

# RISK ASSESSMENT FORM

<b>Location:</b>	<b>Centrepont Offices COVID-19 Risk Assessment</b>	<b>Assessment Date:</b>	<b>23.June.2020</b>	<b>Assessor:</b>	<b>P W Hall MA CFIOSH</b>
	<b>All Centrepont Office Locations</b>	<b>Review Date:</b>	<b>23. June.2021</b>	<b>Contact Tel No:</b>	<b>M.07917-521023</b>
<b>Contact:</b>	<b>Peter W Hall MA CFIOSH</b>	<b>Contact Tel No:</b>		<b>Total No. Pages</b>	<b>7</b>

## Introduction:

This risk assessment has been prepared from the Covid-19 Risk Assessment Questionnaire for Centrepont Office Settings initiated through a Centrepont wide assessment process – All returns are held by the Centrepont Head of Property & Landlord Compliance.

## Note:

Ref No:	Hazard	Risk	People at Risk	L <sub>1</sub>	S <sub>2</sub>	Rating (L x S)	P <sub>3</sub>	Hierarchy	Current Controls & Next Actions - Owner	L	S	R <sub>4</sub>
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<sup>1</sup> Likelihood (See Matrix)

<sup>2</sup> Severity (See Matrix)

<sup>3</sup> Priority – See Matrix, Likelihood x Severity = (High (Red), Medium (Amber), Low (Green))

<sup>4</sup> Residual Risk - See Matrix, Likelihood x Severity

1.	Covid – 19 Infection	Spread of infection through failure of Infection Control processes initiated.	Staff & Young Persons, Visitors, Contractors	3	5	12	M		<p><b>Current Controls:</b></p> <ol style="list-style-type: none"> <li>1. Each office has been individually risk assessed and results incorporated.</li> <li>2. Communal spaces to be limited where applicable to facilitate social distancing.</li> <li>3. Office capacity limited following specific accommodation risk assessment to ensure social distancing.</li> <li>4. Signage provided to all office locations in line with Government recommendations.</li> <li>5. Screens (for reception areas) are being made available to all offices and if assessed as a requirement between desks to ensure social distancing.</li> <li>6. PPE guidance available to staff on use of PPE.</li> <li>7. On site communal cleaning has been increased. Cleaning times have been reviewed with a focus on infection-control.</li> <li>8. Space between office desks has been assessed and considered adequate, chairs removed where appropriate to ensure social distancing.</li> <li>9. Staff are required to clean all work equipment prior to and after work desk top, keyboard, and screen and any other fixed fitting used.</li> <li>10. All none essential seating within the main offices and meeting rooms have or are being removed to encourage social distancing.</li> <li>11. Kitchen use has been restricted and cleaning increased</li> </ol>			
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<b>IMPACT (or Severity) if the risk occurred</b>						
<b>LIKELIHOOD</b> of the risk happening		Insignificant <b>(1)</b>	Fairly Serious <b>(2)</b>	Serious <b>(3)</b>	Very Serious <b>(4)</b>	Major Disaster <b>(5)</b>
	Highly Likely <b>(5)</b>	<b>5(L)</b>	<b>10(M)</b>	<b>15(H)</b>	<b>20(H)</b>	<b>25(H)</b>
	Likely <b>(4)</b>	<b>4(L)</b>	<b>8(M)</b>	<b>12(M)</b>	<b>16(H)</b>	<b>20(H)</b>
	Possible <b>(3)</b>	<b>3(L)</b>	<b>6(L)</b>	<b>9(M)</b>	<b>12(M)</b>	<b>15(H)</b>
	Unlikely <b>(2)</b>	<b>2(L)</b>	<b>4(L)</b>	<b>6(L)</b>	<b>8(M)</b>	<b>10(M)</b>
	Very unlikely <b>(1)</b>	<b>1(L)</b>	<b>2(L)</b>	<b>3(L)</b>	<b>4(L)</b>	<b>5(L)</b>

Likelihood of Occurrence (L)	Potential Severity of Hazard (S)	Rating (L x S)	Priority (P)	Residual Rating (RR) - Post controls
<b>1 = Very Unlikely</b>	1 = Insignificant	1 – 6 = Not a priority but needs attention	<b>Low</b>	<b>Low</b>
<b>2 = Unlikely</b>	2 = Fairly Serious			
<b>3 = Possible</b>	3 = Serious	8 – 12 = Requires attention as soon as possible	<b>Medium</b>	<b>Medium</b>
<b>4 = Likely</b>	4 = Very Serious			
<b>5 = Highly Likely</b>	5 = Major Disaster	15 – 25 = Urgent action required	<b>High</b>	<b>High</b>

<p><b>In order to score the risks, the following criteria were considered:</b></p> <ol style="list-style-type: none"> <li>1. Likelihood (See Matrix)</li> <li>2. Severity (See Matrix)</li> <li>3. Priority – See Matrix, Likelihood x Severity = (High (Red), Medium (Amber), Low (Green))</li> <li>4. Residual Risk - See Matrix, Likelihood x Severity.</li> </ol>	1. The likelihood of its occurrence (L)		
	2. The potential impact or severity of the event if it happens (I or S)		
	3. The priority using the hierarchy of controls (P) High, Medium, Low		
	4. The extent to which control actions mitigate the risk or minimise impact (RR)		
<p><b>Likelihood of occurrence is judged on a five point scale as follows:</b></p>	<b>1</b>	<b>Very unlikely</b>	Barely likely that the risk event will happen
	<b>2</b>	<b>Unlikely</b>	Unlikely to happen in the near future (during the current year)
	<b>3</b>	<b>Possible</b>	Possible that it will happen in the near future (during the current year)
	<b>4</b>	<b>Likely</b>	Likely to happen in the current year
	<b>5</b>	<b>Highly likely</b>	Probable that it will happen in the current year.
<p><b>Impact is judged on a five point scale as follows:</b></p>	<b>1</b>	<b>Insignificant</b>	Even if it happens there is nothing to worry about.
	<b>2</b>	<b>Fairly serious</b>	Possibly important, but can be managed although it could take up some time and resources.
	<b>3</b>	<b>Serious</b>	A threat that could cause us reasonable problems and would definitely take up time and resources.
	<b>4</b>	<b>Very serious</b>	Would hinder the achievement of our strategic objectives and/or would take up considerable time and resources.
	<b>5</b>	<b>Major disaster</b>	Could seriously undermine the standing and position of Centrepont

For each risk, we multiply the Likelihood score by the Impact / severity score to arrive at an initial score for the risk. This is called the Inherent Risk. Then we deduct the Control score from the initial score to arrive at an overall score. This is called the Residual Risk

For example, if a risk is considered likely to occur (4 pts) and the impact if it occurred is judged to be serious (3 pts), then the initial score would be 12 (i.e. 3 x 4). If we then judge that the controls in place are Good (3 pts), the control score is deducted from the initial score (i.e. 12 - 3) to arrive at overall score of **9** for that risk.

Using this scoring method, the maximum risk score possible is 24 i.e. highly likely risk (5) that would be a major disaster (5) and for which we have poor controls (1) ( $5 \times 5 - 1 = 24$ ).

<b>Assessor: Peter W Hall MA CFIOSH CIWFM</b>	<b>Signature: Peter W Hall</b>	<b>Date: 23.June.2020</b>
<b>Site Representative:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Actioned by:</b>	<b>Signature:</b>	<b>Date:</b>

<b>REVIEWED</b>		
<b>Name / Reason for review:</b>	<b>Signature:</b>	<b>Date:</b>