**COVID-19 RISK ASSESSMENT -TEMPLATE**

NAME OF BUSINESS/ORGANISATION: TYPE OF BUSINESS:

We acknowledge that, as an employer, we have a duty of care to our employees and others effected by our work activities and it is a legal requirement for us to undertake a COVID-19 risk assessment. Our risk assessment includes all areas of each of our premises and every specific activity we undertake.

This risk assessment will require regular review due to the new and rapidly changing COVID-19 situation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Revision | Date | Comments | Name of person completing risk assessment | Signed |
| 1 |  | Original |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is a COVID-19 risk assessment and it will help you manage risk and protect people. You must:

* Identify what work activity or situations might cause transmission of the virus
* Think about who could be at risk
* Decide how likely it is that someone could be exposed
* Act to remove the activity or situation. Where this is not possible, you must put measures in place to control the risk.
* Always follow the most up to date instructions and guidance issued by the Government.

When completing your assessment make sure you talk to your employees / volunteers and their representatives to explain the measures you are taking. They can also provide valuable information on how you could control the risks.

You can use the example entries in this document to help you make sure you have covered what you need to keep workers and others safe. Once you have completed your risk assessment you will need to monitor and supervise to make sure what you have put in place is working as expected.

**VERY IMPORTANT** **NOTE: The entries below are only for illustration. You MUST ensure that you create your own risk assessment so that it covers your own specific workplace and activities. It is not sufficient to simply copy this template and the example entries in it.**

| **What are the hazards?** | **Who might be harmed?** | **Controls** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **Done?** |
| --- | --- | --- | --- | --- | --- |
| Catching or spreading coronavirus by an infected person entering the premises | Workers  Customers  Contractors  Delivery drivers  Visitors | * Provide information, instruction and training so that employees do not come to work if they or a household member have symptoms of coronavirus * Where possible, advise customers and other visitors in advance (i.e. at the time of booking) not visit your premises if they or a household member have symptoms of coronavirus * Speak with your suppliers and contractors regarding the measures they have in place to control the spread of coronavirus when visiting your premises | * Monitor and supervise to make sure people are following the controls * Put up signs to remind people not to enter your premises if they or a household member has symptoms of coronavirus * Be aware of the [NHS guidance on self-isolation](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/) |  |  |
| Catching or spreading coronavirus by lack of / inadequate hand washing | Workers  Customers  Contractors  Delivery drivers  Visitors | Follow HSE guidance on [cleaning, hygiene and hand sanitiser](https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm)   * Provide hot and cold/warm running water, soap and drying facilities at wash stations * Provide information on how to wash hands properly * Provide hand sanitiser for occasions where people cannot wash their hands * There is a legal duty to [provide welfare facilities and washing facilities for visiting drivers](https://www.hse.gov.uk/coronavirus/drivers-transport-delivery.htm) | * Monitor and supervise to make sure people are following the controls * Put up signs to remind people to wash their hands * Provide information to workers about when and where they need to wash their hands * Identify where additional hand washing facilities may be needed * If people can’t wash their hands, provide information about how and when to use hand sanitiser * Identify how you are going to replenish hand washing/ sanitising facilities * Ensure staff check their skin for signs of dryness or cracking and tell them to report any problems to you |  |  |
| Catching or spreading coronavirus in common use areas including: canteens, corridors, toilet/ changing facilities, entry/ exit points, lifts and other communal areas | Workers  Customers  Contractors  Delivery drivers  Visitors | Follow HSE guidance on [welfare facilities](https://www.hse.gov.uk/simple-health-safety/workplace-facilities/index.htm)  Consider:   * Areas where people may congregate e.g. rest rooms, canteens, changing rooms, meeting rooms, smoking areas, kitchens, entrances * Pinch points where people cannot socially distance e.g. narrow corridors, doorways, customer service points, storage areas * Areas and equipment where people will touch the same surfaces e.g. kettles, shared condiments, card readers, telephones, pens, counters, door handles * Areas and surfaces that are frequently touched but difficult to clean * Communal areas where airflow may be less than in other areas e.g. store rooms, kitchens with no openable windows or mechanical ventilation   Decide the combination of controls you will put in place to reduce the risks. This can include (but is not limited to):   * Limiting the number of people in rooms so that social distancing can be achieved * Reorganise facilities in communal areas so that social distancing can be achieved * Where possible put in place physical impervious barriers to reduce contact * Increase the use of online meeting facilities * Put in place one-way systems in corridors/ aisles or regularly used pedestrian traffic routes * Leave open non-fire doors to reduce the amount of contact with doors and to improve ventilation * Provide lockers for staff to store personal belongings * Keep surfaces in communal areas clear to make cleaning easier * Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas e.g. entrances and exits * Put up signs to remind people to wash their hands and not touch their faces * Put in place cleaning regimes to ensure high traffic areas are cleaned regularly * Where possible remove reusable / communal resources and provide single use alternatives * Sharing of food and drink by people must be avoided | * Monitor and supervise to make sure people are following the controls |  |  |
| Catching or spreading coronavirus through workers living together and/or travelling to work together / workers using public transport | Workers | * Identify groups of workers who live together and group them into a work cohort * Identify groups of workers who travel to work together and group them into a work cohort * Discourage workers from using public transport to travel to work | * Discuss with workers who live together and / or travel to work together to agree how to prevent the risks of spreading coronavirus * Speak to workers who travel to work using public transport to explore other methods that they could use to travel to work |  |  |
| Catching or spreading coronavirus by not cleaning surfaces, equipment and workstations | Workers  Customers  Contractors  Delivery drivers  Visitors | Follow HSE guidance on [cleaning and hygiene](https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm)   * Identify surfaces that are frequently touched e.g. hand rails, door handles, vehicle door handles, shared equipment, tills, card machines etc. and specify the frequency and level of cleaning and by whom * Reduce the need for people to move around your premises as far as possible. This will reduce the potential spread of any contamination through touched surfaces * Avoid sharing work equipment or put cleaning regimes in place between each user * Identify where you can reduce the contact of people with surfaces e.g. by leaving doors open, permitting contactless payment, providing electronic documents rather than paperwork * Identify other areas that will need cleaning e.g. rest areas, welfare facilities, toilets, changing rooms, vehicles. Specify the frequency and who will do it * Identify what cleaning products are needed (e.g. surface wipes, detergents, water etc) and where they will be used * Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects * Provide more bins and empty them regularly * Provide areas for staff to store personal belongings and keep them out of work areas * Clean reusable items regularly * Put in place arrangements to clean if [someone develops symptoms of coronavirus in work or on your premises](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | * Monitor and supervise to make sure people are following the controls * Provide information that outlines who needs to clean and when * Provide instruction and training to the people who need to clean. Including; the products they need to use, the precautions they need to follow, the areas they need to clean * Decide how you are going to replenish cleaning products |  |  |
| Catching or spreading the virus by not social distancing | Workers  Customers  Contractors  Delivery drivers  Visitors | Follow HSE guidance on [social distancing](https://www.hse.gov.uk/coronavirus/social-distancing/index.htm)   * Identify areas where, under normal circumstances, people would not be able to maintain social distancing rules * Identify how you could keep people apart in line with social distancing guidelines. This may include (but is not limited to): * Floor markings * One-way systems * Virtual meetings (instead of face to face) * Staggering start/ finish times * Limiting the number of people on the premises at one time * Allocated time slots for customers * Rearranging work areas and tasks * Using empty spaces in the building for additional rest break areas, where safe to do so * Implementing ‘drop zones’ for passing materials / stock between people * Increasing parking areas or controlling parking spaces * Providing facilities to help people walk or cycle to work i.e. bike racks * Identify where it isn’t possible to meet social distancing rules and identify other physical measures to separate people. This may include: * Physical screens and splash barriers * Markers on the floor to indicate where people should stand and the direction they should face * Reducing the number of people using lifts * If it isn’t possible to meet social distancing rules and physical measures can’t be used, then put in place other measures to protect people. This may include: * Enhanced cleaning * Increased hand washing * Limiting the amount of time people spend on a task * Back-to-back or side-by-side working, rather than face-to-face * ‘cohorting’ work teams so that they consistently work together * Improving ventilation * Signage to remind people to socially distance | * Monitor and supervise to make sure people are following the controls * Provide information, instruction and training so that employees know what they need to do * Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing |  |  |
| Poor workplace ventilation leading to risks of coronavirus spreading | Workers  Customers  Contractors  Delivery drivers  Visitors | Follow guidance on [heating, ventilation and air conditioning (HVAC)](https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems)   * Identify if you need additional ventilation to increase airflow in parts of your workplace * Fresh air is the preferred way of ventilating your workplace so opening windows and doors (not fire doors) can help * Provide any additional ventilation you may need e.g. mechanical ventilation, fans etc. * Where possible, set HVAC systems to draw in fresh air, rather than recirculating | * Maintain HVAC in line with manufacturers’ recommendations |  |  |
| Increased risk of infection and complications for vulnerable workers | Workers | Identify who in your workforce falls into one of the following categories:   * [Clinically extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) * People self-isolating * People with symptoms of coronavirus * Groups who may be at [higher risk](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm) of poorer outcomes * Discuss with employees what their personal risks are and identify what you need to do in each case * Identify how and where someone in one of these categories will work in line with current government guidance * If they are coming into work identify how you will protect them through social distancing and hygiene procedures | * Put systems in place so that people know when to notify you that they fall into one of these categories |  |  |
| Exposure to workplace hazards because it isn’t possible to get normal [Personal Protective Equipment](https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm) | Workers | Follow HSE guidance on [PPE during the outbreak](https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm)  There are a very limited number of settings where PPE is needed for protection from coronavirus e.g. healthcare. This section only covers workplaces that don’t need it for protection from coronavirus.   * Identify tasks where exposure to hazardous workplace substances may occur and put in place measures to protect people. Substitution or engineering controls should be put in place in the first instance. PPE should be the last resort. * Identify which tasks you need PPE for and specify the right protection factor needed for those tasks * Provide the right protection factor for each task rather than the highest protection factor respiratory protective equipment (RPE) for all tasks * Where required, ensure those using RPE are [face-fit tested](https://www.hse.gov.uk/respiratory-protective-equipment/fit-testing-basics.htm) * Where supplies are difficult to obtain follow the [HSE guidelines](https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm) and put in place controls suitable to your workplace   (NOTE: [face coverings](https://www.hse.gov.uk/coronavirus/ppe-face-masks/face-coverings-and-face-masks.htm) are not PPE and do not protect the wearer. Where people chose to wear them you should support them. You must also ensure that you keep up to date with the government’s guidance on the wearing of [face coverings](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own)) | * Put systems in place to keep PPE supplies under review so you can take necessary action before you run out |  |  |
| Mental health and wellbeing affected through isolation or anxiety as a result of coronavirus | Workers | Follow HSE guidance on [stress and mental health](https://www.hse.gov.uk/stress/mental-health.htm). Including:   * Keep in touch with staff working at home and discuss any work issues * Talk openly with workers about the possibility they may be affected and tell them what to do to raise concerns or who they can talk to * Involve workers when completing risk assessments so they can identify potential problems and solutions * Keep workers updated on what is happening   Discuss the issue of fatigue with employees and encourage them to take regular breaks, to take annual leave and ensure they aren’t working excessive hours | Further advice and support for [employees](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19)   * Share information and advice with employees about mental health and wellbeing * Consider occupational health referral if stress and anxiety matters are identified * Where you have an employee assistance programme encourage workers to use it |  |  |
| Musculoskeletal disorders as a result of using DSE at home for a long period of time | Workers | Follow [HSE guidance](https://www.hse.gov.uk/toolbox/workers/home.htm) on display screen equipment (DSE).  There is no increased risk for people working at home temporarily but if the arrangement becomes long term the risks should be assessed.   * For all people working at home using DSE put in place information and training on how they can protect themselves e.g. take regular breaks, stretching exercises, set the equipment up correctly * For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work at home safely | * Further information on how to set up a work station for short duration home working and what to do for long term home working can be found on the [HSE’s Protect Homeworkers](https://www.hse.gov.uk/toolbox/workers/home.htm) page. |  |  |

W:\data03\Public Protection\PPDir\Outbreak Control Team\COVID SECURE\LBH GUIDANCE V1.0 23.7.20