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| **Coronavirus Empty Building Risk Assessment** | | | | | | | |
| **This template risk assessment is intended to help you document the risk control measures you have introduced to ensure the safety of your buildings in periods of non-occupation throughout the COVID-19 crisis.**  **You must modify this risk assessment to ensure it reflects your business activities and the specific risks and controls you have in place.** | | | | | | | |
| **Location/Dept:** | | | **Date Assessed:** | | **Assessed by:** | | |
| **Task/Activity:** Maintenance of empty building | | | **Review Date: Every day after 2pm** | | **Reference Number:** | | |
| **Activity/ Task** | **Hazard/Risk** | **Persons at Risk** | **Controls in Place** | **Severity (1-5)** | **Likelihood**  **(1-5)** | **Risk/**  **Priority** | **Additional Controls Required** |
| Fire | Loss of premises | Premises | The fire alarm system is being tested weekly to ensure continued efficiency.  Materials were cleared before personnel left the site to prevent build-up of combustible materials.  Alarm receiving centre (ARC) have been notified of the lack of occupancy.  All internal fire doors were shut prior to lockdown.  The fire alarm has been serviced prior to lockdown and will be done again where possible. Where not possible, this will be done as soon as possible post-lockdown.  ECR/PAT testing was completed prior to lockdown and remains valid.  Equipment was suitably switched off and isolated prior to leaving.  Where possible, external waste has been moved at least 8 to ten metres clear of the building and secured. |  |  |  |  |
| Building security | Damage to property | Premises | Intruder alarms and CCTV are functional and cover sufficient areas of the building.  External lighting is timed and in working condition.  Doors and windows have been secured.  The building will be checked regularly for signs of vandalism and forced entry.  Alarm receiving centre (ARC) have been notified of the lack of occupancy. |  |  |  |  |
| Building dilapidation | Collapse of structure  Hazards to returning workforce | Premises  Staff | Regular checks to be completed of the building.  Inspection to be done prior to employee re-occupation.  Completion of the EW Empty Building Checklist. |  |  |  |  |

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| **Risk/Priority Indicator Key** |

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| **Severity (Consequence)** |  | **RISK / PRIORITY INDICATOR MATRIX** | | | | | | |
| 1. Negligible (delay only) |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Slight (minor injury / damage / interruption) |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Very High (fatality / business closure) |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| **Likelihood** |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Improbable / very unlikely |  |  |  |  |  |  |  |  |
| 2. Unlikely |  | **Summary** | | **Suggested Timeframe** | | | | |
| 3. Even chance / may happen |  | 12-25 | High | As soon as possible | | | | |
| 4. Likely |  | 6-11 | Medium | Within the next three to six months | | | | |
| 5. Almost certain / imminent |  | 1-5 | Low | Whenever viable to do so | | | | |