



Department/Area/Person: General Activities		Department: Roger Bullivant Limited	
Assessed By: Paul Smith	Signature:	Date: 02/05/2020	
In Consultation with: RB SHEQ Dept. and Company Employees			
Activity/Process: General COVID-19 fixed locations including offices, workshops and manufacturing.		RA Serial No.	GEN-RA COVID-19

Risk Assessment Matrix

		Likelihood				
		1	2	3	4	5
Severity	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Likelihood Key

Score	Likelihood
1	Unlikely
2	May Happen
3	Likely
4	Very Likely
5	Certain

Severity Key

Score	Severity
1	Minor Injury (First Aid)
2	Minor Injury (Hospital Treatment)
3	Seven Day Injuries (Time Lost)
4	Major Injuries
5	Death

ALL PERSONNEL TO WORK FROM HOME WHERE POSSIBLE

ALL PERSONNEL TO FOLLOW GOVERNMENT GUIDELINES AND DIRECTION

SPECIFIC TASK RISK ASSESSMENT NEED TO BE REVIEWED TAKING THIS GENERAL RA INTO CONSIDERATION

THIS RISK ASSESSMENT REMAINS A DYNAMIC DOCUMENT AND SUBJECT TO REVIEW AND AMENDMENT

Risk Number	Associated Task/Hazard	Person(s) Affected	Consequence	Risk Assessment Score			Control Measures	Residual Risk		
				L	S	R/R		L	S	R/R
1	Direct Contact with others in working areas	Employee Others in vicinity	Contract Virus Potential further medical complications Further spread of virus Death	3	5	15	<ul style="list-style-type: none"> Avoid contact with others Keep 2m distance from others Wash hands regularly with soap and water where available or alcohol sanitiser if not. Avoid communal areas, restrooms, kitchens Utilise available spaces within office areas to maintain required safe distances. Restrict access to others in your own work area Discourage non-essential travel/interactions between working areas Immediate notification if symptoms are present in yourself or other colleagues and self-isolate. 	1	5	5

2	Social Distancing - including working practices/areas	Employee Others in vicinity	Contract Virus Potential further medical complications Further spread of virus Death	4	5	20	<ul style="list-style-type: none"> • Minimise number of staff within the working area in accordance with the current resilience planning • Avoid social gatherings (pubs / clubs / restaurants) • Avoid unnecessary contact with employees from other Departments • Avoid unnecessary personal contact • Avoid contact with suspected patients • Split break times and shift changeovers to reduce numbers in the areas provided • Avoid public transport where possible but if this is the only option avoid peak travel times <ul style="list-style-type: none"> ▪ Introduction of one-way systems where appropriate ▪ Signage and markings on floors for 2 m reminders particularly where congestion points are identified. ▪ Appointment of COVID marshal to ensure measures are being followed. • Immediate notification if symptoms are present in in yourself or other colleagues and self-isolate. 	1	5	5
3	Direct contact with work surfaces, equipment and communal areas inc ablutions and kitchens	Employee Others in vicinity	Contract Virus Potential further medical complications Further spread of virus Death	3	5	15	<ul style="list-style-type: none"> • Fully clean and sanitise any surfaces before touching • Ensure all surfaces are cleaned and sanitised on a regular basis <ul style="list-style-type: none"> ▪ Restricting the use of shared equipment • Individuals to clean their own workspace frequently and clean common touch areas after use • Increased cleaning of common touch areas organised by local COVID marshal • Wash hands regularly with soap and water where available or alcohol sanitiser if not. <ul style="list-style-type: none"> ▪ Immediate notification if symptoms are present in yourself or other colleagues and self-isolate. 	1	5	5

4	General Arrangements	All	Contract Virus Further spread of virus Potential further medical complications Death	3	5	15	<ul style="list-style-type: none"> ▪ Appointment of local COVID marshal ▪ Maximise working from home where possible ▪ All returning staff to be briefed on local arrangements ▪ Appropriate signage to be displayed ▪ Local arrangements for COVID control to be organised by COVID marshal & local management ▪ Creation of a local isolation area for suspected person prior to evacuation ▪ Identification of areas of congestion and creation of mitigation plans to alleviate these areas ▪ Health Risk Analysis performed for "Clinically Extremely Vulnerable" persons returning to work in accordance with GOV/PHE guidelines ▪ COVID Daily Inspection Sheet to be performed by appointed person ▪ Re-arrangement of working area to facilitate 2m distance and alternative arrangements created where this cannot be achieved ▪ Review of local arrangements for deliveries ▪ Reduce unnecessary travel between offices and other buildings ▪ Arrangements for mental health assistance for staff during COVID-19 crisis is available through the EAP (Employee Assistance Program) or via HR/SHEQ <ul style="list-style-type: none"> ▪ Immediate notification if symptoms are present in yourself or other colleagues and self-isolate. 	1	5	5
5	Dealing with injuries under COVID-19 restrictions	Any injured person	Contract Virus Potential further medical complications Death	2	5	10	<ul style="list-style-type: none"> • The normal triage process should be followed and call the emergency services if necessary • Treatment to be carried out only by trained personnel • Ensure personnel are aware and understand the details contained in TBT 0418 - 1st Aid and CPR - COVID-19 • Individuals to self-administer first aid where possible • Wear disposable gloves. Avoid touching your face or other parts of your body that may lead to you becoming becoming infected • Remove the gloves carefully when completed first aid treatment and immediately wash or sanitise hands • Reduce the amount of time of close proximity to the patient. • Ask patient to turn head away &/or cover mouth where where possible 	2	5	10

6	Dealing with a suspected COVID-19 case	Any individual	Contract Virus Potential further medical complications Death	3	5	15	<ul style="list-style-type: none"> • Immediately isolate the ill person from the team and inform the line manager • Severe symptoms (respiratory problems, high fever), call emergency services and seek advice • Mild symptoms, ask the person to return home and to contact NHS 111 for advice or use online service inc testing • Arrange transportation for personnel to return home (if applicable) • Whenever possible, disinfect all equipment that has been in contact with the ill person. • Follow any guidance given by medical staff relating to subsequent isolation of contacts 	2	5	10
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