

# COVID-19 RETURN TO WORK RISK ASSESSMENT MAY 2020



Risk matrix scoring system	Score based on people exposed
Works alone/ no contact with other workers within 2m	1
Small numbers of people <5 with clear 2m spacing	2
Larger numbers of people >5 with clear 2 m spacing	3
Only 1m spacing can be achieved <5 people	4
Only 1m spacing can be achieved >5 people	5

### All offices

ASPECT	AREA	RISK	risk score	residual risk score
Reception	Visitors/clients	Cross contamination -congregation	5	1
		Cross contamination person to person-physical barriers		
		Cross contamination person to person - money & parcels		
		Cross contamination person to person touching surfaces		
Office Area	Walkways	Cross contamination person to person toucing	5	3
	Work areas	Cross contamination person to person	5	3
	Working hours	Cross contamination person to person	5	3
	Work Stations	Cross contamination person to person	5	3
	Meeting Rooms	Cross contamination person to person	5	1
Welfare Facilities	KITCHEN	<b>Cross contamination person to person use of shared crockery</b>	5	3
		Cross contamination person to person	5	3
		Cross contamination person to person	5	3
		Cross contamination person to person	5	3
Pastoral Care	Staff support	Mental well being	5	3
	Staff engagement	CV Updates	5	3
Transport	Travelling to work	Cross contamination person to person	5	2
	Branch deliveries	Cross contamination person to person	5	1
Cleaning functions	Cleaning staff	Cross contamination person to person	5	1
High risk groups	Personal Protection Plan	Cross contamination person to person - direct	5	2
		Cross contamination person to person - indirect (family members)		
		Conditions aggravated by control measures		
Emergency	Emergency	First aid considerations	5	3
		Evacuation considerations	5	3
Confirmation of positive case	Staff support	Communication	5	3
	Cleaning	Cross contamination surfaces/person to person	5	1
	Incident recording	Record keeping/Reporting/Lessons learned	5	1