

CORONAVIRUS (COVID-19)

Risk Assessment Template for COVID-19

Victual have witnessed many organisations that have taken extensive actions to implement requirements for managing the risk of COVID-19 workplace. The need to respond to the crisis situation has resulted in the typical process of assessing the risk and identify the required control in a structured way being skipped in necessity to be able to be seen to acting decisively.

I have implemented the controls, why is the Risk Assessment important?

Essentially, the risk assessment is intended to justify the controls that have been implemented. It can also be used to identify gaps in controls, and possibly areas where the allocation of resource might have been over emphasised.

In essence, to satisfy your obligations, we come back to the six elements of due diligence¹ as a means of satisfying your obligations as an officer. The graphic below provides an overview of these elements with respect to COVID-19.

Knowledge of Hazards	<ul style="list-style-type: none"> Clearly COVID-19 is a workplace hazard that need to be managed.
Legal Requirements	<ul style="list-style-type: none"> State and federal government communications have become a key source of information to ensure a good understanding of legal obligations
Resources	<ul style="list-style-type: none"> Most organisations have deployed a variety of resources to mitigate this hazard.
Response	<ul style="list-style-type: none"> The decisive and swift response demonstrates commitment to mitigating this hazard.
Enforcement	<ul style="list-style-type: none"> In our experience, the enforcement of the controls in place is an area that may leave some organisations exposed.
Verification	<ul style="list-style-type: none"> Many organisations have acted decisively, but dont have the documented evidence that justifies the controls they have put in place to mitigate the hazard.

The opportunities for improvement exist with the way we enforce and verify the controls in place. We hope the risk assessment template to follow can assist.

¹ The six elements of due diligence are taken form advice provided by SafeWork Australia accessed 20/4/2020, <https://www.safeworkaustralia.gov.au/book/what-does-officer-need-do>

COVID-19 RISK ASSESSMENT

Company Name:	
Location:	
Date Last Reviewed:	
Completed By:	
Conferred with:	

The risks identified have been captured in the risk assessment. Risks are ranked initially and post controls (residual) based on the risk assessment matrix in the Appendix. Any actions identified from the risk assessment are captured in Corrective Action Log.

Task Activity (Identified Potential Hazard)	Initial Risk			Recommendation for Control Measures (To be implemented to mitigate the risk)	Residual Risk			Ref #
	C	L	Risk Ranking		C	L	Risk Ranking	
Legal Obligations								
Management understanding of COVID-19 and legal obligations.								
Risk Management Systems								
Documented Procedures and Guidelines								
Risk Assessments								
Communication								
Training								
Monitoring and Review								
Incident Response								
Workers or site visitor infection								
Employee Safety – Production								
Worker Health								
Employee wellbeing								
COVID-19 Specific Hazards								
Self Isolation								
Social Distancing – Worker to worker transmission								

Task Activity (Identified Potential Hazard)	Initial Risk			Recommendation for Control Measures (To be implemented to mitigate the risk)	Residual Risk			Ref #
	C	L	Risk Ranking		C	L	Risk Ranking	
Personal Protective Equipment (PPE)								
Site/Work-area access control. – public								
Site/Work-area access control. – contractor								
Social distancing – logistics								
Hygiene								
Cleaning – Workstations Frequently Touched Surfaces (FTS)								
Cleaning – Facilities Staff Toilet wash station								
Cleaning – Facilities Staff lunch area								
Cleaning – Production area, plant and other equipment								
Cash handling								
Signage – Public areas								
Signage – Work areas								
Signage – facilities (toilet - lunchrooms)								
Employee Safety – Working from Home								
Appropriate workspace								
Employee wellbeing								

Corrective Action Log

Ref #	Title	Action	Person Responsible	Status
2020-01				
2020-02				
2020-03				
2020-04				

Risk Matrix

A sample risk matrix is provided. We recommend we apply the risk matrix and likelihood and consequence descriptors currently in use within your business.

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Medium	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Medium	Medium	High	High
Rare	Low	Low	Medium	Medium	High