



RISK ASSESSMENT

Site Location	Grange Lane	Task/Activity	Committee Room	Risk Assessment No:	RA/RM/010
Completed By:	Rob McMillan	Reason for Risk Assessment	Covid 19 - Coronavirus	Date:	04/06/2020
Signed:		SWP Ref. No:	010	Review Date:	04/06/2021
Persons at Risk	<input checked="" type="checkbox"/> All <input type="checkbox"/> Members Only				

Hazard Identification	Who might be harmed	Controls Required	Severity of Harm	Occurrence	Likelihood of	Risk Rating	Further Control Measures Necessary
Spread of Covid19- Coronavirus	Members Those with underlying health conditions. Anyone who physically comes into contact with you.	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • Drying of hands with disposable paper towels. • Members encouraged to protect the skin by applying emollient cream regularly • Gel sanitisers in any area where washing facilities not readily available <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, using appropriate cleaning products and methods.</p>	5	x	2	= 10	<p>Members to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout TNC.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <p>Posters, leaflets and other materials are available for display. To be obtained.</p>

		<p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>If possible only two members of the Committee allowed in the room at any one time, Exceptions will be if social distancing can be maintained.</p> <p>Hand sanitizer to be provided at the room entrance.</p> <p>Doors and windows to be left open at all times if possible.</p> <p>Cleaning to be undertaken when exiting the building.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement, an adequate supply of these if available will be provided. Members will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>				<p>Rigorous checks will be carried out by Committee Officers to ensure that the necessary procedures are being followed.</p> <p>Members to be frequently reminded of the importance of social distancing. Committee Officers to undertake regular checks to ensure this is adhered to.</p> <p>Cleaning wipes to be made available for cleaning before and after office use.</p> <p>Members to be reminded that wearing of gloves is not a substitute for good hand washing</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).
(6) Risk Rating	Multiply the severity of harm score with the likelihood of occurrence score.
(7) Further controls necessary	State if further controls are required to control / reduce the risk. Complete action plan

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 voltage etc
Isolate	Isolate the hazard from people, for example by guarding
Control	Control exposure to the hazard by controlling who has access or limiting exposure time
PPE	Personnel Protective Equipment
Discipline	Training and Supervision