

Risk assessment – topic / area covered	
Location(s):	All business locations
Department/staff:	All Staff
Tasks/activities:	Response to Covid-19 Novel Coronavirus
Other information:	This Risk Assessment is based on guidance from WHO, ECDC, NHS and Gov.uk at the date of this risk assessment and will be reviewed as guidance changes

Risk assessment sign off			
Prepared by:	Kevin Dutton	Date:	10/3/20
Approved by:	Darrell Clews	Date:	11/3/20
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient. Following a review, a new Risk Assessment should be issued.		

Methodology:

	IMPACT ON PROJECT OBJECTIVES						PROBABILITY				
	Cost, \$M	Schedule, Mos	Product Quality	Safety	Environm.	Reputation	< 0.1% Very Low (1)	0.1% - 10% Low (2)	10% - 50% Medium (3)	50% - 90% High (4)	>90% Very High (5)
Very High (5)	>50	>6	System requirements are not achieved	Single or multiple fatalities	Massive Effect	International media coverage. Irreparable stakeholder impact	5	10	15	20	25
High (4)	20 – 50	3 – 6	Substantial effect on performance objectives	Serious personal injury resulting in permanent disability	Major Effect	National media coverage. Substantial stakeholder impact	4	8	12	16	20
Medium (3)	5 – 20	1 – 3	All design and operating margins eliminated	Injury to personnel not resulting in permanent disability	Localized Effect	Regional media coverage. Moderate stakeholder impact	3	6	9	12	15
Low (2)	0.5 -- 5	0.5 - 1	Minor decrease in system performance	Medical treatment of personnel. Lost time incident	Minor Effect	Local media attention. Minor stakeholder impact	2	4	6	8	10
Very Low (1)	< 0.5	< 0.5	Slight degradation of element performance	Minor impact on personnel. First aid only. No lost time	Slight Effect	Slight media attention. Little stakeholder impact	1	2	3	4	5

Risk Rating: 1-5 is low and acceptable level of risk but reduce if possible.

Risk Rating: 6-10 - Reduce by control measures if reasonably practical.

Risk Rating: 15 and above you must reduce by control measures.

Obtain your RISK RATING by multiplying your Severity scores x Likelihood scores.

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Analysis of Risk and Record of Further Actions <i>(Severity x Likelihood = risk rating see front page for instructions)</i>							
Hazards	Activity/task presenting risk	Severity	Likelihood	Risk Rating	Control measures in place	Residual Risk High, Medium or Low	Further action
Spread of NCV in business	Possibility of contact with NCV host through lack of awareness	5	1	5	<p>Regular status checks on WHO website</p> <p>Regular communications to all employees</p> <p>Reporting system in place with actions to be taken (self containment)</p> <p>All employees who have travelled/returning from one of the countries listed in the latest Gov.uk update (China/Iran/Italy/S.Korea/Japan) or have been in contact with individuals who have been in one of the countries listed above while travel restrictions exist for this country are to self isolate (work from home if office-based/well enough to do so) for two weeks before entering company offices/customer premises.</p>	Low	Continue to cascade updates/ review WHO info
Spread of NCV from business travel	Business travel to/from affected areas	5	1	5	<p>No business travel to affected areas currently. If situation changes and UK areas identified, then travel will be reviewed/ prohibited if necessary</p> <p>Regular checks of WHO website for change in status</p>	Low	Monitor situation

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Transfer of NCV through contact with colleagues/suppliers/customers travelling from affected area	Business travel to/from affected areas	5	1	5	Meetings with any colleagues arriving directly from affected areas should either be postponed or held virtually – currently no cases of this	Low	Monitor situation
Spread of NCV on sites	Possibility of meeting person/visitor not aware of infection with NCV	5	1	5	Hand sanitizer stations on all sites, employees and visitors requested to use these. Good flu prevention communications, including covering your cough and washing your hands often to help stop the spread of germs.	Low	Frequent reminders to all employees
Contact with NCV through lack of awareness	Employee being unaware of risk of NCV	5	1	5	Communications to all employees on good flu prevention principles, including covering your cough and washing your hands often to help stop the spread of germs. If you are unsure if any of the control measures apply to you, please reach out to your line manager to discuss	Low	Frequent reminders to all employees

Training in the Requirements of the Risk Assessment				
Refresher of main points: <ul style="list-style-type: none"> • If aware of any issues, discuss with your manager immediately • If you have come into any contact with persons affected by the virus, follow NHS guidance and call 111. • Ensure hygiene measures are followed 				
Trainee		Trainer		Date
Print	Sign	Print	Sign	