

Management of Health and Safety at Work Regulations 1999

Risk Assessment Record

Field	Response
Title	Exposure risk assessment in the context of COVID-19
Department	All Departments
Location	[Company Name]
Job/Task Description	Working during COVID-19
Date of Assessment	Monday 6th April, 2020
Assessor's Name	[Your Name]
Employees Involved	All Employees
Employees Especially at Risk	Vulnerable people outlined in the government COVID-19 guidance
Non-Employees Who May Be at Risk	Visitors - customers, suppliers and contractors
List all Hazards	
Hazard 1	
Description	Employees working from home
Potential of Harm without Control Measures	Minor injury
Likelihood of Occurrence without Control Measures	Unlikely
Risk Rating	Continue to work and monitor

Field	Response
List Control Measures to be Implemented	<ul style="list-style-type: none"> • Where reasonably practicable our office-based staff will work from home throughout the COVID-19 Emergency. • Employees have been instructed not to report for work if they are presenting any of the symptoms associated with COVID-19. • Any employee who suspects that they have developed COVID-19 symptoms will self-isolate for a minimum of 7 days and report such to the General Manager • If any employee suspects that others in their own household have developed COVID-19 symptoms, then the employee will self-isolate for 14 days and report such to the General Manager. • Inform the General Manager as to any work-related problems associated with your working from home on behalf of the company.
Likelihood of Occurrence with Control Measures	Very Unlikely
Final Risk Rating	Continue to work and monitor
Hazard 2	
Description	Work at the premises of [Company Name]
Potential of Harm without Control Measures	Death or severe injury
Likelihood of Occurrence without Control Measures	Unlikely
Risk Rating	Caution: apply the rule "So Far As is Reasonably Practicable"
List Control Measures to be Implemented	<ul style="list-style-type: none"> • Employees have been instructed not to report for work if they are presenting any of the symptoms associated with COVID-19. • Maintain the 2m rule in the workplace. • Adequate welfare facilities are available for use by all persons. • Good standards of hygiene are maintained throughout the day. • Report any problems to the General Manager

Field	Response
Likelihood of Occurrence with Control Measures	Very Unlikely
Final Risk Rating	Continue to work and monitor

Hazard 3

Description	Travelling to and from the premises of customers
Potential of Harm without Control Measures	Death or severe injury
Likelihood of Occurrence without Control Measures	Unlikely
Risk Rating	Caution: apply the rule "So Far As is Reasonably Practicable"
List Control Measures to be Implemented	<ul style="list-style-type: none"> • Avoid using Service Stations, refuel vehicles at smaller (independent) outlets. • Take breaks from driving at quieter / isolated locations. • Maintain the 2m rule if you encounter other persons. • Use every opportunity to thoroughly wash hands and always after using public facilities.
Likelihood of Occurrence with Control Measures	Very Unlikely
Final Risk Rating	Continue to work and monitor

Hazard 4

Description	Work at customers premises
Potential of Harm without Control Measures	Death or severe injury
Likelihood of Occurrence without Control Measures	Unlikely
Risk Rating	Caution: apply the rule "So Far As is Reasonably Practicable"

Field	Response
List Control Measures to be Implemented	<ul style="list-style-type: none"> • No employee has been identified as being a 'vulnerable person' in the present context of COVID-19. • Employees have been instructed that they should not report for work if they are presenting any of the symptoms associated with COVID-19 and follow the present advice from Govt. / NHS. • During the COVID-19 Emergency only essential or urgent work at the Clients premises is to be carried out. • We will keep to a minimum the number of employees that are required to attend customers premises. • Persons are to use every opportunity to thoroughly wash their hands and always after using the onsite welfare facilities. • Avoid unnecessary contact with other persons. All persons will comply with the 'social distancing' rule – i.e. not within 2m of other persons. • Avoid congregating in groups (i.e. more than 2 persons). • We will cooperate as regards any measure the customer has implemented to combat the spread of COVID-19.
Likelihood of Occurrence with Control Measures	Very Unlikely
Final Risk Rating	Continue to work and monitor
System Reminder	
Reminder date	Monday 4th May, 2020
Reminder set?	Yes

Note

Under the Management of Health & Safety at Work Regulations 1999 the Company is required to make formal Risk Assessments. The subsequent development and implementation of Safe Systems of Work is the primary responsibility of the General Manager. We will carry out suitable and sufficient Risk Assessments of the work being undertaken to identify the significant risks to our employees, other workpeople, visitors or members of the public. The outcome of the Risk Assessment procedure will be made known to all interested parties.

Assistance is available via the appointed Competent Person to ensure that each Risk Assessment has been sufficiently analysed by a competent person. Where appropriate we will co-opt third party expertise to fulfil this function.