



RISK ASSESSMENT

Site Location	Grange Lane	Task/Activity	Reception	Risk Assessment No:	RA/RM/004
Completed By:	Rob McMillan	Reason for Risk Assessment	Covid 19 -Coronavirus	Date:	02/09/2020
Signed:		SWP Ref. No:	004(V2)	Review Date:	02/09/2021
Persons at Risk	<input checked="" type="checkbox"/> All <input type="checkbox"/> Members <input type="checkbox"/> Contractors				

Hazard Identification	Who might be harmed	Controls Required	Severity of Harm	Occurrence	Likelihood of Occurrence	Risk Rating	Further Control Measures Necessary
Spread of Covid19- Coronavirus	Members Those with underlying health conditions. Anyone who physically comes into contact with you. Contractors (Delivery Drivers)	<u>Hand Sanitizer</u> <ul style="list-style-type: none"> Hand sanitizer/cleaning wipes or similar to be provided. All members and visitors will be required to wipe down any area they have come into contact with after use. Reception door to be left open when possible, thus reducing possible contamination. Only two people allowed in reception at any time. All unnecessary furnishings to be removed (Chairs etc) Members asked to bring their own pen. 	5	x	1	= 5	<p>Committee Officers will undertake random spot checks to ensure compliance</p> <p>When the reception is manned no more than two people are allowed in the reception area. One staffing the reception and one member or visitor.</p> <p>Members wishing to pay fees are asked to pay by card.</p>

		<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing Social Distancing -Reducing the number of persons in the area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p>					<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <p>Committee Officers to randomly check social distancing compliance is being followed at the reception.</p>
Officer	Rob McMillan	Signature	Date:				



RISK ASSESSMENT ACTION PLAN

Further control measures necessary	Agreed actions:	Actionee:	Date Due:	Date Action Completed:

RISK ASSESSMENT GUIDANCE

Hazard Identification

When undertaking a risk assessment consider the following hazards (this list is not exhaustive and other hazards may be present)

Acid	Falling / flying objects	Other people
Adverse weather	Falls from height	Physiological Capabilities (Human Factors)
Asphyxiation / drowning	Ground collapse / failure	Pressure systems
Chemicals / harmful substances	Heat / fire / explosion	Psychological Capabilities (Human Factors)
Confined spaces	High / low temperature	Structural failure
Contact with moving parts / machinery	Human Behaviour	Underground / overhead services
Dust / fumes	Inadequate Lighting	Uneven ground
Electricity	Lone Working	Unsafe access / egress
Explosion	Machines / objects overturning	Use of power tools
Failure of lifting equipment	Manual handling	Vehicle movements
Failure of tools / equipment	Noise	Vibration exposure

Persons at Risk

All	Members	Young Persons	Contractors	Visitors	Member of Public
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RA - Form Guidance

(1) Hazard Identification	Put in all the potential hazards associated with the task (Consider hazard list above).
(2) Associated Risk(3) Current Controls	Put in the likely effects i.e. cuts, burns, broken limbs, damage to property.
(3) Current Controls	Put in the existing controls i.e. SWP, procedures, Guards, demarcation, PPE.
(4) Severity of Harm	Estimate the severity (Scale 1 to 5 see severity indicator).
(5) Likelihood of Occurrence	Estimate the likelihood (Scale 1 to 5 see likelihood indicator).

Severity

1	Minor injury no lost time
2	Minor Lost time Injury under 7 days
3	Serious lost time injury over 7 days
4	Major Injury (Specified Major under RIDDOR)
5	Fatality

Likelihood

1	Rare (may occur only in exceptional circumstances)
2	Unlikely (may occur sometime)
3	Possible (should occur at sometime)
4	Likely (event will probably occur in most circumstances)
5	Almost certain (event is expected to occur in most circumstances)

Risk rating

High 15 to 25	UNACCEPTABLE RISK - Stop the task or do not allow it to start until further controls have been implemented in order to reduce the risk as low as is reasonably practicable (a balance of cost and risk) and ideally to achieve a low risk rating.
Medium 7 to 14	RISK MAY BE UNACCEPTABLE - It may be acceptable to implement temporary control measures to achieve the required level of risk reduction until more permanent measures are in place.
Low 1 to 6	ACCEPTABLE RISK - Task may continue presuming controls are implemented and monitored. Where additional low or no cost control measures can be implemented, particularly where this encourages employee engagement, these should be considered.

Hierarchy of Control

Eliminate	Get rid of the hazard; replace it with something less hazardous.
Reduce	Reduce the level of risk by reducing the nature of the hazard. e.g. use small quantities. lower