Scoring	Probability	Severity	Safety Risk Factor
4 - Very High	Very High/Certain probability of occurrence	Accident leading to serious injury or death	
3 - High	High probability of occurrence	Accident leading to major injury	High 9-16
2 - Medium	Moderate probability of occurrence	Accident leading to minor incident	Medium 5 - 8
1 - Low	Low probability of occurrence	Possible incident with no injury	Low 0-4

Risk Assessment

Area of Assessment: **Covid-19 - Pandemic**

Persons Affected: All Employees / Visitors

Initial Risk Assessment		Date: May 2020			Actions			Reassessed Risk Assessment		Date: June 2020		
Activity - Specific Risk	**Hazard Control**	**Probability of Harm**	**Severity of Harm**	**Safety Risk Factor**	**Additional Controls Required**	**Action by Who**	**Action Target Date**	**Corrective Action - New or Additional Controls**	**Probability of Harm**	**Severity of Harm**	**Safety Risk Factor**	**Review/Comment**
Spread of Covid - 19	Hand washing facilities with soap and water in place. Stringent hand washing taking place.	2	2	**4**	Signs will be put up to increase awareness.							
	Hand sanitizer is to be used in all areas, especially where doors need to be opened.	2	2	**4**	Signs will be put up at each sanitizing point to increase awareness.							
	Cleaning company will clean all surfaces each evening, employees encouraged to disinfect surfaces which are commonly touched throughout the day.	2	2	**4**								
	Tissues will be made readily available to prevent airborne spread.	2	2	**4**								
	Conference calls to be used instead of face to face meeting.	1	1	**2**	Use of Zoom to improve communication							
	Working from home unless absolutely necessary to enter the building.	2	2	**4**								
	No visitors are allowed into the building.	2	2	**4**	As of April 1st							
	Segregation screens put into the office.	2	2	**4**	As of May 14th							
	Social distancing will be adhered to, inclusive of all areas.	2	2	**4**	Disciplinary action will follow							
	One way system implemented to avoid crossing paths.	2	2	**4**	As of June 1st							
	Staff in building numbers reduced.	2	2	**4**	As of April 1st							
Health & Wellbeing	Inductions will be carried out following changes to normal operation	1	3	**4**	As of June 1st							
	If any employee becomes symptomatic in the workplace they will be sent home and follow the latest guidelines for isolation and testing.	2	2	**4**								
	Management & HR will promote mental health and wellbeing and provide information if further assistance and support is needed.	2	2	**4**								
	Staff understand what their duties and responsibilities are. Staff can talk to supervisors or manager if they are feeling unwell or uneasy about things at work. Company Handbook and Bullying & Harassment Policy also in place.	1	3	**4**								
	Nightly emails will be sent out with the latest information regarding the business and COVID guidelines	1	3	**4**								
	Weekly contact will be made with vulnerable employees	1	3	**4**								