



Risk assessment form Graham High Group Ltd

Name of assessor	Caroline Anderson	Date	21 May 2020
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Ref No:	GHG/Covid19/01/2020	Work area	On site – policy holder Locations
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Task being assessed	Site visits – All divisions
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In a risk assessment, we would evaluate the likelihood and severity associated with each hazard and arrive at a risk rating. In the case of the novel coronavirus Covid-19, we are unable to make an accurate judgement of severity as this is so variable between individuals, therefore our risk rating is based on likelihood (L) only

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating	Additional controls	Risk Rating
				High		Low
1. Spread and contamination COVID 19 - Preventive measures – Social distancing	GHG Staff	Virus contamination- resulting in illness and potential medical treatment or in severity (life threatening condition)	None		a. Only trained engineers and adjusters to complete the task following receipt of the Risk Assessment. b. Engineers/adjusters are to maintain a 2-metre distance from the Policy Holder/occupants at all times	



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				High		Low
2. Wearing of PPE	Staff and Visitors and personnel users of the premises	Virus contamination- resulting in illness and potential medical treatment or in severity (life threatening condition)	None		a. All engineers /adjusters are to wear PPE –disposable face mask, disposable gloves, Disposable foot coverings and use hand sanitiser before entering the property. SSOW have been provided. All PPE is to be disposed of in sealed disposable bag once exiting the property.	
3. Limit of exposure	Staff and Visitors and personnel users of the premises	Virus contamination- resulting in illness and potential medical treatment or in severity (life threatening condition)	None		a. During the visit only the Policyholder and adjuster/engineer are to present (exception is 1 other for vulnerable customers). Contact with any other occupants must be avoided	



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4. Contact touching – door handles and surfaces	Staff and Visitors and personnel users of the premises	Virus contamination- resulting in illness and potential medical treatment or in severity (life threatening condition)	None	High	a. The Adjuster /Engineer is to avoid touching any surfaces within the property where possible is door handles , Policyholders are to be requested to open all entry points to prevent contact, accept during the process of taking readings or measurements and all equipment used callipers and measuring devices are to be disinfected after before and after use on every occasion	Low
5. Travel by Vehicle	Staff and other personnel	Virus contamination- resulting in illness and potential medical treatment or in severity (life threatening condition)	None	High	b. Adjusters/Engineers must travel alone (solo) in their vehicles when attending site visits and they are not have onboard any passengers or vehicle share at anytime.	Low

Review date	1/7/2020	Signature	C Anderson
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Originator

Caroline Anderson – Lead Health and Safety -GHG