

Job Title: All

Client Reference: All with respect to COVID 19 regulations only

Element of Work: All Activities

Risk Assessment reviewed by: E Dodd/H Colwill

Date: May 2020

Rev. No: 1

Issued to: All Wilcock Workers

Hazard (Work activity or condition)	Associated risks	Risk rating prior to control measures			COVID Control Measures	Risk rating after control measures		
		Severity	Likelihood	Rating		Severity	Likelihood	Rating
Personal Safety	Transmission of virus to others. Coming into contact with others and all surfaces. a) Individual ISOLATION with symptoms b) Social distancing no symptoms c) Vulnerability – family isolation	3	3	9	1) Stay at home; Isolate for individual symptoms, family member symptoms, identified vulnerabilities (medical conditions)	3	1	3
					2) Surface cleaning: use of antiviral cleaning cloths or solutions (bleaches etc)	3	1	3
					3) Social distancing (2m); maintain minimum distance from others	3	1	3
					4) Hand washing. Increasing use of washing of hands or using hand sanitiser	3	2	6
					5) Use of PPE. There is no definitive information on use of Face Masks, gloves etc. where 2m distancing cannot be maintained but it would be advised.	3	2	6

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		Severity	Likelihood	Rating		Severity	Likelihood	Rating
Travel to site/ office	Transmission of virus by being exposed to hazards of travel, contact with others and associated surfaces. a) Maintain distancing b) Clean surfaces on a regular basis c) Wash hands (sanitise) more regularly, on entry & exit from vehicle. d) Park at safe distances from vehicles and entry points NB Do not touch surfaces / other vehicles if possible. If necessary, wash hands/use hand sanitiser after touching.	3	3	9	1) Stay at home 2) Travel as an individual in your own car or with members of your household only 3) Travel by public transport with social distancing and or PPE 4) Travel by public transport no PPE or social distancing *Only travel a distance that can be completed back to home in 1 working day including carrying out any work. Travel is not to be undertaken by public transport without social distancing & or PPE.	3 3 3 3	0 1 1 2	0 3 3 6

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		Severity	Likelihood	Rating		Severity	Likelihood	Rating									
Access for WCL personnel to Offices / Others commercial Premises / Others domestic Premises	Transmission of virus by coming into contact with others, and surfaces that have more mixed contacts.	3	3	9	1) Stay at home; use remote working options.	3	0	0									
	a) Entry points / doors				2) Entry as an only person. No Social spaces or other people.				3	1	3						
	b) Circulation spaces				3) Entry to locations with multiple people. Social distancing can be maintained, and regular cleaning is in place.							3	1	3			
	c) Public toilets				4) Entry to locations with multiple people. Social distancing cannot be maintained, and regular cleaning is in place (PPE available and used).										3	2	6
	d) Desks				5) Entry to locations with multiple people. No measure in place												
e) Chairs	NB Deep cleaning of spaces & surfaces carried out on a regular basis.	3	3	9													
f) Equipment (computers / printers etc)	Hand washing facilities (sanitiser) in place and used.				3	3	9										
g) Personal equipment (pens, staplers small office equipment)	Cleaning cloths available for individual areas.							3	3	9							
h) Meetings	PPE may include face masks, gloves etc.										3	3	9				

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		Severity	Likelihood	Rating		Severity	Likelihood	Rating
Safe access for WCL personnel to site and to remote work locations.	Transmission of virus by coming into contact with others, site personnel and members of the public. a) Meetings b) Entry points c) Site rules d) 2m distancing e) Hand washing f) PPE NB If social distancing cannot be maintained 2 options may be considered: 1) WITHDRAW FROM SITE 2) CONSIDER IF PPE IS APPROPRIATE	3	3	9	1) Stay at home; meetings etc should be arranged using remote processes (phone/video) 2) Controlled access points; social distancing, cleaning, hand washing 3) Access to locations required with no social interaction; Social distancing can be maintained 4) Access to locations required with no safe space; Social distancing cannot be maintained, hand cleaning & PPE available and used appropriately 5) Access to locations required with no safe space; Social distancing cannot be maintained, NO hand cleaning & PPE available or used NB Hand washing facilities (sanitiser) in place and used. PPE may include face masks, gloves etc.	3	0	0
						3	1	3
						3	1	3
						3	2	6
						3	3	9

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Risk rating is given above as a combination of severity of harm and likelihood of it occurring

Severity of Harm: 3= HIGH 2=MEDIUM 1=LOW

Likelihood of harm occurring 3=HIGH 2=MEDIUM 1=LOW 0=NONE

1 ELEMENT OF WORK

Could refer to all works under contract or to separate elements, which require separate risk assessments.

2 SEVERITY OF HARM

High – Fatality, major injury or illness causing long-term disability
Medium – Injury or illness causing short-term disability
Low – Other injury or illness

3 LIKELIHOOD OF HARM

High – Certain or near certain to occur
Medium – Reasonably likely to occur
Low – Very seldom or never occurs
None – Never occurs

4 RISKS

Special consideration to be given to:

- a) Access to, and work at, heights
- b) Fire/explosion hazards
- c) Electrical safety
- d) Lone working

5 Risks to be assessed for WCL personnel, client personnel, contractors on site, other users of the site and the general public.

6 Control measures to include a reference to the development of method statements where necessary.