

## Risk assessment

**Company name:** Kittle Photographic

**Date assessment was carried out:** 21/07/2020

Area or people at risk	Risk Identified	Actions taken to mitigate risk	Notes	Action by who	Action by when
Reopening Action Plan	Identification of when we are ready to safely open the hall, preventing the passing on of COVID-19	Re-opening Action Plan is to prepare for re-opening Management will be signing off and agree opening terms. Reference to Government and LA guidance and Risk Assessments used to ensure thorough coverage.	Ongoing until sign off, then regular review.	Management	
Reduce person to person contact in order to mitigate the spread of infection.	Transmission to other members of the group and premises.	Minimal staff working at office. Current distancing advice to be followed.	Review when guidance changes	Everyone	

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		<p>Advise workers they must comply with social distancing as far as possible.</p> <p>Use the one way system, unless visiting the toilet.</p> <p>Kitchen, male, female toilets and some stores are out of bounds.</p> <p>Specifically, risk assess those who are particularly vulnerable. Staff will be supplied with visors, face masks and hand sanitiser and will be encouraged to use this throughout the day.</p>			
Hand cleanliness	Transmission to other employees	Advise employees to sanitise on entering and exiting the office, then after any contact, and in the use of tissues.		Everyone	

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		To wash hands in the toilet using soap, hot water and paper towels.			
Lack of understanding of the dangers of transmission of COVID 19	Communication of advice to prevent transmission of COVID 19	Workers to be given a copy of our covid 19 working procedures. Clear frequent signs indicate permitted use of areas. Areas have been zoned to limit person to person contact. Clear signs indicating sanitisation of hands	Regular checks of signs to replace misplaced or misinterpreted signs.	Everyone	
Equipment cleanliness	Transmission to other employees	All staff are supplied with anti-bacterial wipes to ensure their equipment is cleaned at the start and end of every shift.		Everyone	

Hazards arising from activity	Risk associated with hazard	Initial assesment	Control measures implemented	Adjusted assessment
Biohazard: <b>Infection by Covid-19 virus to employees of Kittle Photographic</b>	<b>Direct infection:</b> through person-to-person transmission, or equipment in the hall.	L – 3 S – 5 IA - 15	Closed the work place to employees / Open with restrictions and controls in place	L – 1 S – 5 AA - 5

**Assessment of Risk** – Risk is determined by assessing the likelihood of an event (L) occurring and the severity of that event (S) should it occur. Giving a numerical value to these assessments, using the Table below, and then multiplying the 2 values achieves a Risk Rating (RR). This will be either an Initial Assessment (IA) (before control measures are applied) or an Adjusted Assessment (AA) (after control measures are applied).

Likelihood of Event (L)		Severity of Event (S)		Risk Rating – Initial Assessment/Adjusted Assessment	
1	Highly Unlikely	1	Trivial Injury		
2	Unlikely	2	Minor Injury	1 to 4	Minimal Risk – Maintain Controls
3	Possible	3	Serious Injury	5 to 8	Low Risk – Review Controls
4	Likely	4	Major Injury (Hospital)	9 to 12	Medium Risk – Improve Controls
5	Probable			13 plus	High Risk – Consider stopping task and improve controls immediately
6	Highly Probable	5	Single Fatality		
		6	Multiple Fatalities		