



GENERAL WORKPLACE RISK ASSESSMENT FORM

PART A – STATUS INFORMATION					
COMPANY / SITE	AREA, ACTIVITY, TASK BEING ASSESSED	PERSONS INVOLVED IN OR AFFECTED BY AREA/ACTIVITY/TASK BEING ASSESSED	ASSESSMENT START DATE	ASSESSOR'S NAME(S)	ASSESSMENT COMPLETION DATE
All sites	COVID-19 Risk Assessment.	<ul style="list-style-type: none">• Employees• Contractors• Drivers• Public	16/04/2020	Mark Horide	Ongoing

Assessment compiled by Mark Horide – Engineering Director.

Viewed and Consultation with :- Managing Director, Head of Finance , Head of People, Chief Engineer, Operations Managers, Service Delivery Managers, Engineering Manager, Trade Union and Safety Reps

PART B – GENERAL HAZARDS & RISKS											
POTENTIAL HAZARDS & OUTCOMES		EXISTING CONTROLS		to calculate current and residual risk ratings refer to risk matrix in part E							
				CURRENT RISK RATING			NEW & AMENDED CONTROLS (ACTIONS MUST BE INCLUDED IN PART C)		RESIDUAL RISK RATING		
				S	L	RR			S	L	RR
Managing COVID-19 on Buses											
Social Distancing											
Exposure to COVID-19 from others due to close contact (within 2 metres for 15 minutes or more) specifically to drivers dealing with members of the public.		<p>Social distancing measures to be implemented where possible including;</p> <p>Seats situated within 2 metres of the driver to be restricted from use to maintain social distancing.</p> <p>Signage and lines in place on bus floor to remind customers to remain 2 metre distance from the driver when vehicle is in motion.</p> <p>Temporary passenger screen fitted to act a barrier, ensuring adequate protection for Drivers.</p> <p>Drivers should politely ask a passenger to step back if the driver feels they are too close to them.</p> <p>Drivers are advised to open the cab external window to help dispersal of respiratory droplets that find their way into the cab.</p> <p>Gloves, face masks, face shields and face coverings have been made available to all drivers.</p>		4	2	3	Permanent screens to be installed and additional fan pointed at area in front of screen to push air flow away from driver.				

	<p>Hands must be washed regularly following NHS guidance however hand sanitiser should be used regularly containing at least 70% alcohol to be made available if suitable hand washing facilities are not available. Hand sanitiser issued to individual members of staff on request.</p> <p>Colleagues are reminded to avoid touching face with unclean hands particularly the eyes, nose and mouth.</p>							
Exposure to COVID-19 due to close contact with an injured person who requires assistance.	<p>If a member of the public requires physical assistance and if colleagues feel able and competent to assist, they must wear gloves and a face mask /shield before approaching the injured person.</p> <p>All disposable PPE must then be treated as infective and disposed of into a bin. Hands must then be washed following NHS guidance or use hand sanitiser if suitable hand washing facilities are not available.</p>	4	2	3				
Exposure to COVID-19 due to close contact when assisting vulnerable passengers.	<p>Government guidance states that vulnerable passengers and those needing assistance should stay indoors.</p> <p>If the driver needs to get out of seat to deploy a boarding ramp, they should ensure that the passenger remains at least 2m away.</p>	4	2	3				

	The driver should clean hands with hand sanitiser after returning to the cab.							
Exposure to COVID-19 due to close contact with other colleagues during changeover.	<p>Where a changeover takes place at a stop with waiting passengers, the driver finishing should process the passengers first or they should be requested to wait 2m away from the door until the drivers have changed over.</p> <p>The first driver should sanitise their cab area with the Tresano sanitiser prior to leaving the cab.</p> <p>The first driver should leave the bus before the second driver boards. Drivers should observe social distancing and maintain 2m separation during the change. Second Driver should sanitise the touch points of the cab prior to starting the vehicle.</p> <p>Drivers should sanitise their hands after boarding and wash their hands or use sanitiser after alighting the bus</p>	4	2	3				
Exposure to COVID-19 due to close contact with others during breakdown and recovery	<p>The driver should always follow social distancing guidelines when waiting for recovery and remain 2 metres apart from any recovery staff.</p> <p>Drivers should travel back separately if possible.</p>	4	2	3				

	If travelling back separately is not possible use of face coverings during the journey is advisable or contract Control staff for assistance.							
Risk of assault from members of the public	<p>Panic alarms fitted to some vehicles</p> <p>CCTV recording equipment fitted on Vehicles</p> <p>Drivers to be warned of additional stresses in the community that may give rise to greater levels of frustrations or aggression and they should be reminded of techniques to reduce conflicts.</p>	4	2	3				
Exposure to COVID-19 through handling cash and other objects or touching surfaces on buses.	<p>Enhanced cleaning regime has been implemented. All touch point and hard surfaces on buses are cleaned every 24 hours using disinfectant.</p> <p>Introduced cleaning products suitable for disinfecting surfaces potentially contaminated with COVID-19</p> <p>On-road cleaning is taking place regularly at several locations disinfecting all touch point surfaces on buses.</p> <p>Drivers provided with cleaning cloths and Tresano sanitiser to sanitise cabs. Used cloths are placed into bags and disposed of with government guidance.</p>	4	2	3				

	<p>Drivers reminded of the importance of not leaving rubbish in the cab during this time.</p> <p>Colleagues are reminded to wash hands regularly with water and soap for at least 20 seconds. Where this is not practical, hand sanitiser containing at least 70% alcohol to be used.</p> <p>Passengers are encouraged to pay with alternative methods to cash to reduce the possibility of contact between passenger and Driver.</p> <p>Drivers are reminded to clean hands with sanitiser after handling cash.</p> <p>Colleagues are reminded to avoid touching face with unclean hands particularly the eyes, nose and mouth.</p> <p>Drivers should check the vehicle for lost property in accordance with guidelines. Lost property returned to the depot. If a passenger finds lost property, they should not hand it directly to the driver but be requested to leave it where it is, or in a luggage rack/space for the driver to collect when social distancing can be observed.</p>							
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	Cleaners should adhere to the SSOW for cleaning a potentially contaminated vehicle. Disposable overalls, gloves, glasses and face masks and visors are available to cleaners carrying out this activity.							
Managing COVID-19 on Site								
Exposure to COVID-19 from others due to close contact when on site and sharing rest areas on all sites.	<p>Actions to be taken in line with Business Continuity Plan including Temperature checking, issuing of PPE when appropriate. Please refer to plan and risk level.</p> <p>Colleagues are reminded to wash hands regularly with water and soap for at least 20 seconds.</p> <p>Hand sanitiser containing at least 70% alcohol to be used only if suitable hand washing facilities are not available.</p> <p>Gloves worn should be removed, and hands sanitised and replaced if necessary, prior to entering rest areas</p> <p>Colleagues are reminded to avoid touching face with unclean hands particularly the eyes, nose and mouth.</p>	4	2	3				

	<p>Colleagues are reminded to catch coughs and sneezes with a tissue and disposed of in a bin and to wash hands after.</p> <p>If a colleague develops a high temperature, persistent cough or loss of smell or taste they are reminded to stay home and follow the government guidance on self-isolation.</p> <p>If a colleague develops symptoms of COVID-19 whilst at work, they should return home immediately and follow government guidance on self-isolation.</p> <p>Anyone living with someone with COVID-19 symptoms must self-isolate for 14 days from the day their symptoms started.</p> <p>Colleagues must ensure they remain a 2m distance from others within all areas of the workplace. Signage to be displayed reminding colleagues of the guidance.</p> <p>An enhanced regime has been implemented within the welfare facilities and cleaning products have been introduced suitable for disinfecting surfaces potentially contaminated with COVID-19.</p> <p>All canteens and rest areas should be redesigned ensuring tables and chairs are 2 metres distance following social distancing guidelines. Chairs will be placed back-to-back or side-by-side and not face to face.</p>							
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	<p>Excess tables and chairs will be removed from the area.</p> <p>Maximum capacity for all rest areas and locker rooms to be determined and signage to be displayed advising colleagues of this.</p> <p>Conference rooms, training rooms and office space be used as additional rest areas should other rest areas reach full capacity. Social distancing measures to apply in all areas.</p> <p>Breaks will be staggered to reduce overcrowding in where possible.</p>							
Paying in Areas								
<p>Exposure to COVID-19 from others due to close contact when using the paying in room on all sites.</p>	<p>Social distancing reminders are currently in place.</p> <p>Hand sanitiser and gloves are available for colleagues to use.</p> <p>Maximum capacity for each site's paying in room to be determined and signage to be displayed advising colleagues of this.</p> <p>Floor lines to be implemented to allow 2metre distance when queuing.</p> <p>One person is allowed at the counter at a time.</p>	4	2	3				

	<p>One-way system to be introduced where practical.</p> <p>Colleagues will be reminded to leave the area immediately.</p> <p>Signage to be displayed reminding colleagues not to loiter. Remove any seating areas from the paying in room.</p> <p>Where possible, supervisors should monitor the number of colleagues in the area.</p> <p>Only one paying in machine should be available to assist with social distancing. Where this is not practical a protective screen should be installed between the two paying in machines.</p> <p>Colleagues are reminded to wash their hands following NHS guidelines after paying in.</p> <p>Paying in machines to disinfected regularly using suitable cleaning products.</p>							
Offices								
<p>Exposure to COVID-19 from others due to close contact when sharing offices</p>	<p>Colleagues are reminded to wash hands regularly with water and soap for at least 20 seconds.</p> <p>Hand sanitiser containing at least 70% alcohol to be used only if suitable hand washing facilities are not available.</p>	4	2	3				

	<p>Colleagues are reminded to avoid touching face with unclean hands particularly the eyes, nose and mouth.</p> <p>Colleagues are reminded to catch coughs and sneezes with a tissue and disposed of in a bin and to wash hands after.</p> <p>If a colleague develops a high temperature, persistent cough or loss of smell or taste, they are reminded to stay home and follow the government guidance on self-isolation.</p> <p>Conference calls to take place instead of face to face meetings. Where necessary, meetings can take place following the social distancing guidelines. Hand sanitiser will be made available in all meeting rooms.</p> <p>All colleagues who can work from home should continue to do so.</p> <p>If colleagues cannot work from home, they should work in separate rooms away from other colleagues.</p> <p>Where this is not possible, offices should be redesigned to ensure a 2m distance from others.</p> <p>Colleagues should work with the same pairs or teams.</p>							
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	<p>Where it is not possible to arrange for workstations to be 2m apart, employees should work side-by-side or facing away from each other. Employees should not face each other when working. Protective screens should be installed where workstations cannot be placed further apart.</p> <p>Shift patterns and breaks for all colleagues to be reviewed to reduce overlap. Staggering arrival/departure and break times to reduce crowding.</p> <p>Floor tape to be used to help keep to a 2m distance if possible.</p> <p>Workstations should not be shared. If this is not possible, staff should clean and sanitise their workstation before and after each use.</p>							
Moving around the workplace								
<p>Exposure to COVID-19 due to close contact when moving around the workplace.</p>	<p>Hand sanitiser should be available at all entry and exits points.</p> <p>Colleagues will be discouraged from moving around the workplace unless essential. Non-essential trips around the building to be restricted.</p> <p>One-way systems to be introduced where practical to reduce congestion. This should</p>	4	2	3				

	<p>be clearly marked and communicated to all colleagues.</p> <p>Where a one-way system is not possible, a give-way system should be introduced through corridors and areas where there is limited space. This should be clearly marked and communicated to all colleagues.</p>							
Working within 2 metres of others								
<p>Exposure to COVID-19 from close working or where colleagues cannot maintain 2 metre distance</p>	<p>Where social distancing is unavoidable (when undertaking some tasks where workers cannot keep 2m distance e.g. during manual handling activities).</p> <p>Ensure all non-essential people are excluded from the area or task.</p> <p>All coughs and sneezes must be dealt with hygienically and in accordance with NHS guidance. If possible, turn and walk away from others so you are at least 2 metres away. If you do not have a tissue, cough or sneeze into the crook of your elbow.</p> <p>Minimise the number of tasks that require operatives to be within 2 metres of each other.</p> <p>Minimise the length of time for tasks that need operatives to be within 2 metres of each other. (i.e. less than 15 minutes)</p> <p>Minimise the number of operatives involved in these tasks (where possible)</p>	4	2	3				

	<p>Maintain consistent pairs or teams and keep these pairs and teams away from others.</p> <p>Pairs should work either back-to-back or side-by-side where possible.</p> <p>Provide additional supervision to ensure tasks are being carried out safely.</p> <p>When working within 2m of others and there is face to face contact for more than 15 minutes, employees must wear a FFP2 or FFP3 rated respirator that has been properly face fit tested, gloves and safety glasses or goggles.</p> <p>All PPE should then be treated as infective and carefully removed to prevent cross contamination.</p>							
Cleaning								
<p>Exposure to COVID-19 due to poor standards of cleanliness within shared areas.</p>	<p>Enhanced cleaning regime has been implemented on all sites.</p> <p>Increased cleaning frequency of all frequently touched surfaces and objects in communal areas.</p> <p>Introduced cleaning products suitable for disinfecting surfaces potentially contaminated with COVID-19.</p>	4	2	3				

Travel Shops								
	Travel shops are currently closed – if reopened actions to be considered are within this Section							
Transmission of COVID-19 between customers due to close contact when both inside and outside of the shop.	Travel shops are currently closed – if reopened actions to be considered in New and Amended controls	4	4	4	<p>Queue barriers will be set up outside with 2metre social distancing markings on the floor.</p> <p>A colleague will be managing the number of customers permitted in the store and they will be briefed on being vigilant and politely giving advice if needs be.</p> <p>An exclusion zone will be marked immediately outside of the store to avoid conflicts of movement between customers waiting and customers leaving the shop</p> <p>Queue markers will be displayed throughout the store to determine safe distancing.</p> <p>Waiting chairs to be removed from the shop floor to discourage loitering.</p>	4	2	3
Transmission of COVID-19 from close contact between colleagues (within 2 metres for at least 15 mins) and from objects and surfaces potentially contaminated with COVID-19.	<p>Colleagues must ensure they remain a 2m distance from others. Signage to be displayed reminding colleagues of the guidance.</p> <p>Colleagues are reminded to wash hands regularly with water and soap for at least 20 seconds.</p> <p>Hand sanitiser containing at least 70% alcohol to be used only if suitable hand washing facilities are not available.</p>	4	3	4	<p>Introduce cleaning products suitable for disinfecting surfaces potentially contaminated with COVID-19 (i.e. Tresano).</p> <p>Disinfecting sanitiser is available for all colleagues to use and colleagues must clean their workstation and equipment at the start and end of each shift</p> <p>Only one colleague to be on break at a time. If this is not possible, no more than two, and they should use the separate areas.</p>	4	2	3

	<p>Colleagues are reminded to catch coughs and sneezes with a tissue and disposed of in a bin and to wash hands after.</p> <p>If a colleague develops a high temperature, persistent cough or loss of smell or taste, they are reminded to stay home and follow the government guidance on self-isolation.</p> <p>If a colleague develops symptoms of COVID-19 whilst at work, they should return home immediately and follow government guidance on self-isolation.</p> <p>Anyone living with someone with COVID-19 symptoms must self-isolate for 14 days from the day their symptoms started.</p>				Signage to display maximum number of colleagues allowed in the kitchen areas and rest areas at any one time.			
Violence or aggression from members of the public	<p>CCTV recording equipment fitted</p> <p>Colleagues to be warned of additional stresses in the community that may give rise to greater levels of frustrations or aggression and they should be reminded of techniques to reduce conflicts.</p>				Posters in the windows and at various locations inside stores to explain the measures we're taking.			
General cleaning does not meet required standards	<p>Enhanced Cleaning regime in place.</p> <p>If appropriate, increase amount of time required to clean adequately.</p>							

	Supervisors to be briefed around recording any concerns immediately to line manager for escalation.							
Managing COVID-19 related risks for all colleagues								
Management								
<p>Coronavirus COVID - 19.</p> <p>It could potentially affect our entire country and business operations. A pandemic occurs when several epidemic outbreaks of a new virus emerge at the same time. People have limited or no immunity to this new virus and there is currently no vaccine.</p> <p>Breakdown of Business Continuity.</p>	<p>Go South West (Plymouth Citybus and Go Cornwall Bus) Business Continuity plan.</p> <p>Corona Virus Response Plan framework formulated in action.</p> <p>A plan setting out the level of actions required for each element of a Corona Virus Response System Completed. Table inserted on next page</p> <p>Action plans formulated for each level and is based on level of risk of infection to individuals or Community.</p> <p>A minimum of one weekly meeting of the Go South West Business Continuity group is planned. Actions and changes to advice, infection rates and controls Meetings are recorded, actions given.</p> <p>Daily Updates given to staff on current level of awareness and action required.</p> <p>Risk assessment made available to all employees and placed on the CMT agenda for constant review.</p>	4	2	3				

Colour	Nature of Disease	Impact on Daily Life	Advice to People
Green	Disease is mild OR Disease is severe but does not spread easily from person to person	Minimal Disruption e.g. Hygiene advice, travel advice	<ul style="list-style-type: none"> Be socially responsible; if you are sick, stay home Maintain good personal hygiene Follow health advice
Yellow	Disease is severe and spreads easily from person to person but is occurring outside UK OR Disease is spreading in UK but is a) typically mild i.e. only slightly more severe than seasonal flu. Could be severe in vulnerable groups OR b) being contained	Minimal disruption e.g. Additional measures and /or healthcare, higher work and school absenteeism likely	<ul style="list-style-type: none"> Be socially responsible; if you are sick, stay home Maintain good personal hygiene Follow health advice Self-isolate where appropriate
Orange	Disease is severe AND spreads easily from person to person, but disease has not spread widely in UK and is being contained	Moderate disruption e.g. self-isolation, temperature screening, visitor restrictions at hospitals, school closures, directions to work from home, shielding of vulnerable groups	<ul style="list-style-type: none"> Be socially responsible; if you are sick, stay home Maintain good personal hygiene Follow health advice Comply with Social Distancing Measures Work at home wherever possible Observe over 70s quarantine advice, avoid crowded areas Maintain 2m distance from other people Observe segregation rules for welfare facilities Use PPE in line with Government guidelines
Red	Disease is severe AND is spreading widely	Major disruption e.g. school closures, directions to work from home, curfew or lockdowns conditions set by Government significant numbers of deaths in location	<ul style="list-style-type: none"> Be socially responsible; if you are sick, stay home Maintain good personal hygiene Follow health advice Comply with Social Distancing Measures Observe over 70s quarantine advice, avoid crowded areas Maintain 2m distance from other people Observe segregation rules for welfare facilities Wear PPE as directed by Government Health Authority

Stores Delivery, Contractors and Site Visitors							
Uncontrolled movements of Visitors, deliveries and Customers.	<p>All Non-employees to have temperature check prior to entering the premises and reason for visit to the site checked prior to entry.</p> <p>All visitors to be advised to use hand sanitiser that is available on the entrances to buildings</p> <p>All deliveries must be to agreed points of delivery on site</p> <p>Stores dept counter to have delivery counter extended to ensure social distancing. Screen in front of counter operative to reduce contact.</p> <p>Restrict access to Store supervisor's office.</p> <p>Car & Commercial activities restricted to 'Commercial customers only' – no public work to be taken on.</p> <p>Customer vehicle Cab area to be sanitised at the point of entry by the colleague assigned to carry out the maintenance activity.</p> <p>Wash hands thoroughly and regularly for at least 20 seconds using soap and water.</p>	4	2	3			

	<p>Use hand-sanitiser containing 70% alcohol if hand washing facilities are not available.</p> <p>Colleagues are reminded to avoid touching face with unclean hands particularly the eyes, nose and mouth.</p>							
Communication								
Lack of colleague awareness or understanding on safety measures resulting in COVID-19 exposure	<p>Ongoing engagement and communication on COVID-19 related matters with colleagues will continue through managers and trade union.</p> <p>Regular communication will continue to all colleagues via posters and emails.</p> <p>Those returning to work will be provided with guidance detailing the new safety measures currently in place prior to commencing their shift.</p> <p>MythBusters E mail available to all</p>	4	2	3	Covid 19 survival booklet being developed along with 'how to' video's to be shown across the Company. Hapi App to carry information.			
Personal Hygiene								
	Wash hands thoroughly and regularly for at least 20 seconds using soap and water.	4	2	3				

<p>Transmission and infection of COVID-19 in the workplace due to poor personal hygiene.</p>	<p>Use hand-sanitiser containing 70% alcohol if hand washing facilities are not available.</p> <p>Colleagues are reminded to avoid touching face with unclean hands particularly the eyes, nose and mouth.</p> <p>Colleagues are reminded to catch coughs and sneezes with a tissue and disposed of in a bin and to wash hands after.</p> <p>Poster campaign and regular information to reinforce effective control measures.</p> <p>If a colleague develops a high temperature, persistent cough or loss of smell or taste, they are reminded to stay home and follow the government guidance on self-isolation.</p> <p>If a colleague develops symptoms of COVID-19 whilst at work, they should return home immediately and follow government guidance on self-isolation.</p> <p>Anyone living with someone with COVID-19 symptoms must self-isolate for 14 days from the day their symptoms started.</p>								
Vulnerable Colleagues									
<p>Clinically extremely vulnerable colleagues who are considered more at risk of COVID-19.</p>	<p>Those considered to be high-risk individuals (i.e. clinically extremely vulnerable) will remain 'shielded' following government advice and to work from home if possible.</p>	4	2	3					

	Good communication will be maintained with all high – risk individuals. The Colleague Support Network is available for all colleagues to provide support and advice on mental health and wellbeing.							
Mental Health and Wellbeing								
Psychological hazards	<p>Guidance on mental health and well-being has been issued to all colleagues.</p> <p>Managers are keeping in regular contact with home-workers.</p> <p>Colleague Support Network is available to provide support and assistance relating to mental health and wellbeing to all colleagues.</p>	3	2	3	Extend information to Cornwall			
PPE								
Infection of COVID-19 due to poor practices when using Personal Protection Equipment (PPE) or lack of PPE.	Where colleagues are required to work with others within 2 metres for more than 15 minutes, they must wear an FFP2 respirator which has been properly face fit tested, gloves and safety glasses or goggles.	4	2	3				

	<p>All colleagues will follow a SSOW when putting on and taking off the mask to reduce the risk of cross contamination.</p> <p>Face masks and face coverings are available on request for staff who choose to wear one. Face masks and coverings must be worn in accordance with the SSOW and guidance which is available for staff.</p> <p>Disposable overalls are available to cleaners should they choose to wear one.</p> <p>All disposable PPE will be treated as infective and disposed of into a bin. For reusable face coverings, staff will be advised to wash these in accordance with government guidance.</p>							
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[insert rows as required]

PART C – ACTIONS STATUS				
ACTIONS FROM PART C	COMPLETION TARGET DATE	COMPLETED BY NAME	COMPLETED BY SIGNED	COMPLETION DATE

[insert rows as required]

FURTHER DETAILED ASSESSMENTS REQUIRED (mark with 'X')													
Fire		COSHH		DSEAR		Manual Handling		PUWER		LOLER		Working at height	
PPE		Vehicle / pedestrian		Vehicle routes		Noise		DSE		Young persons		Mother	
Lone working		Home working		HAV		Vehicle breakdown / response		Work related driving		Temporary / agency staff		First aid	X
Winter / bad weather		Asbestos		Water / legionella		Stress		Power / hand tools		Return to work			

PART D – RISK ASSESSMENT STATUS

	NAME	POSITION	SIGNATURE	DATE	REVIEW DATE
MANAGER'S APPROVAL	Mark Horide	Engineering Director		31/05/2020	Ongoing

PART E – RISK MATRIX

NOTE: Ratings of 1-3 require no additional control, assuming controls are in place & are effectively applied. Ratings of 4-5 require additional controls.

SEVERITY	HAZARD GROUP				
LEVEL & RATING	PEOPLE (EMPLOYEES, CONTRACTORS, VISITORS)	ENVIRONMENT (SPILL, RELEASE OR EMISSION)	ASSETS (WORKPLACE & EQUIPMENT)	REPUTATION (ORGANISATIONAL IMPACT / INDIRECT CONSEQUENCES)	FINANCIAL
1 NEGLIGIBLE	First aid only	Minor clean up and no external reporting	Non-serious damage & no disruption	No discernible impact, either internally or externally	Under £500
2 MODERATE	Medical treatment or 'light-duties'. Short term occupational illness	Limited on-site clean-up, temporary environmental or public health impact	Minor damage or disruption	Measurable reduction in organisational effectiveness, employee morale or external reputation, with short term implications	£501 to £5,000
3 SEVERE	Lost time, temporary disability or long term occupational illness	Major on-site clean-up, temporary environmental or public health impact	Major damage or disruption	Major internal or external impact with the potential to cause serious long-term implications	£5,001 to £50,000
4 CATASTROPHIC	Fatality or life changing injury (such as a loss of limb)	Off-site clean-up or acute, lasting environmental or public health impact	Complete damage, disruption or failure	Significant internal or external impact that causes organisational failure	Over £50,000

PROBABILITY	LIKELIHOOD OF A SEVERITY IMPACT	RISK RATING PROCESS:	OVERALL RISK RATING		
	DESCRIPTION		TOTAL RISK SCORE	OVERALL RISK RATING	ACTION DESCRIPTION
1 UNLIKELY	Occurrence would be unusual	1. Using most appropriate hazard group select the description that best matches and note the number in the first column 2. Select the most appropriate probability description and note the number in the first column 3. Add the two numbers together to get the total risk score 4. From the Overall Risk Rating table find the number that matches the total risk score and select the Overall Risk Rating from the second column 5. Enter the Overall Risk Rating in the risk assessment and follow the action description	0 – 2	1	Record risk assessment
2 POSSIBLE	Occurrence could happen		3 – 4	2	Review risk assessment during changes
3 LIKELY	Occurrence happens		5 – 6	3	Ensure existing controls are effective. If not determine actions
4 HIGHLY LIKELY	Occurrence is expected		7 – 8	4	Discuss & agree improvements in controls for timely implementation
5 CERTAIN	Occurrence will occur		9	5	Decide on improvements in controls for immediate implementation