

## Risk Assessment Matrix

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### INSTRUCTIONS

**ASSESSMENT STAGE:** Complete section **A1**; Identify hazards and assign pre and post likelihood and consequence scores (using a 3x3 or 5x5 matrix) in section **A2**. Control measures to reduce risks can then be added.

**MONITORING STAGE:** Complete section **M1**; Score Control Measures in section **M2** using a scale of 0-10 (10 being complete compliance); State further actions required in section **M3**

### Section A1 - Assessment Information

Assessment Reference Number	COV19
Assessment Date	14/05/2020
Activity / item / area	Infection from Coronavirus (COVID19)
Contract description	
Contract site	Robust UK

Persons at risk	Staff, visitors to the premises, cleaners, contractors drivers, vulnerable groups - elderly, pregnant workers, those with underlying health conditions. Anyone else who comes into contact with you in relation to your business
Assessor	Tim Kirby
Risk Matrix Format	5x5
Review date	13/05/2021
Monitoring frequency	Weekly
Authorised by	Tim Kirby / Tim Benbow

### Section M1 - Monitoring Information

Person carrying out monitoring	Person carrying out monitoring
Monitoring date	14/05/2020

Department / location	All departments
Checked by	Tim Kirby

### Section A2 M2 - Risk / Control Measures

Hazard	Likelihood	Consequence	Risk level	Control Measures	Likelihood	Consequence	Risk level	
Spread of Coronavirus (COVID-19)	5	5	25	1/. Frequent hand washing is encouraged. Hands to be washed for at least 20 seconds. Hand sanitiser gel supplied at stations all around building.	10	2	5	10
				2/. Social distancing must be adhered to wherever possible. This means all employees should remain a minimum of 2 metres apart from each other. Where this is not possible, the distance between each person must be kept to the maximum possible for the task to be performed safely with extra PPE. Breaks have been staggered to reduce the amount of colleagues in the rest area. This also applies to smoking areas. Skype to be used instead of face-to-face meetings.	9			
				3/. Face masks to be worn at all times except for meals and other breaks. We have made face masks available upon entry to the buildings. One mask is available per day per person. Used face masks are to be disposed of in marked bin provided and this bin changed daily.	9			
				4/. A strict one way system has been implemented around the building, including canteen, toilets, offices and corridors to avoid people passing each other, reducing the risk of close contact.	9			
				5/. Tables and surfaces are to be cleaned after every use. Cleaning solutions have been supplied on every table for easy access.	10			
				6/. Communal tools and equipment are to be cleaned after every use.	9			
				7/. We have installed perspex barriers between each desk in the offices to separate each employee and reduce contact with the neighbouring desk.	10			
				8/. We have set up cleaning stations around the building so that regular cleaning can be carried out.	10			
				9/. We have installed contactless thermometers so colleagues can take their own temperature on arrival to site.	10			
				10/. If anyone in the workplace becomes unwell with a new continuous cough or a high temperature they will be sent home and advised to follow the stay at home guidelines. Their manager will remain in contact with staff members during this time.	10			
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### Section M3 - Further Actions Required

Monitor government guidelines
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