

# Health & Safety Risk Assessment

Assignment Code:		
Full site address:		
No of UniTrust Personnel (at risk):		
Type of Assessment: <b>COVID - 19</b>		Initial / Review
Date of Assessment:		
Signature of Assessor:	Name of Assessor:	Position of Assessor:

## Risk Rating Table

SCORE	PRIORITY	ACTION
1 - 4	LOW	This represents a low risk, although control measures must be maintained
5 - 10	MEDIUM	Action required soon to control. Interim measures may be necessary in the short term.
12 -25	HIGH	Action required urgently to control risks. Further resources may be needed.

<div style="display: flex; align-items: center; justify-content: center;"> <div style="text-align: right; margin-right: 5px;"> </div> <div style="text-align: left;"> <b>Likelihood</b>  <b>Severity</b> </div> </div>		Certain	Very Likely	Likely	May happen	Unlikely
		(5)	(4)	(3)	(2)	(1)
Death	(5)	25	20	15	10	5
Major injury	(4)	20	16	12	8	4
Over three day injury	(3)	15	12	9	6	3
Minor injury (treatment off site)	(2)	10	8	6	4	2
Minor injury (first aid on site)	(1)	5	4	3	2	1

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<p>Things to consider ( this list is not exhaustive) :</p> <ul style="list-style-type: none"> <li>• Social Distancing</li> <li>• Reviewing schedules and stop/start times.</li> <li>• Working from home</li> <li>• Redesigned process</li> <li>• Conference calls used</li> <li>• Cleaning and disinfection</li> <li>• Workstation rearranged</li> <li>• Seating arrangements</li> <li>• Room capacity</li> <li>• Logging in/out for trace and track</li> <li>• Hand washing</li> <li>• Hand drying</li> <li>• Gel stations</li> <li>• 2-meter rule.</li> <li>• One Way systems</li> <li>• Posters(hand washing)</li> <li>• No sharing of office stationary</li> <li>• Remove magazines and items of contamination, clean more frequent like printers ( Touch points)</li> <li>• Bin Location</li> <li>• Sneeze screens and physical barriers</li> <li>• Training</li> <li>• Internal communications</li> <li>• Dishwasher use, not hand wash.</li> <li>• Personal cups, crockery, cutlery or disposable.</li> <li>• Work activities</li> <li>• Staff welfare</li> <li>• Personal hygiene measures</li> <li>• Health surveillance ,temperature monitoring</li> <li>• Ventilation</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment provided e.g. Wipes, tissues, gel and paper towels.</li> <li>• Passenger and goods lift restrictions</li> <li>• Authorised access and restrictions to areas.</li> <li>• Touching post, delivery's and prohibiting personal delivery's or reducing volume</li> </ul> <p><b>Hazards:</b> If you identify a hazard not on this list please make sure you include it in the risk assessment – Do Not Ignore it!</p>	<p><b>Hierarchy of Risk Control:</b></p> <ul style="list-style-type: none"> <li>• elimination</li> <li>• substitution</li> <li>• changing work methods/patterns</li> <li>• reduced time exposure</li> <li>• engineering controls(isolation, insulation and ventilation)</li> <li>• good housekeeping</li> <li>• safe systems of work</li> <li>• training and information</li> <li>• personal protective equipment</li> <li>• welfare</li> <li>• monitoring and supervision</li> <li>• review</li> </ul>
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# Health & Safety Risk Assessment

Topic: <a href="#">Entrance /Egress</a>	Location		Date:	
Describe Hazard and explain how it might harm	Who might be harmed and how?	Existing Control Measure	Risk Rating (Likelihood x Severity)	Residual Risk (H,M,L)
Spread of COVID-19	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant</li> <li>• People with underlying health conditions</li> <li>• Anyone else who physically comes into contact with your business</li> </ul>			

# Health & Safety Risk Assessment

Topic: <b>Reception</b>	Location		Date:	
Describe Hazard and explain how it might harm	Who might be harmed and how?	Existing Control Measure	Risk Rating (Likelihood x Severity)	Residual Risk (H,M,L)
Spread of COVID-19	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant</li> <li>• People with underlying health conditions</li> <li>• Anyone else who physically comes into contact with your business</li> </ul>			

# Health & Safety Risk Assessment

Topic: Lifts	Location		Date:	
Describe Hazard and explain how it might harm	Who might be harmed and how?	Existing Control Measure	Risk Rating (Likelihood x Severity)	Residual Risk (H,M,L)
Spread of COVID-19	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant</li> <li>• People with underlying health conditions</li> <li>• Anyone else who physically comes into contact with your business</li> </ul>			

# Health & Safety Risk Assessment

Topic: <b>Control Room</b>	Location		Date:	
Describe Hazard and explain how it might harm	Who might be harmed and how?	Existing Control Measure	Risk Rating (Likelihood x Severity)	Residual Risk (H,M,L)
Spread of COVID-19	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant</li> <li>• People with underlying health conditions</li> <li>• Anyone else who physically comes into contact with your business</li> </ul>			

# Health & Safety Risk Assessment

Topic: <b>Patrol/Working Areas</b>	Location		Date:	
Describe Hazard and explain how it might harm	Who might be harmed and how?	Existing Control Measure	Risk Rating (Likelihood x Severity)	Residual Risk (H,M,L)
Spread of COVID-19	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant</li> <li>• People with underlying health conditions</li> <li>• Anyone else who physically comes into contact with your business</li> </ul>			

# Health & Safety Risk Assessment

Topic: <b>Roof/Plant Room if accessed</b>	Location		Date:	
Describe Hazard and explain how it might harm	Who might be harmed and how?	Existing Control Measure	Risk Rating (Likelihood x Severity)	Residual Risk (H,M,L)
Spread of COVID-19	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant</li> <li>• People with underlying health conditions</li> <li>• Anyone else who physically comes into contact with your business</li> </ul>			



# Health & Safety Risk Assessment

Topic: <b>Break Room/Canteen</b>	Location		Date:	
Describe Hazard and explain how it might harm	Who might be harmed and how?	Existing Control Measure	Risk Rating (Likelihood x Severity)	Residual Risk (H,M,L)
Spread of COVID-19	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant</li> <li>• People with underlying health conditions</li> <li>• Anyone else who physically comes into contact with your business</li> </ul>			

# Health & Safety Risk Assessment

Topic: Toilet/Washrooms	Location		Date:	
Describe Hazard and explain how it might harm	Who might be harmed and how?	Existing Control Measure	Risk Rating (Likelihood x Severity)	Residual Risk (H,M,L)
Spread of COVID-19	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant</li> <li>• People with underlying health conditions</li> <li>• Anyone else who physically comes into contact with your business</li> </ul>			

# Health & Safety Risk Assessment

Topic: <b>Loading Bay</b>	Location		Date:	
Describe Hazard and explain how it might harm	Who might be harmed and how?	Existing Control Measure	Risk Rating (Likelihood x Severity)	Residual Risk (H,M,L)
Spread of COVID-19	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant</li> <li>• People with underlying health conditions</li> <li>• Anyone else who physically comes into contact with your business</li> </ul>			

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# Health & Safety Risk Assessment

Topic: <b>Car Park</b>	Location		Date:	
Describe Hazard and explain how it might harm	Who might be harmed and how?	Existing Control Measure	Risk Rating (Likelihood x Severity)	Residual Risk (H,M,L)
Spread of COVID-19	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant</li> <li>• People with underlying health conditions</li> <li>• Anyone else who physically comes into contact with your business</li> </ul>			

# Health & Safety Risk Assessment

Topic: <b>Management Office/ Client Office</b>	Location		Date:	
Describe Hazard and explain how it might harm	Who might be harmed and how?	Existing Control Measure	Risk Rating (Likelihood x Severity)	Residual Risk (H,M,L)
Spread of COVID-19	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups</li> <li>• Elderly</li> <li>• Pregnant</li> <li>• People with underlying health conditions</li> <li>• Anyone else who physically comes into contact with your business</li> </ul>			

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Additional Control Measures required to Control Risk	
Risk	Additional Controls