COVID-19 Risk Assessment

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## Risk Assessment

| **Location /**  **Area** | **Specific Task** | **Identify Potential Hazards** | **Raw Risk Ranking**  (without any controls) | | | **Recommended Control Measures** | **Residual Risk**  (Recommended Controls in Place) | | | **Controls to be implemented** (by who) | **Due date** | **Complete** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consequence** | **Likelihood** | **Risk Rating** | **Consequence** | **Likelihood** | **Residual Risk** |  |  |  |
| All | Travelling to the workplace via public transport:   * + - * 1. Public buses         2. Public trains/trams         3. Ride share | * + - * 1. Direct contact with someone with COVID-19         2. Indirect contact through high touch points (e.g. seats, handholds)         3. Lack of social distancing due to limited space in transit and at stops | Moderate | Possible | Medium | * + - * 1. Workers (who are able) should continue working from home         2. Staggered start/finish times so workers do not travel during peak times         3. Provide COVID safe training for all workers travelling on public transport (to include mask wearing, sanitising upon arrival etc.)         4. Workers should follow state government advice on social distancing whilst on public transport         5. Ensure prominent placement of sanitiser stations at all entry points to the workplace         6. Consider offering free or subsidised parking for workers driving in to reduce the need for public transport | Moderate | Unlikely | Medium |  |  |  |
| All | Travelling to the workplace via walking | * + - * 1. Direct contact with someone with COVID-19         2. Indirect contact through high touch points e.g. handrails, pedestrian crossing buttons         3. Non-COVID risks – safety and security risk | Moderate | Unlikely | Medium | * + - * 1. Staggered start/finish times         2. Workers (who are able) continue working from home         3. COVID safe training for all workers walking to the office (to include social distancing in public, sanitising on arrival etc.)         4. Ensure prominent placement of sanitiser stations at all entry points to the workplace. | Moderate | Rare | Low |  |  |  |
| All | Travelling to the workplace via carpooling | * + - * 1. Direct contact with someone with COVID-19 when carpooling         2. Non-COVID risks – traffic safety | Moderate | Unlikely | Medium | * + - * 1. Encourage consistency across carpooling arrangements (e.g. the same people always carpool together)         2. Implement COVID safe measures such as ensuring vehicle touch points are cleaned and masks are worn in cars         3. Spot checks on carpooling arrangements to ensure that consistency is being maintained. | Moderate | Rare | Low |  |  |  |
| All workplace entrances | Entering premises (all available access points) and interaction with other workers/visitors/public | * + - * 1. Direct contact with someone with COVID-19         2. Indirect contact through high touch points (e.g. door handles, hand rails)         3. Non-COVID risks – safety and security risk | Moderate | Possible | Medium | * + - * 1. Restrict building/site entry via swipe or intercom access – this will control entry to only those persons permitted on site         2. Vaccination Policy for workers, where possible ensure that all workers are vaccinated         3. Rapid antigen testing         4. Workers who have been in high risk areas/international travel to refrain from entering the workplace for 2 weeks where possible         5. Clear communication to workers regarding expectations of management of symptoms (no cold and flu symptoms permissible)         6. Install social distancing signs through the lobby/entry with 1.5m markers on the ground and bollards to assist with foot traffic entering and exiting the building         7. Ensure sanitiser stations are installed at all entry points to the building         8. Maintain high cleaning frequency, especially including high touch and common areas such as door knobs, toilets, lifts etc.         9. Ensure clear signage throughout site directing persons to follow COVID rules | Moderate | Unlikely | Medium |  |  |  |
| Entrance | Visitors/contractors entering workplace | * + - * 1. Direct contact with someone with COVID-19         2. Use of shared stationery/ access passes at sign-in         3. Use of shared electronic tablets or other resources for sign-in (computer keyboards etc.)         4. Work-related violence where a visitor/contractor refuses to show proof of vaccination | Moderate | Possible | Medium | * + - * 1. Only critical visitors/contractors allowed into the workplace (where possible)         2. Clear communication to visitors/contractors regarding expectations of management of symptoms (no cold and flu symptoms permissible)         3. All visitors/contractors must be fully vaccinated and show their vaccination certificate         4. Rapid antigen testing         5. Contractors and visitors to be clearly advised of current COVID policy for the workplace at point of entry         6. If sign-in is paper based, ask people to use their own pens, or have a worker enter the details         7. If sign-in is paper based, consider moving to an electronic sign in system (e.g. tablet or computer), where surfaces can be easily cleaned between sign-ins         8. Consider moving sign-in to a virtual platform where visitors/contractors could sign-in at entry to the site without having to interact with other persons (similar to a COVID check-in system)         9. Temperature checking for all visitors/contractors         10. Work-related violence procedure         11. Work-related violence de-escalation training for workers | Major | Unlikely | Medium |  |  |  |
| Stairways and walkways | Moving within the workplace | * + - * 1. Direct contact with someone with COVID-19         2. Indirect contact through high touch points e.g. door handles, hand rails | Moderate | Possible | Medium | * + - * 1. Ensure hand sanitiser is available at the entry and exit of each stairway         2. Where possible/applicable mark single direction of travel throughout the workplace in high traffic areas to reduce persons walking past each other and to improve flow of pedestrian traffic         3. Designate a path of entry and exit to each stairway         4. Ensure that cleaning frequency remains high for high touch and common areas such as hand rails etc.         5. Ensure high frequency walkways with doors have hand sanitisers available for use at entry/exit points         6. Digital communication such as phone calls and video conferencing to communicate | Moderate | Unlikely | Medium |  |  |  |
| Lifts | Using lifts | * + - * 1. Direct contact with someone with COVID-19         2. Indirect contact through high touch points e.g. lift buttons         3. Inability to social distance due to overcrowding | Moderate | Possible | Medium | * + - * 1. Ensure lifts are clearly marked with capacity limits, both in the lift well and within the lift cars (markings on floors)         2. Where possible, consider restricting lift use to those who have a requirement e.g. mobility impaired, disabled | Moderate | Unlikely | Medium |  |  |  |
| Inside workplace | Operating in the work environment | * + - * 1. Direct contact with someone with COVID-19         2. Indirect contact through high touch points (e.g. door handles, equipment, work surfaces)         3. Inability to social distance due to limited work space | Moderate | Likely | Medium | * + - * 1. Workers (who are able) continue working from home         2. Consider a staggered timetable where teams attend the workplace on set days/shifts to reduce interaction         3. Ensure workers are spaced out to allow for social distancing         4. Follow government requirements on maximum persons per square metre         5. Where possible, spread workstations sufficiently apart, including moving workers to outside/undercover areas         6. Consider floor markings and signage for common areas such as kitchens and lunch rooms to remind people to social distance         7. Consider staggering break times to minimise the amount of people in common kitchen areas at one time         8. Maintain high frequency cleaning, especially including high touch and common areas such as door knobs, toilets, lifts and workstations         9. Review ventilation to ensure that sufficient ventilation is provided. Open doors and windows where possible to maximise ventilation | Moderate | Unlikely | Medium |  |  |  |
| Inside workplace | Working in enclosed spaces (small offices, meeting rooms, rooms) | * + - * 1. Direct contact with someone with COVID-19         2. Indirect contact through high touch points (e.g. door handles, equipment, work surfaces)         3. Inability to social distance due to limited space. | Moderate | Likely | Medium | * + - * 1. Follow government requirements on maximum persons per square metre         2. Doors to remain open where possible         3. Masks to be worn in enclosed spaces         4. Allow sufficient time for room to ventilate prior to re-inhabiting         5. Clean all surfaces in room between occupants | Moderate | Unlikely | Medium |  |  |  |
| Bathrooms | Use of bathroom facilities | * + - * 1. Direct contact with someone with COVID-19         2. Indirect contact through high touch points (e.g. door handles, soap dispensers)         3. Inability to social distance due to limited space | Moderate | Unlikely | Medium | * + - * 1. Ensure proper handwashing technique signage is visible in all bathrooms         2. Bathroom doors left open if possible to reduce touch points         3. Ensure bathroom doors are marked with capacity limits         4. Increase cleaning and replenishing of bathrooms and spot checks by cleaners         5. Ensure hand sanitisers are made available at bathroom exits | Moderate | Unlikely | Medium |  |  |  |
| Kitchens | Use of kitchen areas to prepare and consume food/drinks | * + - * 1. Direct contact with someone with COVID-19         2. Indirect contact through high touch points (e.g. fridge handles, microwaves, shared food such as tea and coffee)         3. Improper cleaning of shared items (e.g. cutlery and crockery) or dirty dishes left out | Moderate | Likely | Medium | * + - * 1. All tea, coffee and sugar to be provided in disposable sachets         2. Provide bins that do not require touching to operate (e.g. either bins with an unobstructed opening or bins that open automatically)         3. Provide an instant surface disinfectant spray for workers to use after they have finished their meal         4. Ensure that dishwashers and their liquid/powder is sufficient to kill germs         5. Maintain high frequency cleaning, especially including high touch points         6. Separate tables and chairs in dining areas to increase social distancing         7. Encourage workers to eat outside (provide increased outdoor facilities) | Moderate | Unlikely | Medium |  |  |  |
| Mail room/reception | Interaction with external mail, delivered couriered parcels | * + - * 1. Indirect contact through external mail         2. Personal mail/packages being received on site, increasing frequency of deliveries         3. Exposure to delivery drivers | Moderate | Possible | Medium | * + - * 1. Wipe all parcels received         2. Workers to wear masks when interacting with drivers         3. Workers to wear gloves when accepting mail and wipe down the packages         4. Advise workers that personal mail/packages are not to be sent to the mail room | Moderate | Unlikely | Medium |  |  |  |
| Inside workplace | Interaction with plant and equipment/vehicles | * + - * 1. Indirect contact through handling items         2. Shared PPE for use with plant and equipment | Moderate | Possible | Medium | * + - * 1. Ensure consistent supply of alcohol wipes and surface spray         2. Provide sufficient bins for disposal of used wipes and regular rubbish collection         3. Provide personal sanitation packs for workers who share plant/equipment/ mobile plant/vehicles         4. Workers to wipe down surfaces prior to use | Major | Unlikely | Medium |  |  |  |
| Inside workplace | Cleaning operations | * + - * 1. Surfaces/items cleaned inadequately and/or infrequently         2. Interaction of new and different cleaning workers with workers | Moderate | Possible | Medium | * + - * 1. Create sanitisation plan         2. Increase frequency of cleaning depending on type of surface and frequency of use         3. Ensure that cleaners use suitably effective cleaning products and are regularly changing equipment such as cloths, gloves and mop heads         4. Implement more frequent waste collections to ensure bins do not overflow         5. Provide access to Safety Data Sheets (SDS) for all chemicals | Moderate | Unlikely | Medium |  |  |  |
| Inside workplace | Handwashing and sanitising facilities | * + - * 1. Indirect contact through high touch points (e.g. button for hand sanitiser, entry and exit doors)         2. Insufficient waste capacity for bathroom hand towel disposal         3. Insufficient access to sanitising stations at entry/exit points         4. Empty sanitising stations not being refilled in a timely manner | Moderate | Possible | Medium | * + - * 1. Consider implementing no touch sanitising stations (e.g. motion activated)         2. Implement more frequent waste collections to ensure bathroom bins do not overflow         3. Review current placement and prevalence of hand sanitiser stations – focus on placement at high traffic entry and exit points         4. Implement higher frequency checks of sanitiser stations to ensure they remain available for use | Moderate | Unlikely | Medium |  |  |  |
| General | Provision of first aid | * + - * 1. Direct contact with someone with COVID-19 whilst providing care | Moderate | Possible | Medium | * + - * 1. Providing increased awareness/training on safely providing first aid (e.g. [*Essential First Aid Guide - COVID*](https://www.redcross.org.au/getmedia/d059d2d8-2f98-44a6-aa68-2136fa0f91e4/ARC-Essential-First-Aid-Guide-eBook-COVID.pdf.aspx) from the Australian Red Cross)         2. Ensuring that first aid kits contain a sufficient amount of gloves and face masks | Moderate | Unlikely | Medium |  |  |  |
| General | Emergency Response   * + - * 1. Evacuation via emergency exits         2. Occupants assembling at emergency assembly areas | * + - * 1. Direct contact with someone with COVID-19         2. Indirect contact through high touch points (e.g. hand rails or fire doors)         3. Insufficient space to social distance on fire stairs or at nominated assembly area | Moderate | Possible | Medium | * + - * 1. Review current emergency management planning to ensure it takes into account relevant COVID requirements         2. Assess vulnerability of workers and whether vulnerable workers should be evacuated first to avoid unnecessary exposure to large groups of people         3. Assess current emergency assembly area/s and if these are sufficient to allow for social distancing         4. Ensure that workers are advised of any changes to the evacuation or assembly area arrangements following review         5. Ensure that hand sanitiser stations are placed near all emergency evacuation points. | Moderate | Unlikely | Medium |  |  |  |
| General | Working from home for extended periods | * + - * 1. Physical and psychological fatigue         2. Workers feel disconnected from colleagues         3. Mental ill-health | Moderate | Likely | High | * + - * 1. Clear communications to workers around reasonable expectations and work/life balance         2. Ensure workloads are monitored and workers are consulted regularly         3. Offer opportunities to have social catch ups with colleagues without having to talk about work | Moderate | Possible | Medium |  |  |  |
| N/A | Returning to the workplace (new normal) | * + - * 1. Workers may have anxiety around returning to the workplace         2. Workers may have trouble reintegrating into the social workplace setting | Moderate | Possible | Medium | * + - * 1. Ensure workers are aware of the EAP service or support services available         2. Consult with workers around their concerns and provide details of how the workplace has been made safe         3. Provide timely updates to workers if changes occur at a state government level         4. Consider a staggered return to work where only small numbers of workers attend the workplace at a time | Moderate | Rare | Low |  |  |  |
| N/A | Face Masks | * + - * 1. Workers refusing to wear face masks are exposed to COVID-19         2. Workers not regularly changing their masks/not wearing their masks properly         3. Workers suffering physical or psychological harm as a result of wearing face masks | Moderate | Possible | Medium | * + - * 1. Clear communication from leadership to workers that face masks are required to keep everyone safe         2. Consult with workers around any resistance to masks to try and understand the issue         3. Consider online and/or hard copy graphics around how to wear a face mask properly and how often they should be changed | Moderate | Unlikely | Medium |  |  |  |
| N/A | Workers attending the workplace whilst unwell | * + - * 1. Direct contact with someone with COVID-19         2. Indirect contact through high touch points (e.g. hand rails, door handles)         3. Significant outbreak in the workplace, resulting in absences and reduced productivity | Moderate | Likely | High | * + - * 1. Consider offering a form of COVID leave to workers to encourage them to stay home and get tested when unwell         2. Ensure that leaders monitor for any workers who appear unwell and direct these workers to go home | Moderate | Unlikely | Medium |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD** | **CONSEQUENCE** | | | | | |
|  | **INSIGNIFICANT (1)** | **MINOR (2)** | **MODERATE (3)** | **MAJOR (4)** | **EXTREME (5)** |
| **ALMOST CERTAIN (5)** | **Medium (5)** | **High (10)** | **High (15)** | **Very High (20)** | **Very High (25)** |
| **LIKELY (4)** | **Medium (4)** | **Medium (8)** | **High (12)** | **High (16)** | **Very High (20)** |
| **POSSIBLE (3)** | **Low (3)** | **Medium (6)** | **Medium (9)** | **High (12)** | **High (15)** |
| **UNLIKELY (2)** | **Low (2)** | **Medium (4)** | **Medium (6)** | **Medium (8)** | **High (10)** |
| **RARE (1)** | **Low (1)** | **Low (2)** | **Low (3)** | **Medium (4)** | **Medium (5)** |

## Risk Matrix

## Consequence Definitions

|  |  |
| --- | --- |
| CONSEQUENCE | |
| EXTREME | Incident results in death or permanent disability.  Incident results in significant property destruction. |
| MAJOR | Incident results in serious injuries that require hospitalisation, or serious property damage. |
| MODERATE | Incident results in injuries that require medical attention, however, do not require hospitalisation. |
| MINOR | Incident results in injuries that require first aid treatment only. |
| INSIGNIFICANT | Incident does not result in any injuries or property damage.  Near miss. |

## Likelihood Definitions

|  |  |
| --- | --- |
| LIKELIHOOD | |
| ALMOST CERTAIN | Occurs regularly, or there have been similar near misses which indicate it is almost certain it will occur in the future. |
| LIKELY | On the balance of probabilities, it is likely that this incident will occur in the near future. |
| POSSIBLE | It is possible that this incident could occur infrequently in the normal operations of the business. |
| UNLIKELY | It is unlikely the incident will occur in the normal operations of the business. |
| RARE | Will occur very infrequently, perhaps once every 50 years. |

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