

RISK MANAGEMENT ASSESSMENT

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Title (Activity/ Job/ Premises)	Staff and contractors visiting client properties	Reference No:	170320-01		RISK/CONSEQUENCE							
					LIKELIHOOD	1 INSIGNIFICANT	2 MINOR	3 MODERATE	4 MAJOR	5 CATASTROPHIC		
					1 RARE	1 TRIVIAL	2 TRIVIAL	3 TRIVIAL	4 TOLERABLE	5 TOLERABLE		
					2 UNLIKELY	2 TRIVIAL	4 TOLERABLE	6 TOLERABLE	8 MODERATE	10 MODERATE		
					3 POSSIBLE	3 TRIVIAL	6 TOLERABLE	9 MODERATE	12 MODERATE	15 SUBSTANTIAL		
					4 LIKELY	4 TOLERABLE	8 MODERATE	12 MODERATE	16 SUBSTANTIAL	20 SUBSTANTIAL		
					5 ALMOST CERTAIN	5 TOLERABLE	10 MODERATE	15 SUBSTANTIAL	20 SUBSTANTIAL	25 INTOLERABLE		
Location/ Dept.	Assessor Name(s):		K Foster									
Authorising Manager	Authorising Mgr Signature:											
Overall Rating	Tolerable		Review Date:									
Task/Equipme nt/ Materials/ Activity, etc.	Hazard	(Risk) Consequences	Person(s) at risk	Existing controls currently used (What are we doing now?)	Risk evaluation			Additional control/precautionary measures required	By Whom & By When initials & date			
					Likely- hood	Severity	Rating					
Essential visit to client property	Chance of infectious diseases being passed from staff or contractors to home occupants or vice versa	Mild to serious infection leading to long term illness or death	EM CL CO MP	<ul style="list-style-type: none"> ! Staff member or contractor to be isolated or 2 metres away from other persons while on site ! Work area to be well ventilated ! No 'at risk' personnel to be in area (70 or over, has a long-term condition, is pregnant or has a weakened immune system) ! All surfaces to be wiped with an appropriate cleaning product prior to setting up work area ! Only key personnel to enter area ! 2 metre exclusion area between all persons ! Verbal communication – no handling or transfer of paperwork, tablet computers, phones or tools between client and operative ! Any equipment touched by client must be collected, sprayed and wiped before being handled or 	2	4	8	<ul style="list-style-type: none"> ! Government advice is to use household cleaners and disinfectants to clean all hard surfaces surfaces ! Where hand washing is mentioned Government advice states: 'wash your hands with soap and water often – do this for at least 20 seconds....use hand sanitiser gel if soap and water are not available' 				

				<p>stored</p> <ul style="list-style-type: none"> ! Staff to bring own refreshments – not to use kitchen facilities or cups etc. ! Staff to have access to hand sanitiser and tissues ! Staff instructed to wash hands regularly ! Staff to wipe toilet facilities before use ! All non-essential paperwork to be binned at end of visit ! All equipment to be wiped over before storing after visit 						
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Additional controls identified after arrival

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Name of Assessor:		Assessor's Signature:		Date Completed:	
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Senior Manager Signature: _____ **Date of Signature:** _____

Senior Manager signature *** Only required where high risk or large finance requirement ***

Persons at risk code-

EM – Employee

CL – Client/Service User

CO – Contractor

LC – Local Community

EN – Engineering/Maintenance

VI – Visitor

LW – Lone Worker

YP – Young Person

DA – Disabled Person

PW – Pregnant Worker

TE – Temporary/Agency Staff

OG – Organisation

MP – Member of the Public