


KEY:

| Likelihood: | Severity: | Priority: |
|---------------------|-------------------------|---|
| 1 - Highly Unlikely | 1 - Trivial | Urgent action – (Risk no 15 – 25) |
| 2 - Unlikely | 2 - Minor Injury | High Priority – (Risk no 10 – 12) |
| 3 - Possible | 3 - Over 3 Day Injury | Medium Priority – (Risk no 5 – 9) |
| 4 - Probably | 4 - Major Injury | Low Priority – Risk no (2 – 4) |
| 5 - Certain | 5 - Incapacitated/Death | Very Low Priority– No Action required (Risk no 1) |

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| Assessed By: A.Smith | Date: 12/5/20 | Time: 11.45 | Reference Number: NICOVIDRA1 |
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| Area Assessed: Thwaites Close Site | | | | Risk Rating | | | | New Rating | | | comments |
|---------------------------------------|---|------------------------------|---|-------------------------------------|---------------------|------------------------------|--|--|---|----|----------|
| Identified Hazard | Who is at risk? | How might people be harmed? | Existing Control Measures | L | S | R | Additional Controls | L | S | R | |
| | | | | Someone becomes ill in the business | Employees, visitors | Risk of contracting COVID-19 | | UK Government guidance to be followed. If the person is a visitor, their organisation is to be informed. Workplace to be decontaminated following Government advise. Enforce best practice hygiene requirements regarding hand washing. Pass information onto employees. | 3 | 3 | 9 |
| Someone infected enters the workplace | Employees, visitors | Risk of contracting COVID-19 | Information posters highlighting symptoms of COVID-19 are placed at entry points. Symptomatic individuals are not allowed entry. Information posters are placed around the building in communal places. Hygiene requirement posters are placed in all toilet and kitchen areas. No handshaking | 2 | 3 | 6 | None | 2 | 3 | 6 | |
| Contaminated Work Area & equipment | Employees, visitors | Risk of contracting COVID-19 | UK Government guidance to be followed. Hand Sanitisers have been placed in the workplace. Extra handwashing requirements are in place. Cleaning kit provided to staff to encourage implementation of work station cleaning. Employees all have their own equipment so sharing is not required, and communal pieces of equipment have cleaning stations nearby. Information passed on to employees | 3 | 3 | 9 | None | 3 | 3 | 9 | |
| Business proximity & meetings | Employees | Risk of contracting COVID-19 | UK Government guidance to be followed. Social distancing policy has been implemented. Only business critical face to face meetings to be undertaken. customer meetings to be undertaken by video or phone where possible. No handshaking. Information passed to employees | 3 | 3 | 9 | Additional signs reminding of social distancing, hygiene and symptoms. Floor markings for meetings | 3 | 3 | 9 | |
| Vulnerable Employees | Employees with underlying health conditions (asthma, etc) | Risk of contracting COVID-19 | UK Government guidance to be followed. Employees instructed to self isolate if they show temperature above 38 centigrade or higher, or have a new continuous cough. Home Working or furlough for employees with medical history of respiratory problems or cancer. | 3 | 5 | 15 | None | 3 | 5 | 15 | |

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| Employees who have contracted COVID-19 | Employees, visitors, Family members | Risk of contracting COVID-19 | If NHS determines an employee has contracted COVID-19 they will be treated as off sick as per normal company policy. Colleagues who have had contact with a symptomatic employee will be advised to follow NHS Online/111 Guidance. Workplace to be decontaminated. Information passed on to employees | 3 | 3 | 9 | None | 3 | 3 | 9 |
| Presenteeism - symptomatic or exposed employees remaining in work. | Employees, visitors, Family members | Risk of contracting COVID-19 | UK Government guidelines to be followed. Employees are advised to follow online/111 NHS guidance. Colleagues potentially who have had contact with a symptomatic/exposed employee will be made aware of the symptoms and asked to follow NHS guidance. | 2 | 3 | 6 | Consider additional disciplinary procedures, suspensions and terminations according to company policies for proven presenteeism. | 2 | 3 | 6 |
| Employees unaware of Self Isolation procedures | Employees | Risk of contracting COVID-19 | NHS 111 online provides advice on self isolation. Information has been passed onto employees | 2 | 3 | 6 | None | 2 | 3 | 6 |
| All employees present during confirmed COVID-19 case | Employees, visitors, Family members | Risk of contracting COVID-19 | UK Government guidelines to be followed. Employees are advised to follow online/111 NHS guidance. Colleagues potentially who have had contact with a symptomatic/exposed employee will be made aware of the symptoms and asked to follow NHS guidance. Early/Late shift with middle gap allows for business to continue with a reduced capacity. Office and tradecounter areas moved around to allow social distancing measures. | 3 | 3 | 9 | None | 3 | 3 | 9 |
| Employee Wellbeing & Loneliness due to furlough/Self Isolation | Employees, Family members | Risk of contracting COVID-19 externally to NIE premises. Mental health degradation. | Managers advised to keep in touch with employees working from home or furloughed by phone or by video call. A home working risk assessment has been completed. Managers are to ensure that employees required to work from home have the necessary equipment and information to do their jobs safely | 3 | 3 | 9 | Encourage team bonding activities with home workers through video calls such as quizzes, etc. | 3 | 3 | 9 |
| Employees unable to socially distance whilst travelling around building | Employees, visitors, Family members | Risk of contracting COVID-19 | UK Government advice is followed to implement a one way system in single corridors, and rules to keep left in larger corridors. Information is passed onto staff. Signage employed to notify of entry/exit points and routes. | 3 | 3 | 9 | None | 3 | 3 | 9 |
| No Restriction of customer/visitor numbers in the Tradecounter area. | Employees, visitors | Risk of contracting COVID-19 | UK Government guidance to be followed. Social distancing policy has been implemented. Signage used to limit numbers in the area to 2, and floor marking at 2m apart in the area. No handshaking or physical interacting. Hand sanitiser and cleaning kit provided. Information passed to employees | 3 | 3 | 9 | None | 3 | 3 | 9 |

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| Employee catches COVID-19 due to travelling abroad. | Employees. | Risk of contracting COVID-19 | UK Government advice and guidance to be followed. Guidance provides foreign travel advice and provides advice for travellers returning to work from affected areas. We are not insisting on employees working in an area with a higher risk of COVID-19. Employees can cancel any pre-booked leave to an affected area. | 1 | 3 | 3 | None | 1 | 3 | 3 |
| Assessor Signature(s): |  | | Review Date (if applicable): | Reviewed on a weekly basis to ensure Government advice is being adhered to. | | | | | | |