



**RISK ASSESSMENT**

Assessment number	RA-EHS-047-E2	Title	Covid-19 Mitigation	Effective date	19.05.2020
Author	Graham Exley	Area or Dept.	Site	Revision date	Monthly

Task/Activity/Area/situation		What are the Hazards	Who might be harmed and how	Risk Controls Currently in Place	L	S	RR	Additional Controls	L	S	RR
1	People at higher risk from Covid-19	<p>Cross infection from Covid-19 virus</p> <p>(The virus attacks the respiratory system, causing pneumonia-like lung lesions)</p> <p>Working with Display Screen Equipment from a temporary workstation</p>	<p>Employees at higher risk from coronavirus &amp; Employees who live with someone at high risk from coronavirus</p> <p>Potentially more severe outcomes if people are made ill from contracting Covid-19</p> <p>Increased risk of mental health &amp; wellbeing issues including loneliness, isolation, anxiety, pressure triggered by remote working</p>	<ul style="list-style-type: none"> <li>• People at higher risk from coronavirus, including older people, people with health conditions and pregnant women are identified and advised to follow PHE guidance for 'People at higher risk from coronavirus' that includes 'if you live with someone at high risk from coronavirus'.</li> <li>• Assistance will be given to individuals to homework where this is possible.</li> <li>• Where this is not possible the furlough scheme should be considered and agreed between management and employee in line with government guidance</li> <li>• Employee Assistant Program and Mental Health Awareness programme in place</li> <li>• Virtual HR clinics in place via TEAMS</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>• Employees must consider their level of risk in line with PHE via the NHS-111-online service (High or Moderate) and discuss work options with the departmental manager</li> <li>• An individual risk assessment carried out by EHS &amp; OH must be carried out when a person of high or moderate risk is considering attending site.</li> <li>• Line manager to ensure regular contact with people at higher risk from coronavirus (via TEAMS or other forms of communication) to ensure welfare and wellbeing</li> <li>• If homeworker is using DSE they must complete FOR-EHS-E1-050 - Temporary homeworking-Self-Assessment &amp; Equipment</li> </ul>	1	5	5



Task/Activity/Area/situation	What are the Hazards	Who might be harmed and how	Risk Controls Currently in Place	L	S	RR	Additional Controls	L	S	RR
			<ul style="list-style-type: none"> <li>Regular communication of mental health information and open door policy for those who need additional support</li> </ul>				<ul style="list-style-type: none"> <li>loan log and return to the EHS Manager</li> <li>Best practice DOC-EHS-E1-070 – Homeworking H&amp;S guidance in place</li> </ul>			
2	Travelling to work by car or public transport	<p>Cross infection from Covid-19 virus</p> <p>(The virus attacks the respiratory system, causing pneumonia-like lung lesions)</p>	<p>Employees and members of the public traveling together.</p> <p>Potentially an increased risk of cross infection through hand surface contacts or person to person via close contact with others traveling together not achieving 2-metre social (physical) distance.</p>	2	6	12	<ul style="list-style-type: none"> <li>Assistance will be given to individuals to homework, where this is possible, to avoid the need to travel in line with PHE guidelines</li> <li>If traveling to work is unavoidable, wherever possible employees should travel to site alone using their own transport</li> <li>Where this is not possible journeys should be shared with the same individuals and with the minimum number of people at any one time</li> <li>Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission</li> <li>The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces</li> </ul>	1	5	5

Task/Activity/Area/situation	What are the Hazards	Who might be harmed and how	Risk Controls Currently in Place	L	S	RR	Additional Controls	L	S	RR
			<ul style="list-style-type: none"> <li>When arriving at the site car park maintaining social distancing</li> <li>Enter via turnstiles avoiding queues and bottlenecks</li> <li>Washing hands thoroughly for 20 seconds using soap and water on entering and leaving site</li> </ul>							
3	Reception area (Gatehouse)	<p>Cross infection from Covid-19 virus</p> <p>(The virus attacks the respiratory system, causing pneumonia-like lung lesions)</p>	<p>Security guards, employees, contractor and visitors.</p> <p>Increased risk of cross infection through hand surface contacts or person to person via close contact with others breaking the 2-metre social (physical) distancing rules.</p>	2	5	10	<ul style="list-style-type: none"> <li>Security guard not to attend site if showing signs of Covid-19 in line with PHE guidance</li> <li>2 Metre social (physical) distancing maintained by security guards at reception desk</li> <li>Hand washing facilities with soap and water in place</li> <li>Regular cleaning of hand contact surfaces by security guards with approved hygiene products</li> <li>Awareness posters and instructions in place</li> <li>Security guards to follow DOC-EHS-E1-066 Suspected cases of COVID-19 at work protocols if they become unwell</li> </ul>	1	5	5



4	Access and egress to site for deliveries to site	Cross infection from Covid-19 virus  (The virus attacks the respiratory system, causing pneumonia-like lung lesions)	Employees (goods in) and delivery drivers  Increased risk of cross infection through hand surface contacts or person to person via close contact with others breaking the 2-metre social (physical) distancing rules.	<ul style="list-style-type: none"> <li>• Delivery driver Covid-19 self-declaration in place, drivers are verbally reminded not to enter site if they have symptoms of Coronavirus (Covid-19)</li> <li>• Deliveries will be received at goods in by a non-contact method maintaining 2m social distancing.</li> <li>• The number of delivery vehicles/personnel on site will be managed from the Gatehouse to reduce congestion.</li> <li>• Where loading and offloading equipment/materials requires assistance and 2m social distancing cannot be achieved drivers should remain in their vehicles and Arcinova staff take over unloading.</li> <li>• Adequate cleaning products available for regular hand-surface cleaning</li> </ul>	2	5	5	<ul style="list-style-type: none"> <li>• Where loading and offloading equipment/materials requires assistance and 2m social distancing cannot be achieved drivers should remain in their vehicles and Arcinova staff take over unloading.</li> <li>• PPE available               <ul style="list-style-type: none"> <li>○ Disposable gloves</li> <li>○ Face shields</li> <li>○ Face masks</li> </ul> </li> </ul>	1	5	5
Task/Activity/Area/situation		What are the Hazards	Who might be harmed and how	Risk Controls Currently in Place	L	S	RR	Additional Controls	L	S	RR
5	Site attendance by contractors and visitors	Cross infection from Covid-19 virus	Employees, contractor and visitors.  Increased risk of cross infection	<ul style="list-style-type: none"> <li>• Contractors or visitors must not attend site if they are showing symptoms of Covid-19 in line with guidance via NHS-111-Online Only essential contractors and</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>• Social distancing and hand washing guidance in place and regularly updated.</li> <li>• Site host must ensure contractors/visitors are fully aware of the site</li> </ul>	1	5	5

		(The virus attacks the respiratory system, causing pneumonia-like lung lesions)	through hand surface contacts or person to person via close contact with others breaking the 2-metre social (physical) distancing rules.	<p>visitors to be scheduled to visit site (statutory, mandatory, operational)</p> <ul style="list-style-type: none"> <li>Contractor pack to be forwarded in advance of visit stating site expectations and procedures</li> <li>RA-EHS-048-E2 - Covid-19 site contractor-visitor risk assessment in place</li> <li>Individual contractors and visitors to complete FOR-EHS-E3-051 - Covid-19 visitors &amp; contractors declaration at Gatehouse on the day of each visit</li> </ul>				<p>Covid-19 arrangements and are fully compliant during their visit.</p> <ul style="list-style-type: none"> <li>Arrangements for each visit should be confirmed in advance and communicated to relevant department/individuals</li> <li>Contractors should work in isolation wherever possible.</li> </ul>			
Task/Activity/Area/situation	What are the Hazards	Who might be harmed and how	Risk Controls Currently in Place	L	S	RR	Additional Controls	L	S	RR	
6	Employees working from home	<p>Cross infection from Covid-19 virus</p> <p>(The virus attacks the respiratory system, causing pneumonia-like lung lesions)</p> <p>Working with Display</p>	<p>Musculoskeletal disorders and eyestrain from Display Screen Equipment</p> <p>Increased risk of mental health &amp; wellbeing issues including loneliness, isolation, anxiety, pressure triggered by remote working</p>	<ul style="list-style-type: none"> <li>Assistance will be given to individuals to homework, where this is possible, to avoid the need to travel in line with PHE guidelines</li> <li>Temporary homeworkers must complete FOR-EHS-E1-050 - Temporary homeworking-Self-Assessment &amp; Equipment loan log and return to the EHS Manager</li> <li>Best practice DOC-EHS-E1-070 – Homeworking H&amp;S guidance in place</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Arrangements for homeworkers returning to site must consider: <ul style="list-style-type: none"> <li>Manager to update employee on site rules including office layout, social distancing and welfare arrangements.</li> </ul> </li> <li>Line manager to ensure regular contact with people at higher risk from coronavirus (via TEAMS or other forms of</li> </ul>	1	5	5

		Screen Equipment from a temporary workstation		<ul style="list-style-type: none"> <li>Days homeworking agreed between management and employee in line with PHE guidance and operational needs</li> <li>Employee Assistant Program and Mental Health Awareness programme in place</li> <li>Virtual HR clinics in place via TEAMS</li> <li>Regular communication of mental health information and open door policy for those who need additional support.</li> </ul>				communication) to ensure welfare and wellbeing			
Task/Activity/Area/situation		What are the Hazards	Who might be harmed and how	Risk Controls Currently in Place	L	S	RR	Additional Controls	L	S	RR
7	Access and egress to site for employees	<p>Cross infection from Covid-19 virus</p> <p>(The virus attacks the respiratory system, causing pneumonia-like lung lesions)</p>	<p>Employees and others on site</p> <p>Increased risk of cross infection through hand surface contacts or person to person to close contact breaking the 2-metre social (physical) distancing rules.</p>	<ul style="list-style-type: none"> <li>Employees must not attend site if they are showing symptoms of Covid-19 in line with guidance via NHS-111-Online</li> <li>Enter via turnstiles avoiding queues and bottlenecks</li> <li>Maintain 2 meter social distancing at all times <ul style="list-style-type: none"> <li>Do not hold open doors for colleagues</li> <li>Do not stop to talk or block corridors</li> <li>Do not cluster around colleagues workstations</li> </ul> </li> </ul>	2	6	12	<ul style="list-style-type: none"> <li>Only enter via the Gatehouse if absolutely necessary (to collect lone workers phone for example)</li> <li>Fire rated 'stay open' devices fitted on main corridors to minimise hand surface contact</li> </ul>	1	5	5



Task/Activity/Area/situation	What are the Hazards	Who might be harmed and how	Risk Controls Currently in Place	L	S	RR	Additional Controls	L	S	RR
			<ul style="list-style-type: none"> <li>Wash hands thoroughly for 20 seconds using soap and water on entering and leaving site</li> <li>Dry hands with paper towel (pat dry)</li> <li>Do not use hot air hand dryers</li> </ul>							
8	Hygiene/cleaning tasks	<p>Cross infection from Covid-19 virus</p> <p>(The virus attacks the respiratory system, causing pneumonia-like lung lesions)</p>	<p>Soft services cleaning team</p> <p>Increased risk of cross infection through hand surface contacts or person to person via close contact breaking the 2-metre social (physical) distancing rules.</p>	2	5	10	<ul style="list-style-type: none"> <li>Employees must not attend site if they are showing symptoms of Covid-19 in line with guidance via NHS-111-Online</li> <li>Site hygiene carried out in line with guidance - Covid-19 - cleaning in non-healthcare settings</li> <li>Effective cleaning products identified and used in line with manufacturers guidance</li> <li>Regular 20 second handwashing carried out</li> <li>2 meter social distancing must be maintained</li> <li>Disposable gloves used</li> </ul>	1	5	5
9	Common areas and canteen	<p>Cross infection from Covid-19 virus</p> <p>(The virus attacks the</p>	<p>Employees, cleaners and others on site</p> <p>Increased risk of cross infection through hand</p>	2	5	10	<ul style="list-style-type: none"> <li>'Fire rated' stay open devices are in place to minimise hand/surface contacts</li> <li>Other doors MUST NOT BE HELD OPEN unless agreed</li> </ul>	1	5	5

		respiratory system, causing pneumonia-like lung lesions)	surface contacts or person to person via close contact breaking the 2-metre social (physical) distancing rules.	<ul style="list-style-type: none"> <li>Regular effective 20 second handwashing to be undertaken</li> <li>Employees must minimise hand surface contacts where possible</li> <li>2 meter social distancing must be maintained</li> <li>Safe room capacities and signage in place to ensure 2m distancing can be achieved</li> <li>Floor marking in place to assist people to socially distance</li> <li>Signage in place to remind people of the site rules</li> </ul>				<ul style="list-style-type: none"> <li>with EHS and never fire doors</li> <li>Chairs must not be moved or added in canteen (maximum number provided to achieve social distancing)</li> <li>Employees must not cluster around coffee machines or block walkways</li> <li>Employees must not linger in corridors to talk but stay to the right and pass turning their head away from the other individual</li> <li>Employees must not hold doors open to allow others to pass through, 2m distancing should be maintained</li> </ul>			
Task/Activity/Area/situation	What are the Hazards	Who might be harmed and how	Risk Controls Currently in Place	L	S	RR	Additional Controls	L	S	RR	
10	Office based activities	Cross infection from Covid-19 virus  (The virus attacks the respiratory system, causing pneumonia-	Employees, cleaners and others on site  Increased risk of cross infection through hand surface contacts or person to person via close contact breaking				<ul style="list-style-type: none"> <li>Individuals to clean their own workstation and area (hand surface contacts) each day</li> <li>Employees must not cluster workstations or block walkways</li> <li>Specific departmental arrangements to be clearly communicated to</li> </ul>				
			<ul style="list-style-type: none"> <li>Employees must not attend site if they are showing symptoms of Covid-19 in line with guidance via NHS-111-Online</li> <li>Homeworking where possible to reduce numbers in offices</li> <li>Handwashing &amp; hygiene facilities in place</li> </ul>	2	5	10		1	5	5	





		like lung lesions)	the 2-metre social (physical) distancing rules.	<ul style="list-style-type: none"> <li>• Regular effective 20 second handwashing to be undertaken</li> <li>• Employees must minimise hand surface contacts where possible</li> <li>• 2 meter social distancing must be maintained</li> <li>• Limiting numbers of people in offices via shift patterns or extended working hours (departmental arrangements)</li> <li>• Minimising time people are working in close proximity</li> <li>• Identifying safe Lab capacities and posting signage to ensure awareness</li> <li>• Floor marking in place to assist people where applicable to socially distance</li> <li>• Signage in place to remind people of the site rules</li> <li>• Organise workstation so back to back or side to side working can be carried out (rather than face to face)</li> <li>• Fixed screens or barriers to be erected where other methods of control are not effective</li> </ul>				employees by departmental manager				
								<ul style="list-style-type: none"> <li>• See it, sort it, report it: EHS Hazard reporting procedure in place to address any breaches of the site Covid-19 site rules</li> </ul>				
Task/Activity/Area/situation	What are the Hazards	Who might be harmed and how	Risk Controls Currently in Place	L	S	RR	Additional Controls	L	S	RR		

11	Laboratory based activities	<p>Cross infection from Covid-19 virus</p> <p>(The virus attacks the respiratory system, causing pneumonia-like lung lesions)</p>	<p>Lab workers, cleaners and others on site</p> <p>Increased risk of cross infection through hand surface contacts or person to person via close contact breaking the 2-metre social (physical) distancing rules.</p>	<ul style="list-style-type: none"> <li>• Employees must not attend site if they are showing symptoms of Covid-19 in line with guidance via NHS-111-Online</li> <li>• Homeworking where possible to reduce numbers in Labs</li> <li>• Limiting numbers of people in labs by organised shift patterns or extended working hours</li> <li>• Handwashing &amp; hygiene</li> <li>• 2 meter social distancing</li> <li>• Limiting numbers of people on-site by organised shift patterns or extended working hours</li> <li>• Minimising time people are working in close proximity and identifying safe lab capacities</li> <li>• Floor marking and signage to assist people where applicable</li> <li>• Back to back or side to side working (rather than face to face)</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>• Fixed screens or barriers where applicable</li> <li>• Fixed teams or partnering to be considered to minimise spread of any potential Covid-19</li> <li>• Specific departmental arrangements to be clearly communicated to employees by departmental manager</li> <li>• See it, sort it, report it: EHS Hazard reporting procedure in place to address any breaches of the site Covid-19 site rules</li> <li>• In addition to standard issue PPE the following is available if identified by risk assessment by exception               <ul style="list-style-type: none"> <li>○ Lightweight face shields</li> <li>○ Face masks</li> </ul> </li> </ul>	1	5	5
Task/Activity/Area/situation		What are the Hazards	Who might be harmed and how	Risk Controls Currently in Place	L	S	RR	Additional Controls	L	S	RR
12	Maintenance and facilities based tasks	Cross infection from Covid-19 virus	Employees, contractors and others on site	<ul style="list-style-type: none"> <li>• Employees must not attend site if they are showing symptoms of Covid-19 in line with guidance via NHS-111-Online</li> </ul>	2	6	12	<ul style="list-style-type: none"> <li>• Specific departmental arrangements to be clearly communicated to employees by departmental manager</li> </ul>	1	6	6

		(The virus attacks the respiratory system, causing pneumonia-like lung lesions)	Increased risk of cross infection through hand surface contacts or person to person via close contact breaking the 2-metre social (physical) distancing rules.	<ul style="list-style-type: none"> <li>Limiting numbers of people on-site by organised shift patterns or extended working hours</li> <li>Only essential contractors allowed onsite (risk assessment in place)</li> <li>Homeworking where possible to reduce numbers in department</li> <li>Limiting numbers of people in department by organised Handwashing &amp; hygiene</li> <li>2 meter social distancing</li> <li>Limiting numbers of people on-site by organised shift patterns or homeworking</li> <li>Floor marking and signage to assist people where applicable</li> <li>Fixed teams or partnering in place to minimise spread of any potential Covid-19</li> </ul>				<ul style="list-style-type: none"> <li>See it, sort it, report it: EHS Hazard reporting procedure in place to address any breaches of the site Covid-19 site rules</li> <li>In addition to standard issue PPE the following is available if identified by risk assessment               <ul style="list-style-type: none"> <li>Lightweight face shields</li> <li>Face masks</li> </ul> </li> </ul>			
Task/Activity/Area/situation	What are the Hazards	Who might be harmed and how	Risk Controls Currently in Place	L	S	RR	Additional Controls	L	S	RR	
13	People who become ill must not attend site if they are showing symptoms of Covid-19 in line with guidance via NHS-111-Online	Cross infection from Covid-19 virus  (The virus attacks the respiratory system,	Employees, and others on site  Increased risk of cross infection through hand surface contacts or person to person via close	<ul style="list-style-type: none"> <li>Employee to inform line manager of illness and make their way to the isolation room</li> <li>Department head to follow DOC-EHS-E1-066 Suspected cases of COVID-19 at work protocols and assist individual to return home or call</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>DOC-EHS-E1-066 Suspected cases of COVID-19 at work protocols to be clearly communicated to employees by departmental manager</li> </ul>	1	5	5



Task/Activity/Area/situation	What are the Hazards	Who might be harmed and how	Risk Controls Currently in Place	L	S	RR	Additional Controls	L	S	RR
	causing pneumonia-like lung lesions)	contact breaking the 2-metre social (physical) distancing rules.	emergency services in symptoms are severe <ul style="list-style-type: none"> <li>Report incident to EHS, OH &amp; HR</li> </ul>							
14	Emergency procedures including first aid	Cross infection from Covid-19 virus  (The virus attacks the respiratory system, causing pneumonia-like lung lesions)	Employees, and others on site  Increased risk of cross infection through hand surface contacts or person to person via close contact breaking the 2-metre social (physical) distancing rules.	2	5	10	<ul style="list-style-type: none"> <li>Emergency Services have confirmed no disruption to site attendance during Covid-19 restrictions</li> <li>Emergency evacuation procedures in place with 2 meter social distancing in place at assembly points communicated to site</li> <li>First aid protocols in place DOC-EHS-065-E1 - First aider updated protocols - Covid-19 based on social distancing and self-first aid</li> <li>Occupational Health Nurse risk assessment in place for general and specific tasks</li> <li>PPE - Lightweight face shields available for first aiders</li> </ul>	1	5	5



#### Notes:

##### Appendix 1 - Face coverings

- If you can, wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. This is most relevant for short periods indoors in crowded areas, for example, on public transport or in some shops.
- Evidence suggests that wearing a face covering does not protect you. However, if you are infected but have not yet developed symptoms, it may provide some protection for others you come into close contact with.
- A face covering is not the same as the surgical masks or respirators used by healthcare and other workers as part of personal protective equipment. These should continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings, like those exposed to dust hazards.

Full guidance on NHS-111-Online

#### References:

- FOR-EHS-E3-051 - Covid-19 Visitors & contractors declaration
- Covid-19 - cleaning in non-healthcare settings
- DOC-EHS-E1-066 Suspected cases of COVID-19 at work protocols
- DOC-EHS-065-E1 - First aider updated protocols - Covid-19
- RA-EHS-048-E2 - Covid-19 site contractor-visitor risk assessment
- RA-EHS-043-E1 - Risk assessment for Occ health appointments & blood drawing
- DOC-EHS-E1-070 – Homeworking H&S guidance
- DOC-EHS-E1-071 – Suspected cases of COVID-19 at home protocols
- FOR-EHS-E1-050 - Temporary homeworking-Self-Assessment & Equipment loan log
- FOR-EHS-E3-051 - Covid-19 Visitors & contractors declaration
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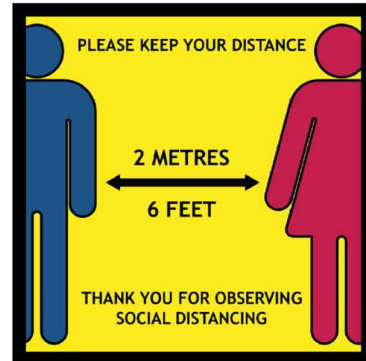
## FOLLOW THE GUIDANCE



See it, Sort it & Report it



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See it, Sort it & Report it



### Guidance:

HM Government guidance:

1. [Working-safely-during-covid-19-factories-plants-warehouses](#)
2. [Working-safely-during-covid-19-labs-research-facilities](#)
3. [Working-safely-during-covid-19-offices-contact-centres](#)
4. Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)
5. <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>
6. <https://www.nhs.uk/conditions/coronavirus-covid-19/>



Risk assessment carried out by

Management approval

EHS Approval

Print name      Graham Exley

Print name      Mike Delroy

Print name      Graham Exley

Signature  
*G Exley*

Signature  
*Mike Delroy* (by email)

Signature  
*G Exley*

Date      19.05.2020

Date      20.05.2020

Date      20.05.2020



Scoring matrix						
	1 - No harm occurs	2 - Minor harm occurs	3 - Major harm incapacity occurs	4 - Single incident fatality	5 - Multiple incident fatalities	6 - Multiple fatalities (inc. off-site)
1 - Highly unlikely - Freak event	1	2	3	4	5	6
2 - Unlikely - Remotely possible but known occurrence	2	4	6	8	10	12
3 - Occasional occurrence - Not foreseeable under normal conditions	3	6	9	12	15	18
4 - Fairly frequent occurrence - Foreseeable under normal conditions	4	8	12	16	20	24
5 - Regular occurrence - Easily foreseeable many incident have occurred	5	10	15	20	25	30
6 - Almost a certainty - Common occurrence, many incidents	6	12	18	24	30	36

Risk Ratings	
Likelihood v Severity = Risk rating	
Assessment risk rating is the highest single hazard risk rating	
1 - 3 = Minimal - No action required	
4 - 6 = Tolerable – Monitor to see if improvement is required	
8 - 12 = Substantial - Action should be taken to further reduce risk	
15 - 36 = Intolerable - Stop Activity - Immediate Action should be taken	

- Complete top section (EHS to add assessment number once complete)
- Working from left to right - Task/Activity/Area = add a brief description of the task/s to be carried out.
- What are the Hazards = A description of the hazards the activity presents e.g. electricity, toxic chemical, flammable solvent etc. There could be multiple hazards associated with the activity and these should be assessed within the same risk assessment.
- Who might be harmed and how = Add name of anyone who might be harmed - scientist, analyst, cleaner, chemist, facilities engineer, maintenance, contactors or visitors (others?) and how harm may arise or the type of injuries that could occur.
- A list of controls currently in place (may be "none" for a new activity) – This must only include controls that are fully operational and by applied in order of effectiveness as shown in Appendix 3 – Hierarchy of Controls (preventative to protective).
- State a value for the L factor = Likelihood (refer to Risk Assessment matrix) of an incident based on the stated controls in place.
- State a value for the S factor = Severity (refer to Risk Assessment matrix) of the severity of harm should the stated controls fail.
- The risk rating (RR) is the product of the likelihood multiplied by the severity (refer to Risk Assessment matrix). Having completed the risk assessment, you should be able to clearly identify the risk level from minimal to intolerable.
  - 1 - 3 = Minimal - No action required
  - 4 - 6 = Tolerable – Monitor to see if improvement is required
  - 8 - 12 = Substantial - Action should be taken to further reduce risk
  - 15 - 36 = Intolerable - Stop Activity - Immediate Action should be taken
- Prioritise resulting actions and consider what additional controls (if any) can or may need to be put in place to further reduce to the likelihood and severity of an incident
- Residual Risk after additional control measures are applied must clearly identify the risk level as minimal or tolerable for the task/activity to proceed  
NB. Tolerable here means that risk has been removed or reduced to the lowest level that is reasonably practicable.
- Email (word) copy of completed risk assessment to EHS who will log and allocate the assessment number
- Sign and date paper copy of risk assessment, forward for Management & EHS approval before carrying out task
- Circulate and get each staff member affected to read and sign acceptance of the controls identified