



Covid-19 Risk Assessment

Risk Assessment Number: 005

Risk Assessment Date: 29th June 2020

Risk Assessment Author: Steve Ayling

Signatures

	Name	Title	Signature	Date
Document Author	Steve Ayling	Business Owner	S Ayling	29 June 2020
Authorised	Alan Ayling	Advisor	A Ayling	29 June 2020

List Supplied PPE & Cleaning Items

Safety Goggles (eye wear)
Full Face Visor
Disposable Gloves
Face Covering Mask
Disposable Masks
Antibacterial Hand Gel
Antibacterial Surface Wipes
Antibacterial Spray
Disposable Pens
Folder Covers

Likely Risk Of Catching/Spreading

We have graded the likelihood of spreading or catching the disease into three risk categories

- Risk **Not very likely**
- Risk **Potential**
- Risk **Very likely**

Risk Assessment Form:

Hazard Before Preventive Controls	Pre Risk Rating	Preventive Controls In Place	Post Risk Rating	Person responsible
Transmission of the virus by customer touching the pen, clipboard and work approval form.		Plastic covers to cover the clipboard, disposable pens provided and the customer removes the top copy after signing before leaving the covered board at a distance for pickup by the locksmith.		Locksmith

Hazard Before Preventive Controls	Pre Risk Rating	Preventive Controls In Place	Post Risk Rating	Person responsible
Locksmith touching the door, locks and handles at the place of work. (Customers property)		Locksmith to wipe down the area with antibacterial wipes and or spray before starting work.		Locksmith

Hazard Before Preventive Controls	Pre Risk Rating	Preventive Controls In Place	Post Risk Rating	Person responsible
Spreading of the virus by customer and locksmith close contact.		Locksmith to maintain a social distance of 2m from the customer at all times. Locksmith to ask the customer to do the same by not getting too close to the locksmith while working. Work refusal if the customer fails to comply. Locksmith not to work and self isolate if displaying symptoms. We also ask customers not to call on our services if they are displaying symptoms of the virus.		Locksmith & Customer

Hazard Before Preventive Controls	Pre Risk Rating	Preventive Controls In Place	Post Risk Rating	Person responsible
Transmission of the virus from the touching of tools and products while working.		The locksmith to wear disposable gloves, and sanitise hands regularly while using tools and equipment and handling products. Customers asked not to touch any items while work in progress.		Locksmith & Customer

Hazard Before Preventive Controls	Pre Risk Rating	Preventive Controls In Place	Post Risk Rating	Person responsible
Transmission of the virus after work completion by touching of product or surface by customer.		Locksmith to wipe down any areas and products using antibacterial wipes and sprays before leaving and before the customer touches the items. All packaging and debris to be removed by the locksmith unless customer requests packaging then it will be wiped down and left in a safe place.		Locksmith

Hazard Before Preventive Controls	Pre Risk Rating	Preventive Controls In Place	Post Risk Rating	Person responsible
Transmission of virus during payment process.		Card machine can be used to minimize cash handling. Card machine covered in plastic cover and cleaned after every use. Online contactless payment method also available. If cash is taken it will be cleaned and stored for 72 hours.		Locksmith