	3	12		Where social distancing <2metres cannot be achieved face masks must be in place	4	2	8	All	04/05/2020
Deliveries/ collections	Close contact with external agents	Employees	4	3	12		Signage installed. Masks mandatory. Delivery Drivers to call the number provided and remain in their vehicles. Designated area for stores for drop off and collection. All other Drivers are to call the landline number provided and wait for further instructions and access to site	4	1	4	Warehouse Manager	04/05/2020
	Contamination from contact surfaces	Employees	4	3	12		Sanitise packages where necessary. Wash hands before/ after collection/delivery	4	1	4	Warehouse Manager	04/05/2020
Stores	Close contact with other employees.	Employees	4	3	12		Requisition made to stores by phone, radio,email. Stores to ready goods and deliver to predefined area. Social distancing to be adhered to at all times. Perspex screen installed in Stores area	4	1	4	Warehouse Manager	04/05/2020

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	Contamination from contact surfaces.	Employees	4	3	12		Sanitise packages where necessary. Wash hands before/ after collection/delivery	4	1	4	Warehouse Manager	04/05/2020
Waste	Contamination from waste products	Employees	4	3	12		Wear face mask, disposable gloves when handling/ disposing of any waste, bins,binliners etc. wash hands after activity.	4	2	8	All	04/05/2020
Transiting through doors and PVC strip curtains, operating roller shutter doors.	Contact with contaminated surfaces.	Employees	4	3	12	None.	Regular sanitisation of touch areas via provision of sanitiser, wipes, paper towels. Non-fire doors can be propped open during working hours (closed when building unmanned) to prevent interaction with surfaces. Non protective PVC strip doors / curtains to be tied back/ removed to prevent interaction.	4	1	4	All	04/05/2020
Undertaking dual/multiple personnel tasks	Close contact with other employees.	Employees	4	3	12		Masks mandatory. Work side by side not face to face. Use mechanical aids where possible. Sanitise contact surfaces. Induction training	4	2	8	All	04/05/2020
Working on Site - Employees falling ill with Covid Symptoms	Spread of Covid-19 Coronavirus	Individual workers	4	3	12		Affected individual to be sent home. Clean down to be carried out on workstation and other potentially affected areas. Waste disposal procedure to be followed.	4	2	8	Operations Director	04/05/2020

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Vending Machines	Contamination from contact surfaces	All	4	2	8	None	Decommission machines	1	1	1	Operations Director	04/05/2020
Dispensing of PPE (Ear Plugs)	Cross contamination from users	Employees	4	2	8	None	Decommission dispensers. Issue individually packed plugs	1	1	1	Operations Director	04/05/2020