

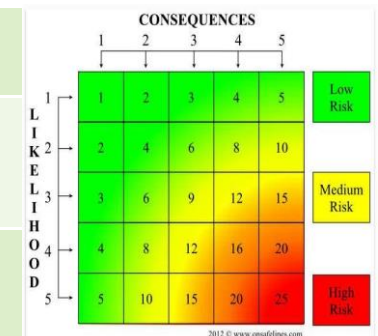
Covid-19 Risk Assessment Proforma

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. To ensure the safety of all staff and candidates all Safe Working Procedures (SWP), must always be adhered to. Failure to follow Safe Working Procedures will result in dismissal or termination from your job role.

OCCUPATION, JOB OR TASK	COVID-19: General Administration for office based staff	DATE OF THIS ASSESSMENT	29.06.2020	No.	01			
LOCATION	All ARC offices	NEXT REVIEW DATE	PAGE	1	OF	3	ISSUE No.	1
No. OF STAFF AT RISK	17	HOW OFTEN	Daily	SIGNED	P. Napier	ROLE	OPS Director	

Risk Rating Guide

High	There is a risk of serious injury or lost time to one or more people. Further action will be necessary by a competent person to reduce risk or specific training provided and operating procedure implemented
Medium	There is a foreseeable risk of injury to one or more resulting in injury, which in rare cases may be serious and critical. Defined control measures are necessary to control risk. Further site specific assessments may also be necessary in some cases.
Low	Adequate control measures have been identified to significantly reduce the chances of occurrence or injury.



TASK/ACTIVITY	HAZARD	DEGREE OF RISK			RESIDUAL RISK & PRIORITY - If further action is required details to be entered at bottom of page					
		L	S	LxS	EXISTING CONTROLS			Action Required		
		1-5	1-5	1-25				L	S	LxS
ARC office and administration staff undertaking general training bookings, administration and accounting activities.	ARC staff contracting COVID-19 as a direct result from contact with infected staff or other person(s)	3	5	15	<ul style="list-style-type: none"> Working from home ensuring adherence to current and updated government guidance & legislation. <p>If unable to work from home, then.</p> <ul style="list-style-type: none"> Approved company issue (ce)face masks to always be worn by staff, Approved company issue (ce)gloves to always be worn by the staff when handling materials that may be handled by others. No staff to access or use other staff member computers Printers to be used only when approved (ce)gloves are worn by the user 	1	5	5	No	

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					<ul style="list-style-type: none"> • ARC Training centers to be suitably marked with signage to ensure 2m separation distance within office environment • Office(s) must have been assessed to ensure suitable adherence to 2m radial separation distances • Offices to identify seating arrangement of staff. Offices must not allow numbers of staff that will not allow radial distance to be achieved • Anti-bacterial gel stations to be provided in communal areas and identified. Staff required to apply following use of sanitation amenities, Sanitation areas to be suitably marked with guidance to wash hands with soap/water following use • Staff to use personal pens and not interchange with others • Staff to confirm each morning that they are not displaying any symptoms of COVID-19; • Random checks may be in operation or requested if ARC staff have any suspicion of symptoms being displayed by other staff. • Communal contact to be limited and breaks to be agreed with staff to stagger times and reduce numbers as assessed. • Hot & cold drinks may be made in kitchen • Staff to only use own Cup or disposable • Personal cups may be used but must be deep cleaned by owner at the end of the day. • Deep clean of office, communal areas and sanitation facilities to be conducted daily following completion of business. 					
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CONTINUATION SHEET								No.		
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OCCUPATION, JOB OR TASK						PAGE	3	OF	3	ISSUE No.	1
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		DEGREE OF RISK			RESIDUAL RISK & PRIORITY - If further action is required details to be entered at bottom of page						
		L	S	LxS		L	S	LxS	Action Required		
TASK/ACTIVITY	HAZARD	1-5	1-5	1-25	EXISTING CONTROLS	1-5	1-5	1-25	Yes/No	Priority	