

*COVID-19
Risk
Assessment*



OVERVIEW

Who is at-risk?

Employees/Volunteers

Contractors

Visitors / Members of the Public

COVID-19 (Coronavirus) – Main Symptoms

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- loss of taste and smell

NHS guidance available at <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Guidance / Reference Points

Add hyperlinks to any resources that have been used to support the risk assessment e.g.

UK Government guidance available at <https://www.gov.uk/coronavirus> ; and

HSE guidance www.hse.gov.uk/news/coronavirus.htm and www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm

Tip: Official guidance should be regularly reviewed in case the control measures you have implemented need adapting.



Key Considerations

Communicating with colleagues

Open dialogue and understanding individuals requirements is key – list how this is being achieved

Infrastructure of the business looking at the various business functions

List the business functions being assessed

Introduction of controls

List the control measures put in place e.g. social distancing, cleaning and provision of Personal Protective Equipment (PPE)



What are the risks?	What are your current controls?	What extra controls should you put in place?	Who is responsible for action?	When should the action be completed?	Date complete
<p>Exposure to Covid-19 (coronavirus):</p>	<p><i>e.g. Various controls have been put in place based on guidance from World Health Organization, NHS and UK Government</i> https://www.gov.uk/coronavirus</p> <p><i>This guidance is regularly checked to ensure the risk assessment, safe systems and controls in place are following the latest advice.</i></p> <p><i>The sections below identify controls that have been put in place in respect of specific considerations.</i></p>				
Considerations	What are your current controls?	What extra controls should you put in place?	Who is responsible for action?	When should the action be completed?	Date complete
<p>Personal hygiene and etiquette</p>	<p><i>e.g. Staff reminded of good personal hygiene and Covid-19 etiquette including:</i></p>				



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<p>Staying at home:</p> <ul style="list-style-type: none"> • If a colleague, or someone in their household, has symptoms of coronavirus (COVID-19) • If someone develops symptoms while on site • If someone who has been on site reports having a positive Covid-19 test result 	<p><i>e.g. staff advised to follow stay at home guidance</i></p>				
<p>Preparing the workforce</p>	<p><i>e.g. Employee expectations set, with an emphasis on making them feel secure:</i></p> <ul style="list-style-type: none"> - Return to work and working from home policies and incentives - Guest and visitor policies - Employee travel policies - HR policies regarding illness, support for caregivers etc. 				
<p>Control Access</p>	<p><i>e.g. number of staff on site at any one time and recording persons temperatures on arrival</i></p>				



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Car Parking – Where applicable	<i>e.g. is the use of alternate spaces possible?</i>				
Social Distancing / Barriers	<i>e.g. 2 metre segregation where possible</i>				
Work required within 2m of others Where 2m is not viable, 1m is acceptable with risk mitigation in place	<i>e.g. increased control measures – use of screens, increased cleaning frequency and having fixed teams.</i>				
Client interactions	<i>e.g. maintaining social distancing, wearing masks and avoiding cash transactions</i>				



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Moving around buildings and sites	<i>e.g. introducing one –way flow system</i>				
Use of Common Areas	<i>Note: Social distancing applies to all parts of the business, not just the place where people spend most of their time, but also entrances, exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing so will be included.</i>				
Personal Protective Equipment (PPE)	<i>Useful Link: www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</i>				



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Cleaning					
Hygiene Stations	<i>e.g. Additional wash and gel stations at strategic points and signage regarding good practice</i>				
Legionella	<i>e.g. Legionella company contacted prior to the site re-opening e.g. chlorination, flushing the system etc.</i>				
First Aid and Fire Warden	<i>e.g. appointed persons provided with necessary trained and adequately numbered</i> <i>Useful Link: www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</i>				



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Waste	<i>e.g. reinstating collections where these have been stopped</i>				
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)	<i>e.g. following HSE guidance (inc. new guidance regarding coronavirus outbreaks)</i> <i>Useful Link: www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</i>				
Occupational Health Surveillance	<i>e.g. following HSE guidance (inc. new guidance regarding coronavirus outbreaks)</i> <i>Useful Link: www.hse.gov.uk/news/health-surveillance-coronavirus.htm</i>				



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Visiting client and other third party sites including travel	<i>e.g. avoiding non-essential travel, not entering premises where individuals are self-isolating and provision of suitable PPE</i>				
Identify other areas relevant to your organisation					

Review period:	After any relevant UK Governmental Department announcement.
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Disclaimer: This document is intended purely as introductory information on the subject matter, and does not provide you with information on risk management or insurance, or advice (whether legal or financial) on which you should rely. You should always seek professional advice specific to your requirements.