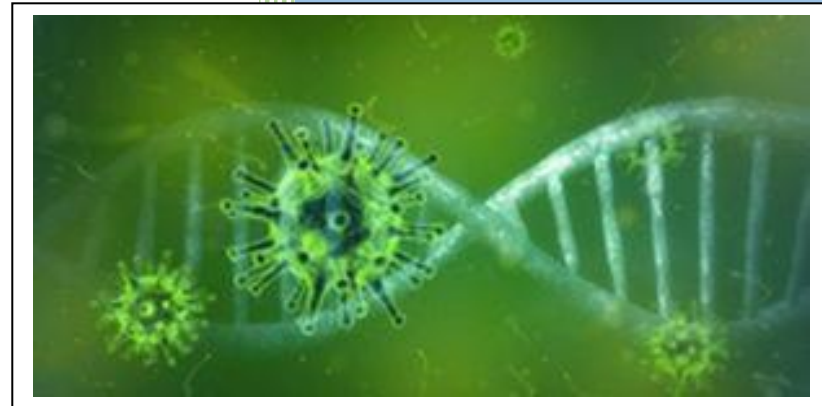


2020

CYPRESS HAWK
COVID - 19
RISK ASSESSMENT



Steve Ashcroft

Prosser Safety Consultants for MCR

5/21/2020

Reference	SMS 0001.A
Author	S Ashcroft
Revision	0

RISK ASSESSMENT
Cypress Hawk – Universal Square
Working During COVID 19 Pandemic

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RISK ASSESSMENT APPROVAL DOCUMENT

Project Name / Address:	COVID 19 Coronavirus assessment 1 Universal Square, Devonshire Road North, Manchester		
Activity Title & Reference:	Building Management Working during COVID 19 Pandemic		
Location: (Block / Level / Area)	Communal Areas All levels 1 Universal Square, Devonshire Road North, Manchester		
Director:	Charles Denby	MCR Reg No:	
Building Manager:	Graham Hughes	MCR Reg No:	
Other:		MCR Reg No:	
RA Writer Name:	S Ashcroft	Prosser Safety Consultants	

Reviewed By:	Date:	Comments:	Returned To:	Date:

I am reasonably satisfied, to the best of my knowledge; the proposals in the above Risk Assessment (RA) are adequate to commence activities.

Office Director Name: Charles Denby

Signature: **Date:**

Office Manager Name: Graham Hughes

Signature: **Date:**

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RISK ASSESSMENT					
Activity Title:	Building Management Working	RA Register Completed:	Yes / No	RA Register No:	
RA Title:	Building Management working during COVID 19 pandemic	Director Name:	Charles Denby		
RA Writer:	S Ashcroft	Building Manager Name:	Graham Hughes		
Location(s):	All levels and communal spaces, 1 Universal Square, Devonshire Road North, Manchester				
1. INTRODUCTION, SCOPE & GENERAL OBJECTIVES (Please EDIT as Required)					
<p>INTRODUCTION – This Risk Assessment was carried out together with Mr Graham Hughes The purpose of this Risk Assessment is to identify, eliminate, reduce and manage the level of risk to our Building management staff including cleaners, security, post, Reception, tenants, contractors, visitors, service engineers and inform them of the safe risk controls and systems of work to be adopted during the activity to help ensure the health, safety & welfare of both those directly involved and any others who may be affected by the Covid 19 coronavirus. The managed building comprises integration of 5 buildings with 6 storeys occupied by multiple business tenants and attended by members of the public. Normal occupancy is around 2.5 – 3 thousand at present it is 60 – 70.</p> <p>SCOPE - This Risk Assessment will cover the general requirements to be followed when managing the building particularly all communal areas under landlords demise.</p>					
GENERAL OBJECTIVES (Please Edit / Acknowledge)					Yes / No / NA
1. Carry out a COVID 19 Risk Assessment					
2. Reduce the risk to the lowest reasonably practicable level by taking preventative measures, in order of priority					
3. Share the results of the risk assessment with our workforce and publish on MCR Website – display completed confirmation notice					
4. Ensure that everyone can work from home unless they cannot work from home					
5. Protect clinically vulnerable and clinically extremely vulnerable individuals					
6. Make sure that individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID 19 as well as those who live in a household with someone who has symptoms					
7. Maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between locations					
8. Maintain social distancing wherever possible, on arrival and departure and ensure handwashing on arrival					
9. Maintain social distancing between individuals when they are at their workstations					
10. Reduce transmission due to face to face meetings and maintain social distancing in meetings					
11. Maintain social distancing while using common areas					
12. Prioritise safety during incidents					
13. Minimise number of unnecessary visits to office					
15. Make sure that people understand what they need to do to maintain safety					
16. Make sure that any site or location that has been closed or partially operated is clean and ready to restart					

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17. Keep the workplace clean and prevent transmission by touching contaminated surfaces	
18. Help everyone to keep good hygiene through the working day	
19. Reduce transmission through contact with objects that come into the workplace	
20. PPE beyond what we normally use is considered not to be beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in our workplace, and needs to be managed through social distancing, fixed teams and partnering, Not through the use of PPE. Wearing a face mask is optional and not required by law, including in the workplace.	
21. Change the way work is organized to create distinct groups and reduce the number of contacts each employee has	
22. Avoid unnecessary work travel and keep people safe when they need to travel between locations	
23. Help workers delivering or visiting other locations to maintain social distancing and hygiene practices (Where applicable)	
24. Make sure that employees understand COVID-19 related safety procedures	
25. Keep employees up to date on how safety measures are being implemented and updated	
26. Maintain social distancing and avoid surface transmission when goods enter and leave the office/ building	
27. Install protection measures for all people attending the building in communal areas	
28	
Notes: <p style="color: red;">'Working Safely during COVID – 19 in Offices and Contact centres' document contains detailed guidance regarding COVID 19 management of risks with practical examples of actions to be taken and should be used as a practical checklist.</p> <p>Asset Managers/ Visitors/ Prospective tenants</p> <ul style="list-style-type: none"> • All asset managers (and where applicable, Building Managers) are responsible for showing prospective new tenants around available plots/ buildings must plan visits by appointment avoiding overlap of appointments. • Asset managers shall, prior to the appointment, provide relevant necessary information regarding procedure to be followed during the appointment • Asset managers shall wear face covering and disposable gloves and provide same to the prospective tenant. • Asset managers must ensure that suitable provision for disposal of contaminated/ used PPE is made. • Physical contact must be avoided such as shaking hands unless both parties are wearing the above PPE, though bumping elbows is permitted. • Face to face contact at less than 2m shall be limited to 15 mins maximum. 	

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5. Personal Protective Equipment (Please Tick)				Specify Further Protection!
Hand Protection ✓	Eye Protection ✓	Respiratory Protection ✓	Ear Protection	
Head Protection	Foot Protection	Overalls	Hi-Visibility	
6. Further Documentation Required (COSHH / Cleaning Rotas/ Inspections/ Compulsory Induction training etc)				
<ul style="list-style-type: none"> Floor Layout Plans colour coded Working Safely during COVID-19 in Offices and Contact centres up to date as of 11 May 2020. You can check for updates at www.gov.uk/workingsafely. Coronavirus toolbox talk/ staff induction – compulsory for all staff, visitors and contractors maintaining social distancing HM Government NHS hand washing poster HM Government NHS Coronavirus poster Staying Secure Poster <p>Public Health England Cleaning and disinfection guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings.</p> <ul style="list-style-type: none"> PPE masks You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK <p>COVID-19: what you need to do https://www.gov.uk/coronavirus</p> <p>Support for businesses and employers during coronavirus (COVID-19)</p> <p>https://www.gov.uk/coronavirus/business-support</p> <p>General guidance for employees during coronavirus (COVID-19)</p> <div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 10px;"> <p>Clinically extremely vulnerable people will have received a letter telling them they who is in this group can be found here:</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> </div> <ul style="list-style-type: none"> Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the ‘clinically vulnerable’ section here: <p>https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-awayfrom-others</p>				

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7. Responsible Personnel: (ONLY Applicable persons to Sign & Date as Acknowledgement or record N/A)			
CHL Director:	Charles Denby	21.05.2020	Sig:
Building Manager:	Graham Hughes	21.05.2020	Sig:
Fire Warden:		21.05.2020	Sig:
First Aid Practitioner:		21.05.2020	Sig:

Please complete this Risk Assessment using the RA guidance included!

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RISK ASSESSMENT										
Significant Risks / Hazards Identified	Who may be at risk	Potential Harm	L1	S1	R1	Existing / Additional Control Measures	L2	S2	R2	Risk Category
Transmission of COVID 19	All staff	Serious illness/ death	4	5	20 H	<p style="text-align: center;">To reduce risk.</p> <p>Normal staff levels 19 persons reduced to 7 until further notice</p> <p>Security Normal level 5 guards covering days & nights 7 days/week. Furloughed -1 Working – 4</p> <p>Reception Normal level 2 covering Monday to Friday daytime. Furloughed – 1 Vacancy – 1</p> <p>Maintenance Normal level 3 covering Monday to Friday daytime. Furloughed – 1 Vacancies – 2</p> <p>Cleaning Normal level 9 cleaners covering Monday to Friday early morning till late evening. Furloughed – 6 Working – 3 Clinically Extremely vulnerable 0 Clinically Vulnerable - 0 Infected – 0 Workers Tested - 0 Pregnant/ new mothers – 0 Under 18yrs old – 0</p>	1	5	5 L	LOW
Transmission of COVID 19 to Clinically extremely Vulnerable persons	Clinically extremely vulnerable and Clinically vulnerable	Serious illness/ death	5	5	25 H	<p>People identified, not permitted back to work until safe to do so. Identify and do not allow workers or staff on site: who are clinically extremely vulnerable, over 70, pregnant, workers with underlying health conditions (anyone instructed to get a flu jab as an adult each year on medical grounds):</p> <p style="padding-left: 20px;">chronic (long-term) respiratory diseases (e.g. asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis), chronic heart disease (e.g. heart failure), chronic kidney disease,</p>	1	5	5 L	LOW

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					25	chronic liver disease (e.g. hepatitis), chronic neurological conditions, e.g. Parkinson’s disease, motor neuron disease, multiple sclerosis), a learning disability or cerebral palsy, diabetes, spleen problems or the spleen has been removed, a weakened immune system (e.g. HIV and AIDS), steroid tablets or chemotherapy, seriously overweight (body mass index (BMI) of 40 or above)				
Transmission of COVID 19 to Clinically Vulnerable persons	Clinically Vulnerable persons/ staff	Serious illness/ death	5	5	25	If people are people identified. Each person must be subjected to individual risk assessment on a case by case basis before being permitted to return to work. Consider personal shielding requirements in terms of PPE and work station locations	1	5	5 L	LOW
Airborne viral droplets from coughs or sneezes & touching contaminated surfaces Reception & Post room	Reception Staff Post handler Security staff Tenants post handlers	Serious illness/ death	5	5	25 H	<ul style="list-style-type: none"> • Use floor markings and a physical conspicuous barrier to establish safe distance from desk with instructions on where and how to queue until called forward by reception staff. • Install physical clear Perspex barriers atop reception desk. • Limit number of staff using desk to 2 side by side at any one time to maintain social distancing of 2m. • Regular cleaning of counter and desks including key pads and all hard surfaces and • Limit number of staff in post room to 1 • Ensure that door from post room to corridor is maintained locked shut at all times • Provide separate desk for contactless handling of post • Install Perspex screen to separate post desk from signing in book • Ensure that signing in pens are wiped clean after each use and provide bin for used wipes • Provide sanitizer stations x 2 at each end of reception desk. • Provide disposable gloves & sanitizer for Post Handler 	1	5	5 L	LOW
Airborne viral droplets from coughs or sneezes & touching contaminated surfaces Main Entrance	All people attending and leaving the building		5	5	25 H	Establish pedestrian traffic controls using physical barriers to direct people and help maintain social distancing 2m and signage that does not rely on written words Regular cleaning of frequently touched surfaces				
Airborne viral droplets from coughs or sneezes touching contaminated surfaces	All people Circulating through main building	Serious illness/ death	4	5	20 H	Direct using floor markings and signage to help people comply with the Landlords arrangements when using communal areas, access and egress points, lifts and stairs. Use stairs instead of lifts whenever possible	2	5	10 M	MED

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						Lift occupancy is reduced to 1 person at a time If using lifts wear face masks until you reach the office				
Airborne viral droplets from coughs or sneezes touching contaminated surfaces	All building management staff including cleaners	Serious illness/ death	4	5	20 H	Maintain Social distancing of 2 metres, 2-meter distances identified and floor marked at areas where workers queue, queuing locations Main Entrance and reception desk, not using lifts, maintaining 2-metres in core stairs, walkways etc. wipes and bins provided, Staff risk assessment briefings, posters. Provide physical barriers at reception desk	1	5	5 L	LOW
Airborne viral droplets from coughs or sneezes touching contaminated surfaces	Cleaners	Serious illness/ death	5	5	25 H	Provide all cleaners with personal disposable PPE, RPE and sanitisers as well as normal cleaning equipment. Increase cleaning frequency of Contaminated frequently touched surfaces incorporate office staff for this as well use cleaning rota form	2	5	10 M	MED
Contaminated frequently touched surfaces Tenants COVID Risk Assessments and procedures	All tenants office Workers Cleaners	Serious illness/ death	5	5	25H	All tenants must provide a copy of their COVID 19 risk assessments and procedures including those that are still operating and others before reopening Increased disinfecting frequency of fingerprint recognition, door handles, push plates, etc. Wedging fire doors on lower levels (remove wedge if alarm sounds, checked by Fire warden)	1	5	5 L	LOW
Contaminated frequently touched surfaces Vending areas	All people Cleaners	Serious illness/ death	5	5	25 H	Increase disinfecting frequency of machines, buttons, drawers and bins, door handles, push plates, tables / chairs cleaned after each use, allowing eating in designated areas where social distancing can be maintained (must be cleaned afterwards) toilet flushers Wedging fire doors (remove wedge if alarm sounds)	1	5	5 L	LOW
Contaminated frequently touched surfaces e.g Hand rails, door handles and push pads etc	All building management staff including cleaners	Serious illness/ death	5	5	25 H	Increased cleaning frequency of door handles, push plates, office meeting room tables, light switches, kitchens, photocopiers, reception, (sanitiser gel available), swing bin lids, staff to clean their own desks, laptops, mobile phones etc.	1	5	5 L	LOW
Airborne viral droplets from coughs or sneezes touching contaminated surfaces	Asset Managers Potential new tenants	Serious illness/ death	5	5	25 H	Potential new tenants around vacant lots to be by appointment only and avoiding overlaps. Meeting and greeting maintaining 2m social distancing Prior to and repeated on arrival - Giving information and instruction on procedures in place such as hand washing, sanitizing, one-way systems. Provision PPE such as disposable respiratory protection and disposable gloves	1	5	5L	LOW

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					25 H	Ensure safe disposal of used PPE and RPE Keep and maintain records of who, unit(s) shown and Information, instruction and PPE Provided (Such as a simple register)				
Contaminated frequently touched surfaces Meeting Rooms	All building management staff including cleaners All tenants using meeting rooms	Serious illness/ death	5	5	25 H	Meetings reduced to only essential. Only critically essential attendees. On line meetings whenever possible Reduce meeting room occupancy to half maintaining social distancing of 2m Increase cleaning frequency of door handles, push plates, office meeting room tables, light switches Provide sanitizer and cleaning wipes and bin Clean all surfaces after each meeting	1	5	5 L	LOW
Touching face with contaminated hands	All people	Serious illness/ death	4	5	20 H	Regular use of provided sanitizing / washing facilities that have been provided. Do not touch face after putting on your mask	1	5	5 L	LOW
Cross contamination during administering first aid	Building Management team First aiders	Serious illness/ death	5	5	25 H	Dedicated first aider for worker performing activities, refer to COVID 19-6 First Aiders Guidance	2	5	10 M	MED
Airborne viral droplets from coughs or sneezes performing tasks where workers are able to maintain social distancing 2 metres	All staff		3	5	15 H	Areas and Areas close to work area where social distancing is possible Maintain distance of 2-metres between workers, by standing in marked locations, remove RPE and dispose of in bag provided, if wearing visor remove visor decontaminate at disinfection station, or remove and dispose of and eye wear and gloves in bag provided, tie bag, and place in the bin that has been provided, sanitise / wash hands using the facilities that have been provided	1	5	5 L	LOW
Airborne viral droplets from coughs or sneezes performing tasks where workers are unable to socially isolate 2 metres (1)	Contractors performing task	Serious illness/ death	5	5	25 H	1. The Building manager to check subcontractors to identify the trades with the tasks where social isolation of 2-metres or greater cannot be maintained and that they have included COVID 19 control measures in their risk assessment / method statement before permitting them to work on site 2. Postpone the task if possible, or 3. Consider performing the task by using an alternative method, or 4. Continue with activity as stated below	1	5	5 L	LOW
Airborne viral droplets from coughs or sneezes performing tasks where workers are	Contractors performing task	Serious illness/ death	5	5	25 H	1. Risk assessment which include COVID 19 risks to be submitted for approval by Building Manager	1	5	5 L	LOW

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<p>unable to socially isolate 2 metres (2)</p> <p>Continued</p>					15 H	<p>2. Permit must be issued by office Managers</p> <p>3. Confirm if workers are classified as vulnerable?</p> <p>4. Confirm if workers have been tested and have recovered from COVID 19?</p> <p>Contractors Working in work area where social isolation is <u>not possible</u></p> <p>Workers must wear disposable RPE, full face visor or disposable eyewear, workers to have increased supervision, all material and tools to be brought to work area before work commences.</p> <p>Before leaving work area where social isolation is <u>not possible</u></p> <p>Contractors to change gloves and dispose of previous gloves in bin provided, disinfect frequently touched surfaces</p>				
<p>Airborne viral droplets from coughs or sneezes performing tasks where workers are unable to socially isolate 2 metres</p>	<p>Contractors performing task</p>	<p>Serious illness/ death</p>	<p>3</p>	<p>5</p>	15 H	<p>Area where task is taking place to be barriered with disposable barrier tape and warning signs to help maintain social distancing of 2m.</p>	<p>1</p>	<p>5</p>	<p>5 L</p>	<p>LOW</p>
<p>Lack of information & training</p>	<p>All</p>	<p>Serious illness/ death</p>	<p>5</p>	<p>5</p>	25 H	<p>Compulsory Induction Training</p> <p>NHS How to Wash Your Hands (20 seconds)</p> <p>Social distancing (maintaining 2 metres)</p> <p>What is COVID 19?</p> <p>Advice for First Aiders</p> <p>Advice for cleaners</p> <p>Symptoms</p> <p>high temperature,</p> <p>New coughing a lot in an hour</p> <p>Loss of sense of taste or</p> <p>Loss of sense of Smell</p> <p>What the landlord has done and put in place to comply with the law and protect our employees.</p> <p>How you as employees can protect yourselves and others by complying with the employer's safe systems of working during this pandemic</p> <p style="background-color: cyan;">Provide relevant information regarding landlords arrangements and a copy of Covid 19 guidance docs to ensure that tenants know what is required by them and their staff to comply.</p>	<p>1</p>	<p>5</p>	<p>5 L</p>	<p>LOW</p>

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Tenants not conducting COVID-19 Risk Assessment or complying with Government guidance	Cleaners, Maintenance, Tenants & Visitors	Serious illness/death	5	5	25 H	<p>Tenants must comply with Government Covid 19 legislation and Guidance</p> <p>Request copy of Covid 19 Risk Assessment from each tenant keep e copy and enter onto tracking register.</p> <p>Ensure that each and every tenant prominently displays Covid 19 working safely compliance notice (Signed and dated (must be legible).</p> <p>Provide tenants with information regarding what they can expect in terms of enforcement action, prosecutions, fines and imprisonment for non-compliance with Covid 19 Legislation, guidance and H&S Law</p> <p>a) If tenants refuse to comply with the law - Notify the Manchester City Council Environmental Health department & HSE of non-compliance by tenant(s)</p> <p>b) Remove the tenants card access to the building until they can demonstrate what they have done to comply.</p> <p>Brief all cleaning and maintenance staff on the amendments to this RA and associated SOPs</p> <p>Issue all cleaning and maintenance staff with a pocket size laminated observation checklist so that they can easily recognise a non-compliant unsafe demise.</p> <p>Staff also need to know the actions to take and the procedure for reporting upline and</p> <p>Amend both Cleaning and maintenance staff SOPs and brief accordingly</p>	1	5		5 Low

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9 Risk Assessment Guidance		
Likelihood	Definition	
1. Very Unlikely:	Little or no chance of occurrence; would require a freak combination of factors for the situation to result.	
2. Unlikely:	Conceivable; occurrence would require multiple failures of systems and controls or a rare combination of factors.	
3. Possible	Possible when additional factors are presented but otherwise unlikely to occur.	
4. Likely	Significant chance of an occurrence and represents a credible scenario.	
5. Very Likely	Almost inevitable that an incident would occur.	
Severity	Harm to	Definition
1. Negligible	Persons	Superficial injury or health implications with no work time absence
	Assets	No likely damage or loss of use or function
	Environment	No damage or effect to the natural environment
2. Minor	Persons	First Aid treatment or minor short-term health effects; nuisance or irritation. No lost time
	Assets	Damage requiring minor repair
	Environment	Minimal impact on the natural environment with restoration expected within 24hrs
3. Moderate	Persons	A person suffering a Lost Time Injury or injuries or persistent health effects
	Assets	Locally repairable damage, possibly extensive
	Environment	Short term controllable impact on the natural environment with restoration expected within one day to a month.
4. Serious	Persons	Major fractures, amputations, poisonings or multiple injuries
	Assets	Serious damage requiring major repair or replacement; inoperable
	Environment	Medium term impact on the natural environment with restoration taking more than one month to a year. Could result in legal non-compliance & prosecution.
5. Major	Persons	Fatal injuries, single or multiple, occupational cancer; other severely life shortening diseases, acute fatal diseases
	Assets	Major damage requiring long term repair; complete replacement, inoperable
	Environment	Long term impact on the natural environment with a restoration period exceeding one year. Likely result in legal non-compliance and prosecution.

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Risk Assessment Guidance

Likelihood x Severity	1.Negligible	2.Minor	3.Moderate	4.Serious	5.Major
1. Very Unlikely	1	2	3	4	5
2.Unlikely	2	4	6	8	10
3.Possible	3	6	9	12	15
4.Likely	4	8	12	16	20
5.Very Likely	5	10	15	20	25
Risk Rating	Definition				
Low 1 - 6	These risks are considered tolerable and acceptable. No further action is necessary other than to ensure the controls are maintained.				
Medium 8 - 12	Consideration should be given as to whether the risks can be lowered. The costs of additional risk reduction measures should be taken into account. Arrangements should be made to ensure the controls are implemented and maintained.				
High 15 - 25	Works must not proceed! Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently and activities should be suspended or restricted or interim control measures applied until this has been completed. Considerable resources may have to be allocated to additional control measures. Another assessment should be carried out until the Risk Category is reduced.				

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RISK ASSESSMENT BRIEFING SHEET			
RA TITLE: Universal Square Working During COVID 19 Pandemic			
RA REGISTER NUMBER:			
Declaration: I confirm that I have read and or had explained to me the above MCR Risk Assessment on Universal Square Working during the COVID 19 pandemic. I understand my responsibilities under it and will comply fully with my employer's safe systems put in place for my protection and that of others.			
BRIEFING Director/ Manager:		SIGNATURE:	DATE:
No	PRINT NAME (CLEARLY)	ATTENDEE SIGNATURE	DATE
1			
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Uncontrolled unless viewed on the Safety Management System