



Covid-19 Risk Assessment

With the number of COVID-19 cases increasing in the UK and globally, it has become necessary to take certain precautions on internal and external activities. As a responsible company we must support and as far as possible, protect our staff from infection when carrying out essential work for our customers. Sciaky abide by all government guidelines to ensure safe working with Covid-19.

Calculating the Risk: Likelihood x Severity = Risk			
Likelihood (L)	Severity (S)	Risk (R)	
Rating 1 = Very Unlikely	Rating 1 = Insignificant	15 to 25	Unacceptable (Stop activity and make immediate improvement)
Rating 2 = Unlikely	Rating 2 = Minor	10 to 14	Tolerable (Look to improve within specified timescale)
Rating 3 = Fairly Unlikely	Rating 3 = Moderate - up to 3 days absence	5 to 9	Adequate (Look to improve at next review)
Rating 4 = Likely	Rating 4 = Major - More than 3 days absence	1 to 4	Acceptable (No further action, ensure controls are maintained)
Rating 5 = Very Likely	Rating 5 = Catastrophic - death, major disability		

What are the Hazards	Details / Who might be harmed	Level of Risk			Existing Controls	Additional Controls	Revised Risk		
		L	S	R			L	S	R
Spread of Covid-19	Staff Visitors Vulnerable Groups - those with existing underlying health conditions, anyone else who physically comes into contact with the business.	4	4	16	Hand Washing <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 Gel sanitisers in any area where washing facilities are not available. Staff encouraged to protect the skin by applying emollient cream regularly 	Employees 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 Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19	2	2	4



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		L	S	R			L	S	R
					Hand Washing Continued	To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.html			
		4	4	16	Cleaning <ul style="list-style-type: none"> Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches etc using appropriate cleaning products and methods. 	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.	2	2	4
		4	4	16	Social Distancing <ul style="list-style-type: none"> Reduce the number of persons in any work area to comply with the 2 metre gap recommended. Taking steps to review work schedules including start and finish times, Redesigning processes to ensure social distancing in place Conference calls to be used instead of face to face meetings 	Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.	1	2	2



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		L	S	R			L	S	R
					Social Distancing Continued <ul style="list-style-type: none"> Ensuring sufficient rest breaks for staff Social distancing also to be adhered to in canteen and kitchen areas. 				
		4	4	16	Wearing of Gloves <ul style="list-style-type: none"> Where identified the wearing of gloves as a requirement of the job, adequate supply of these will be provided. staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. 	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.			
		4	2	8	Symptoms of Covid-19 <ul style="list-style-type: none"> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. 	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	2	1	2



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		L	S	R			L	S	R
					<p>Symptoms of Covid-19 Cont...</p> <ul style="list-style-type: none"> If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/ 				
		2	3	6	<p>Mental Health</p> <ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress 	Regular communication of mental health information and open door policy for those who need additional support.	2	2	4