

Risk Assessment Index

The product of the ratings will then fall into the following categories:

1 – 4 Low Risk

5 – 14 Medium Risk controls to be regularly monitored

15 – 25 High Risk do not start work

Severity	Likelihood				
	Remote	Occasional	Probable	Significant	Frequent
Insignificant	1	2	3	4	5
Minor	2	4	6	8	10
Moderate	3	6	9	12	15
Major	4	8	12	16	20
Catastrophic	5	10	15	20	25

Risk Assessments

Assessed by: J Eden	Date: 29/05/2020	Review Date: 29/05/2021	RA No. 01
Operation: COVID-19		Risk Ratings	
		Without Controls (SxL=)	With Controls (SxL=)
Hazards: Spread of Covid-19 Coronavirus		4 x 4 = 16	4 x 2 = 8
Harm: Spread of Covid-19 Coronavirus		Persons in Danger: SGS Controllers, Management, and visitors to site either Public, Staff or Contractors.	
Management Controls <u>Hand Washing</u> Staff encouraged to protect the skin by applying emollient cream regularly Gel sanitisers in any area where washing facilities not readily available <u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. <u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings. Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in canteen area and smoking area. <u>Symptoms of Covid-19</u> 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.		Operative Controls Employees to be reminded on a regular basis to sanitise their hands regularly. Gel Sanitisers available throughout the office. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Posters displayed Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it and posters displayed. 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.	

Risk Assessments

Line managers will maintain regular contact with staff members during this time.

Drivers

Procedures in place for Drivers to ensure adequate welfare facilities available during their work

Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.

Mental Health

Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help

Risk Assessments

Assessed by: J Eden	Date: 29/05/2020	Review Date: 29/05/2021	RA No. 02
Operation: Slips, trips, falls		Risk Ratings	
		Without Controls (SxL=)	With Controls (SxL=)
Hazards: Slips – poor weather conditions & external pavements and carpark area. Trips – steps, stairs & walking. Falls – steps, stairs & walking.		S– 2 x 1 = 2 T– 2 x 2 = 4 F – 2 x 2 = 4	S– 2 x 1 = 2 T– 2 x 1 = 2 F – 2 x 1 = 2
Harm: Slips - Minor Injuries Trips - Minor Injuries Falls - Minor Injuries		Persons in Danger: SGS controllers, Management and visitors to site either Public, Staff or Contractors.	
Management Controls All controls have been in place since the site was built and grounds are very well maintained to a high standard, all necessary precautions have been made to prevent the risk of injury from S,T & F with constant reviews and any issues that are identified are dealt with immediately. Cable management needs to be constantly reviewed to avoid trip hazards in the office		Operative Controls SGS Staff on site have a duty of care to carry out a dynamic risk assessment and too report any issues to site management and record such issues to the NOC Manager.	

Risk Assessments

Assessed by: J Eden	Date: 29/05/2020	Review Date: 29/05/2021	RA No. 03
Operation: Site (Internal & External)		Risk Ratings	
		Without Controls (SxL=)	With Controls (SxL=)
Hazards: Internal – risk of injury would mainly be from S, T&F involving cables and wires in the NOC or interface with visitors to the site. External – risk of injury from S, T&F whilst walking to and from Car Park and Bright Building / Cafe.		2 x 4 = 8	2 x 2 = 4
Harm: In both Internal/External areas the risk of harm is a small one – injuries would be minor in all cases.		Persons in Danger: SGS controllers, Management and visitors to site either Public, Staff or Contractors.	
Management Controls Any repairs required in the building or grounds are reported to Bruntwood FM and fixed quickly Any defects in the office are reported to the office manager and then through Bruntwood FM	Operative Controls Staff have a duty of care to carry out dynamic risk assess and report any faults. Suitable office clothing should be worn, including adequate footwear, an alertness to slow moving vehicles on site is to be key when walking the areas where traffic is in motion – the speed limit on site has been reduced to reduce risk.		

Risk Assessments

Assessed by: J Eden	Date: 29/05//2020	Review Date: 29/05/2021	RA No. 04
Operation: House Keeping		Risk Ratings	
		Without Controls (SxL=)	With Controls (SxL=)
Hazards: General housekeeping standards are the responsibility of those on duty to ensure the areas of work are always kept clean and tidy, if chemical cleaning agents are to be used the directions detailed on the product just be followed in full.		2 x 1 = 1	2 x 1 = 1
Harm: Risk of harm from chemical agents used to clean areas. Spread of Covid-19 Coronavirus		Persons in Danger: SGS Controller / Schedulers, SGS Staff & Control Room Visitors	
Management Controls To ensure all directions are being followed. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods		Operative Controls To follow all direction if using cleaning agents. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.	

Risk Assessments

Assessed by: J Eden	Date: 29/05/2020	Review Date: 29/05/2021	RA No. 05
Operation: Lone Worker		Risk Ratings	
		Without Controls	With Controls
Hazards: Lone worker will be working out of hours to manage the control functions of the business covering night shifts and 24hrs at weekends		2 x 1 = 2	2 x 1 = 2
Harm: Low risk of harm.		Persons in Danger: SGS Controllers / Schedulers	
Management Controls Hourly check calls to Senate National Operations Centre are in place to ensure the officer is ok on site, escalation routes are in place if no answer to check call. The external door is locked and accessed via key fob The site is patrolled regularly by on site security guards		Operative Controls To ensure check calls are regularly carried out.	

Risk Assessments

Risk Assessment Sign Off

I confirm that a full site risk assessment has taken place and being a competent person to facilitate this task. A copy will be placed into the Assignment Instructions for this site therefore available for all employees and visitors.

Full Name: Jane Eden

Signature: *Jane Eden*

Job Title: National Operations Centre Manager

Date: 29th May 2020

Name of Location: National Operations Centre Manchester

Sin Number of Location: S11173

Duly authorised to sign on behalf of SGS Ltd