



COVID – Site Working



Project: All projects		Date:			Contract No: All contracts		Assessor:		Review date		
Hazards	Risk Before			Who might be harmed	Control measures	Risk After					
	L	S	R			L	S	R			
Coronavirus <ul style="list-style-type: none"> COVID 19 Exposure to others due to: <ol style="list-style-type: none"> Living with someone with a confirmed case of COVID-19 Having come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19 Being advised by a public health agency that contact with a diagnosed case has occurred. 	4	4	16	Stonbury Employees (incl. Agency Workers & Temporary Workers) Vulnerable employees who fall into the at risk groups identified by GOV.UK Sub-contractors Other contractors on site Delivery Drivers General Public (including trespassers) Young Workers Clients Visitors Anyone else who physically comes into contact with you in relation to your business.	We must comply with the latest Government advice on COVID-19 (Coronavirus) at all times. Local COVID alert levels do not restrict construction activities; however we must comply with any additional local authority restrictions. Health and safety requirements must not be compromised. Employers have a duty to reduce risk to the lowest reasonably practicable level by taking preventative measures and work with any other employers or contractors sharing the workplace so that everyone's health and safety is protected. Where it is not possible to undertake an activity safely due to lack of suitably qualified people being available or because of the requirements of social distancing please stop work and report to your Line Manager. This risk assessment should be shared with all site based individuals and results made public along with copies of the following notice which should also be displayed in all workplaces.	2	4	8			



- Anyone who is showing signs of, or are suffering with, any of the following should not come to work:
- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature);
 - a new continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough it may be worse than usual);
 - a loss of change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything or things smell or taste different to normal;
 - Is a vulnerable person (as defined by the NHS - <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>);
 - Is living with someone who is self-isolating.

20 Second Rule – Before starting a task look around your place of work and consider any potential risks. If any identified take immediate corrective action. Don't take chances with the Health and Safety of you or others.



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					<p>Anyone who develops any of the above symptoms while at work should:</p> <ul style="list-style-type: none"> • Leave site and return home immediately but ensure that the site is informed when you get home. • Avoid touching anything and remove themselves from the other operatives working on site. • Inform the site management team or Principal Contractor and follow Stonbury Incident Reporting procedures (Notify your line manager and the Head of SHEW to instigate Stonbury's Track & Trace procedure). • Cough or sneeze into a tissue and dispose of the tissue in a bin; if you do not have a tissue, cough or sneeze into the crook of your elbow. • Follow the current guidance on self-isolation and do not return to work until your period of isolation is complete, you are no longer showing symptoms and you are well enough to return to work. <p>If an individual reports to work showing signs of COVID-19 all site personnel to be asked to confirm they are free from symptoms on that day and on each following day on arrival at site.</p> <p>Self-isolation Anyone who:</p> <ul style="list-style-type: none"> • Has a high temperature, a new continuous cough, a loss of, or change in, their normal sense of taste or smell; • Is within 10 days of receiving a positive Covid-19 test result; • Is within 10 days of the day when the first member of their household or support bubble showed symptoms of Covid-19 or received a positive test; • Has returned from a country that is not on the travel corridors list and is required to quarantine for 14 days; • Has been contacted by the NHS Test & Trace Service; or • Has been asked to leave site by their Project Manager until further instruction <p>must follow the current guidance on self-isolation and do not return to work until your period of isolation is complete, you are no longer showing symptoms and you are well enough to return to work.</p> <p><i>Sites that are informed of more than one confirmed case within 14 days will need to contact their local Public Health England protection team and inform the Head of SHEW.</i></p>				

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					<p><u>Travelling to Site</u></p> <ul style="list-style-type: none"> All employees travelling to sites will be issued with 'Freedom of Movement' or 'Key Worker Status' documentation, and must carry this documentation whilst travelling. All site based employees should travel to site alone where vehicle allocation allows, unless they are travelling to work with someone who lives in the same household. Sharing vehicles is a last resort and should only be undertaken when alternative measures have not proved practicable. Where vehicles are shared (even if 'sneeze' screens provided to separate the driver from the front seat passenger, as the screens are not hermetically sealed): <ul style="list-style-type: none"> Passengers in shared vehicles must wear an EN 14683 -Type 11R face mask unless prevented from doing so by a diagnosed, documented medical condition. Drivers of shared vehicles must wear an EN 14683 -Type 11R face mask unless prevented from doing so by a diagnosed, documented medical condition, or to wear a face covering would restrict vision and prevent them from driving in a safe manner. Maintain social distancing. Keep windows open where possible and ensure that the vehicle heating/ air-conditioning system is set to clean air not recirculation. Shared vehicles should be shared with the same people each time as far as is practicable. Hand sanitiser should be available for use by all occupants when getting in and out of the vehicle. Vehicles should only be accessed by the driver and individuals travelling in that same vehicle. <p>At site consider the following situations:</p> <ul style="list-style-type: none"> Parking arrangements – please refer to Site Specific Safe Operating Procedures where applicable Provision of hand cleaning facilities at entrances and exits. This should be soap and water where possible or hand sanitiser. <p><u>Social Distancing</u></p> <p>Social distancing measures are steps that you must take to reduce social interaction between people. This will help reduce the transmission of COVID-19. Everyone should follow these measures as much as is practicable. You must:</p> <ul style="list-style-type: none"> Face coverings to be worn at all times when moving around indoors. Face coverings can be removed when sat down as long as 2m social distancing can be maintained. Stand Up – Mask Up. Sit Down – Mask Down. Avoid contact with another individual displaying symptoms of COVID-19. Travel to site alone except where additional arrangements are made for non-drivers or you are travelling with someone who lives in the same house as you. Ensure that social distancing is maintained in any work area between all individuals present. Plan tasks so that you spend the shortest time possible close together. 				

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					<ul style="list-style-type: none"> • If you have to compromise social distancing follow section below ‘Covid-19 Possible contamination and spread of the virus where social distancing cannot be maintained’. • Plan tasks so that you spend the shortest time possible, close together. • Wash hands or use sanitiser directly before and after carrying out the work activity. <p><u>Personal health & hygiene including hand washing</u></p> <p>There are general principles to follow that will help prevent the spread of COVID-19 including:</p> <ul style="list-style-type: none"> • Washing your hands more often with soap and water for at least 20 seconds; use hand sanitiser where soap and water is not available. • Use paper towels to dry hands; where sanitiser is used allow sanitiser to dry naturally. • Avoid touching your eyes, nose and mouth with unwashed hands. • Avoid close contact with people who have symptoms. • Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands or use hand sanitiser. • Clean and disinfect frequently touched objects and surfaces. • Ensure DEB hand station is stocked. • Keep hydrated by drinking plenty of water. • Ensure water storage facilities for welfare are regularly checked and topped up. <p>When you return home take off your work wear and shower before changing into your home clothes. All work wear to be washed at 60 degrees. Clean and disinfect all door handles that you may have touched.</p> <p><u>Personal Protective Equipment & Respiratory Protective Equipment</u></p> <ul style="list-style-type: none"> • Wear the standard 5 points of PPE (hi-vis upper garment, safety footwear, hard hat, eye protection and gloves). • <u>Staff will be instructed on how to remove gloves</u> carefully to reduce contamination and how to dispose of them safely. Wearing of gloves is not a substitute for good hand washing. • Single use PPE must be disposed of so that it cannot be reused. All such waste must be double bagged and stored separately from the main rubbish system for a period of 72 hours before being put into the rubbish system. • Where RPE is a requirement for risks associated with the work being undertaken the following measures must be followed: <ul style="list-style-type: none"> ○ Use Respiratory Protective Equipment (RPE) that you have been issued with by the Company. Do not share your RPE with anyone else ○ Tight-fitting respirators, such as the Sundstrom half mask, rely on having a good seal with the users face. Therefore users must be clean shaven and have undergone a face-fit test ○ Ensure you have the correct filter for the work activity ○ Filters should be removed and both the interior and exterior surfaces of the face piece wiped carefully with disinfectant wipes. When dry the face piece should be stored in a sealed 			
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					<p>polythene bag (or sealable box) in clean, dry conditions, away from direct sunlight, sources of high temperature, petroleum and solvent vapours</p> <ul style="list-style-type: none"> ○ RPE should be dismantled and cleaned with warm soapy water after long term use and at regular intervals ● Any RPE which is damaged or contaminated must not be reused. Users must carry out a pre-inspections and report any damage to their line manager before carrying on with the work activity. ● PPE must not be shared with other individuals. ● Single use protective equipment must be disposed of after use. <p>All wearers of RPE issued by the Company must have a face fit test to ensure the respiratory protective equipment (RPE) can protect the wearer.</p> <p><u>Tools and Equipment</u></p> <ul style="list-style-type: none"> ● Avoid sharing tools wherever possible. If tools (hand and power) are required to be shared the tools will need to be thoroughly cleaned before and after each use using alcohol wipes, alcohol based cleaning materials or hot water and suitable cleaning materials. <p><u>Welfare</u></p> <p>Social distancing must be maintained in welfare areas at all times.</p> <ul style="list-style-type: none"> ● Face coverings to be worn at all times when moving around indoors. Face coverings can be removed when sat down as long as 2m social distancing can be maintained. Stand Up – Mask Up. Sit Down – Mask Down. ● Break times should be staggered to reduce congestion in the welfare area or use your own van to ensure social distancing can be maintained. ● Avoid large and small gatherings with colleagues as infections spread easily in closed spaces where people gather together. ● Bring your own food and drink from home. ● Do not make drinks for others. ● Do not share food or drink. ● Ensure all waste is immediately binned. ● Alternate welfare seating should be removed or tapped-over to prevent breaches of social distancing. ● Drying/changing room benches should have alternate positions tapped over to prevent breaches of social distancing. Adopt a ‘one in – one out’ rule wherever possible posted conspicuously at the entrance. ● Shared toilet facilities should have a ‘one in - one out’ rule posted conspicuously at the entrance. 						

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					<p><u>Cleaning</u></p> <p>There are general principles to follow that will help prevent the spread of COVID-19 including:</p> <ul style="list-style-type: none"> • Face coverings to be worn at all times when moving around indoors. Face coverings can be removed when sat down as long as 2m social distancing can be maintained. Stand Up – Mask Up. Sit Down – Mask Down. • Frequent cleaning of work areas and equipment between uses, using normal cleaning products. • Clearing workspaces and removing waste and belongings from the work area at the end of the shift. <p>Enhanced cleaning procedures must be in place particularly in communal areas and at ‘touch’ points including:</p> <ul style="list-style-type: none"> • Taps and washing facilities. • Toilet flush and seats (portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently). • Door handles and push plates. • Hand rails and staircases and corridors. • Lift and hoist controls. • Machinery and equipment controls. • Food preparation and eating surfaces. • Shared communication equipment (telephones, iPads etc). • Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. <p>Welfare areas must be wiped down with appropriate cleaning products throughout and at the end of the day along with frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles and light switches.</p> <p>When cleaning following a suspected case of COVID-19 refer to specific guidance <i>Toolbox Talk – Cleaning After Suspected Case of COVID-19</i></p>						

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Coronavirus <ul style="list-style-type: none"> COVID 19 Possible contamination and spread of the virus where social distancing cannot be maintained	3	4	12	Stonbury Employees (incl. Agency Workers & Temporary Workers) Sub-contractors Young Workers	Social distancing in line with current government guidelines must be maintained. Where this cannot be achieved during specific critical work activities then the following steps are mandatory: <ul style="list-style-type: none"> Close working is only to be undertaken where the work is critical and cannot be completed by any other means. Those close working must wear face masks to EN14683-Type 11R, unless already wearing a higher grade of RPE. Ensure that only those persons that are required to compromise social distancing do so and for the minimum amount of time required to complete the task. All other operatives should continue to observe social distancing requirements. Work requiring skin to skin and face to face contact should not be carried out. Consider the use of mechanical means, such as pallet trucks, A frames and lifting winches when moving equipment to the workplace and to and from storage areas. Regularly clean common touch points – particularly doors, handles, tools and equipment, buttons and vehicle cabs. Increase ventilation in enclosed spaces such as welfare areas and vehicles where there is shared occupancy. 	2	4	8			
Coronavirus <ul style="list-style-type: none"> COVID 19 Possible droplet infection from handling contaminated PPE	3	4	12	Stonbury Employees (incl. Agency Workers & Temporary Workers) Sub-contractors	<ul style="list-style-type: none"> Ensure that 2m distancing is kept and maintained. Operatives to remove disposable coveralls and gloves immediately on completion of work activity in a separate 'dirty' area and place them in a suitable disposable bag. The bag should be placed into another bag (double bagging), sealed and labelled 'Contaminated PPE – Do not open'. This waste should be treated as non-hazardous waste and segregated from other waste for 72 hours. After 72 hours the waste can be disposed of by the normal means. Ensure the 'dirty' changing area and storage of double bagged waste is cleaned as required. 	2	4	8			
Coronavirus <ul style="list-style-type: none"> COVID 19 First Aid Injury to site based persons Injury to others on site	3	4	12	Stonbury Employees (incl. Agency Workers & Temporary Workers) Sub-contractors Other contractors on site Visitors to Site (Client/ Delivery Drivers)	Provision of First Aid Time taken for the emergency services to get to site in an emergency situation may make all the difference. Some of our sites are remote and/ or difficult to find. Emergency services maybe stretched due to the COVID-19 situation. <ul style="list-style-type: none"> Face coverings to be worn at all times when moving around indoors. Face coverings can be removed when sat down as long as 2m social distancing can be maintained. Stand Up – Mask Up. Sit Down – Mask Down. Ensure that there is at least one site based person trained in First Aid. Ensure all personnel know who the First Aider is. Check First Aid kits weekly as a minimum. 	1	4	4			

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					<ul style="list-style-type: none"> Ensure that the nearest A&E location is documented, the route known and available to the team should a decision be made that site transports the casualty to hospital. Post a copy on a notice board where available. Use 'What3Words' to give a specific site location. Document on site documentation or on a notice board if available. Record and report any first aid incidents to the SHEW Department. Refer to <i>Toolbox Talk – COVID-19 First Aid incl CPR</i>. 						
Coronavirus <ul style="list-style-type: none"> COVID 19 Deliveries to site	4	4	16	Stonbury Employees (incl. Agency Workers & Temporary Workers) Sub-contractors Visitors (Delivery Drivers)	Monitor site access points to enable social distancing and reduce congestion <ul style="list-style-type: none"> Face coverings to be worn at all times when moving around indoors. Face coverings can be removed when sat down as long as 2m social distancing can be maintained. Stand Up – Mask Up. Sit Down – Mask Down. All deliveries to be pre-arranged and time of delivery known. Third party delivery drivers to park in designated areas/ deliver parcels to designated area. Drivers to remain in vehicle where possible or social distancing measures to be maintained. Welfare facilities must be made available to drivers if requested – Driver to follow Welfare cleaning regime after use; Stonbury staff to clean before use. All deliveries to be wiped down with disinfectant before being brought into the work area. 	1	4	4			
Coronavirus <ul style="list-style-type: none"> COVID 19 Operational Site Meetings	4	4	16	Stonbury Employees (incl. Agency Workers & Temporary Workers) Sub-contractors Other contractors on site Client	Site meetings <ul style="list-style-type: none"> Face coverings to be worn at all times when moving around indoors. Face coverings can be removed when sat down as long as 2m social distancing can be maintained. Stand Up – Mask Up. Sit Down – Mask Down. Consider holding meetings in open areas where possible or via video conferencing (Skype/ MS Teams/ Zoom). Only critical meeting participants should attend. No handshakes. Attendees should maintain the social distancing rules and be two metres apart from each other and be inducted to Covid-19 measures applicable on site. Rooms should be well-ventilated/ windows open to allow fresh air circulation. 	1	4	4			
Coronavirus <ul style="list-style-type: none"> COVID 19 Workplace Health & Wellbeing (including Mental Health)	2	4	8	Stonbury Employees (incl. Agency Workers & Temporary Workers) Sub-contractors	Workplace Health and Wellbeing <ul style="list-style-type: none"> Monitor skin where there is regular from use of hand sanitiser and identify any issues to the SHEW Department. Workplace health and wellbeing (including mental health) will be managed through regular surveys followed by the implementation of support packages provided by Stonbury's Wellbeing and Mental Health delivery partner, Arthur Ellis. 	1	4	4			

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					<ul style="list-style-type: none"> Provision of an Employee Assistance Programme and healthcare benefits through Stonbury Benefits package. 						
Coronavirus • COVID 19 Training	2	4	8	Stonbury Employees (incl. Agency Workers & Temporary Workers)	Training requirements and renewals are continually monitored and reviewed as an ongoing priority by the Training Department. Measures are in place to manage expiry of training where renewal will not be able to take place immediately. <ul style="list-style-type: none"> EUSR National Water Hygiene – this cannot expire. Training Department monitoring expiry dates Confined Spaces – Training Department monitoring expiry dates First Aid – Training Department monitoring expiry dates 	1	4	4			
Coronavirus • COVID 19 Statutory Inspections	2	4	8	Stonbury Employees (incl. Agency Workers & Temporary Workers) Sub-contractors	<ul style="list-style-type: none"> Face coverings to be worn at all times when moving around indoors. Face coverings can be removed when sat down as long as 2m social distancing can be maintained. Stand Up – Mask Up. Sit Down – Mask Down. Equipment that is legally subject to Written Schemes, Statutory Inspections or Thorough Examinations must be maintained, tested and inspected. Where there is a requirement for a third party to attend site to complete maintenance or inspection activities they must comply with site rules and the documented control measures regarding good hygiene practices and social distancing measures. Portable appliance testing to be carried out at Stonbury stores. 	1	4	4			
Coronavirus • COVID 19 Possible contamination of water network	4	4	16	Stonbury Employees (incl. Agency Workers & Temporary Workers) Sub-contractors	<ul style="list-style-type: none"> Face coverings to be worn at all times when moving around indoors. Face coverings can be removed when sat down as long as 2m social distancing can be maintained. Stand Up – Mask Up. Sit Down – Mask Down. Ensure that network hygiene (chlorination) arrangements are always strictly followed. Only EUSR/ DOMS (Water Hygiene) trained operatives are to work on the water infrastructure/ network. 	2	4	8			
Coronavirus • COVID 19 Conflict Resolution Aggressive persons Physical attack Verbal attack	2	3	6	Stonbury Employees (incl. Agency Workers & Temporary Workers)	If you are threatened or attacked, verbally or physically by a member to the public try to stay as calm as you can and remember: <ul style="list-style-type: none"> Immediately mask up if not wearing one already. Social distancing is likely to be compromised by the member of the public Attempt to maintain social distancing at all times Always try and distance yourself from the situation. Think about your body language – do not point your fingers or clench your fists. Do not shout or raise your voice unnecessarily. Do not invade the person’s personal space. Be assertive but not aggressive if the individual is under the influence of drugs or alcohol. Do not retaliate. Physical self-defence should only be used as a last resort – you could be legally liable for assault. Report any threats or attacks to your Line Manager and the SHEW department. If the situation escalates and gets out of hand call 999 – Police. 	1	3	3			

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Coronavirus <ul style="list-style-type: none"> COVID 19 Confined Space working during COVID 19. <p>This includes both areas where “space is confined” and also areas regarded as Confined Spaces under the Confined Spaces Regulations 1997 (e.g. an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions).</p>	3	5	15	Stonbury Employees (incl. Agency Workers & Temporary Workers)	<ul style="list-style-type: none"> Close working is only to be undertaken where the work is critical and cannot be completed by any other means. Those close working must wear face masks to EN14683-Type 11R, unless already wearing a higher grade of RPE. Ensure that only those persons that are required to compromise social distancing do so and for the minimum amount of time required to complete the task. All other operatives should continue to observe social distancing requirements. Before work commences the site team should establish the maximum number of working entrants allowed into the confined space given its size and the requirement to maintain social distancing. This maximum number of working entrants should be clearly stated on the RAMS/Permit. Wherever possible a one-way system should be enacted in confined space. Extra forced-ventilation should be provided where required to ensure the ingress of fresh air and sustained air changes. When entering, working in and exiting the confined space all persons should attempt to maintain social distancing and wear face masks to EN14683-Type 11R when this cannot be achieved. If RPE is being worn to egress during a gas incident, additional face coverings are not required. Sharing of breathing apparatus or other PPE is prohibited. Eye protection must be worn. Face to face contact prohibited. Skin to skin contact prohibited. Disposable nitrile gloves must always be worn and should be supplemented by other hand protection. Any used breathing apparatus, oxygen resuscitators, analgesic gas or other equipment potentially contaminated with moist droplets emitted from someone’s mouth must be withdrawn by the individual wearer (where applicable), placed into its own bag and then placed into a disposable bag which must be tied off. Then deep cleaned before reuse. Operatives to remove disposable coveralls and gloves immediately on completion of work activity in a separate ‘dirty’ area and place them in a suitable disposable bag. The bag should be placed into another bag (double bagging), sealed and labelled ‘Contaminated PPE – Do not open’. This waste should be treated as non-hazardous waste and segregated from other waste for 72 hours. After 72 hours the waste can be disposed of by the normal means. Ensure the ‘dirty’ changing area and storage of double bagged waste is cleaned as required. 	1	5	5	

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Stonbury’s Risk Assessment and Risk Evaluation Matrix

The Risk is scored against the following system:-

Likelihood: 5 = Certain 4 = Probable 3 = Likely to Occur 2 = May Occur 1 = Unlikely
 Consequence: 5 = Multi Fatality 4 = Fatality 3 = Major Injury 2 = RIDDOR 7 Day Injury 1 = Non reportable Accident

Likelihood	Risk				
1	5	4	3	2	1
2	10	8	6	4	2
3	15	12	9	6	3
4	20	16	12	8	4
5	25	20	15	10	5
	5	4	3	2	1

Risk Score	User Friendly Score
17-25	Very High
10-16	High
4-9	Medium
2-3	Low
1	Non

Risk Score = Likelihood x Consequence

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