

Central Locksmiths Ltd
Unit F6 Seedbed Centre Aston Birmingham B7 4NT
COVID-19 | Risk Assessment Form

Assessment Subject/Area and brief description	Exposure to Covid19 when carrying out work activities.					
Assessed By:	Neil Meaden-Johnson	Assessment Date:	29/6/20	Review Date:	18/03/22	

Risk Assessor Responsibility							Management Responsibility
Significant Hazards	Who may be harmed?	Foreseeable Outcome	Existing Controls	Risk Rating L/M/H	Additional Controls	Risk Rating L/M/H	Action by Who/When
Exposure to Covid19 whilst in internal site workshop	Anyone	Death	<ul style="list-style-type: none"> Any engineer displaying symptoms sent home immediately. Soap and towels available for engineer use at workshop premises. Increased surface cleaning of normal in-house workspaces. Cleaning spray available. Sani-gels in engineer vans – as long a as they are available to purchase. Closed workshop. No public access, no visitors. Plant rooms / machinery spaces are inherently low risk as rarely visited by humans giving every opportunity for virus to die. 	L	<ul style="list-style-type: none"> None 	L	Neil Meaden-Johnson
Exposure to Covid19 while working externally at client sites/ locations	Anyone	Death	<ul style="list-style-type: none"> PPE (Gloves and Face masks) available for Engineers for use on sites. All Engineers to make every reasonable effort to comply with the social distancing of 2m, or 1m with risk mitigation. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, Engineers must take all the mitigating actions possible as follows: <p>Further mitigating actions include:</p> <ul style="list-style-type: none"> Further increasing the frequency of hand washing and surface cleaning. Keeping the activity time involved as short as possible. Using screens or barriers to separate people from each other. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). 	L	<ul style="list-style-type: none"> Only essential maintenance to be performed in the areas of increased risk. 	L	Neil Meaden-Johnson
Exposure to Covid19 while working at special	Anyone	Death	<ul style="list-style-type: none"> As above. 	M	<ul style="list-style-type: none"> Advise Engineers of special locations and 	L	Neil Meaden-Johnson

Risk Assessor Responsibility							Management Responsibility
Significant Hazards	Who may be harmed?	Foreseeable Outcome	Existing Controls	Risk Rating L/M/H	Additional Controls	Risk Rating L/M/H	Action by Who/When
Police locations where people with Covid19 are known to be present (i.e. West Midlands Police custody suites dedicated for Covid19 sufferers).					areas of increased risk. <ul style="list-style-type: none"> Only essential maintenance to be performed in the areas of increased risk. Any at high risk engineers not to be sent to these sites. All Engineers to report to front desk of special sites following which they will be briefed on special situation and issued with additional PPE by site staff. 		Neil Meaden-Johnson Neil Meaden-Johnson
No further hazards identified at this time.			•		•		
			•		•		
Comments:	.						
Assessment Accepted By:	Neil Meaden-Johnson – Chief Engineer /Director Contact : 07860455171			Date:	29/6/2020		
Identify how you intend to communicate the contents of this assessment to all who may be affected?	Document accessed by PDF on Website. Document on display in Workshop Copy emailed to Engineers.						

RISK RATING CRITERIA

	Certain <i>More than 1 per month</i>	Very Likely <i>1-6 months</i>	Likely <i>6-12 months</i>	Unlikely <i>1 – 5 years</i>	Very Unlikely <i>5 years or more</i>
Fatality	High	High	High	Medium	Low
Major Injury/Disability	High	High	Medium	Medium	Low
Lost Time Injury (Over 3 Days Absence)	High	Medium	Medium	Low	Low
Minor Injury Requiring First Aid	Medium	Medium	Low	Low	Low
No Injury/Very Minor Injury	Low	Low	Low	Low	Low

Rating Action Bands	
Low Risk	Manage for continuous Improvement.
Medium Risk	Implement control measures to reduce risk rating to as low as is reasonably practicable.
High Risk	Consider alternative options. Implement control measures to reduce risk rating to as low as is reasonably practicable immediately.

Risk assessors should consider “**significant hazards**”, “**who may be harmed**”, “**foreseeable outcomes**”, “**existing controls**” and any “**additional controls**” that may be needed to reduce risk to the lowest level so far as is reasonably practicable.

Calculate an overall risk rating for **existing** controls and where any **additional** controls have been identified, input a final risk rating taking into account **All** controls considered for the hazard in question.