


Subject of Assessment	Covid19	RA No.	
Task/Activity	Risk Assessment		
Assessor	Saghi Motazedi	Location of Assessment	1 Haven Green, London W5 2UU

Risk Rating Matrix (RR)	Likelihood (L)		
	Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
1	Social Distancing	Everyone	<ul style="list-style-type: none"> Working on rotation to keep the 2m distance between each employee 	L	L	L	Yes
2	Hygiene	Everyone	<ul style="list-style-type: none"> Providing regular reminders and signage to maintain personal hygiene standards. 	L	L	L	Yes
3	Hygiene	Everyone	<ul style="list-style-type: none"> Providing Disposable gloves to wear during the working hours 	L	L	L	Yes
4	Hygiene	Everyone	<ul style="list-style-type: none"> Antibacterial wipes for staff to clean their desks and equipment on arrival each day 	L	L	L	Yes
5	Use of Communal Areas	Everyone	<ul style="list-style-type: none"> One person to use the communal area at once 	L	L	L	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
6	Wearing Masks	Everyone particularly those commuting	<ul style="list-style-type: none"> Employees are encouraged to wear a mask whilst commuting but not to use the same mask in the office. 	M	L	M	No
7	Lunch Breaks	Everyone	<ul style="list-style-type: none"> Eating at their desks to keep the social distancing 	L	L	L	Yes
8	Hygiene	Everyone	<ul style="list-style-type: none"> Frequent cleaning of objects and surfaces that are touched regularly, such as door handles 	L	L	L	Yes
9	Health Issues	Whoever has an underlying health issue	<ul style="list-style-type: none"> They will carry on working from home 	L	L	L	Yes
Additional Site Specific Arrangements							

Risk Assessment References – Notes

Date of Assessment	12/05/2021	Signature	
Reviewed Date	13/05/2022	Reviewed By	Elvin Ahmovic