

RISK ASSESSMENT – Coronavirus (COVID-19)

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			P	S	DR		P	S	DR
Clocking In	All production staff	Breaking Social distancing rules set by Govt				<ul style="list-style-type: none"> Hazzard tape marking out 2m intervals for personnel to keep distance. 			
Assembly and prep stations	All production staff	Breaking Social distancing rules set by Govt				<ul style="list-style-type: none"> All benches measured and are at 2m distance from each other. Social distancing signs have been put up around the factory. 			
Assembly and prep stations	All production staff	Cross contamination of germs				<ul style="list-style-type: none"> All benches/tool/lights are to be cleaned with anti bacterial wipes and sprays before personnel leave work stations leaving clean for the next person 			
Canteen	All staff	Cross contamination of germs				<ul style="list-style-type: none"> All tables have been moved to accommodate social distancing. Addition breaks added to avoid large numbers of personnel. All tables wiped down with anti bacterial sprays after using. All shared cutlery has been removed and replaced with plastic disposable cutlery. 			

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PROBABILITY (P) = Remote (0) – Unlikely (1) – Possible (2) - Probable (3) – Very Likely (4) – Certain (5)

SEVERITY (S) = No injury (0) – Minor Injury (1) – First-aid Injury (2) – 3 Day Injury (3) – Major Injury (4) – Fatality/Disability (5)

DEGREE OF RISK (DR) = PROBABILITY x SEVERITY

* Risk identified in the absence of any control measures in place.

** Residual risk is the level of risk that remains after suitable and sufficient risk control measures are introduced



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Signature Sheet

Signed originator	A.Dent	Job title	Managing Director
Date completed	27/3/20	Date for revision	March 2021

Document Control			
Version	Date	Comment	Person
1	27/03/20	First issue of document.	A.Dent
2			R. Kirk - Independent H&S Consultant

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Risk Assessment Matrix – Multiply the scores Probability (P) x Severity (S) to determine Degree of Risk (DR)

			Probability					
			(0)	(1)	(2)	(3)	(4)	(5)
Severity			Remote	Unlikely	Possible	Probable	Very Likely	Certain
			No Injury	(0)	0	0	0	0
Minor Injury	(1)	0	1	2	3	4	5	
First-Aid Injury	(2)	0	2	4	6	8	10	
3 Day injury	(3)	0	3	6	9	12	15	
Major injury	(4)	0	4	8	12	16	20	
Fatality/Disability	(5)	0	5	10	15	20	25	

Low	0 - 2	Monitor	Tolerable risk. No additional controls required. Employees made aware of safe/correct systems of work.
Medium	3- 9	Improvement	Action may be required to further reduce the risk to acceptable level. Periodic review of process or activity.
High	10 +	Immediate Action	Unacceptable risk. Stop activity immediately. Inform next level of management and refer to Safety Co-ordinator. Possible cessation/withdrawal of process or activity.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**

Signed on behalf of employer:



A M Dent Managing Director

Employer: Dent Instrumentation Ltd

Date: 28th July 2020

Who to contact: **SONIA MEADWAY**

Sonia Meadway Production Manager