**Example COVID-19 Risk Assessment for Workplaces**

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This is an example a generic Risk Assessment for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each business should consider their own unique circumstances. You should tailor the control measures to suit your businesses needs and requirements. You can look at the UK Government guidance at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> for sector specific advice for your business.

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|  **Business Name:**  | **Assessed By:****Date of Assessment:****Next Review Date:**  |
| **What is the hazard?** | **Who is at risk?** | **Current Controls****(Examples)** | **Additional Controls Required** | **Action by Who?** | **Action by When?** | **Complete Date** |
| Spread of Covid-19Coronavirus | Staff.Visitors.Cleaners.Contractors.Drivers.Vulnerable groups;Elderly, Pregnant,those with existing underlying health conditions.Anyone else who physically comes into contact with you in relation to your business. | **Hand Washing**Hand washing facilities with soap and water in place.Stringent hand washing taking place.Drying of hands with disposable paper towels.Gel sanitisers in any areawhere washing facilities notreadily available.**Cleaning**Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products andMethods.**Social Distancing**Reducing the number of persons in any work area to comply with the 2-metre recommended by the Public Health Agency.Taking steps to review work schedulesincluding start & finish times/shiftpatterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings. Ensuring sufficient rest breaks for staff. Ensure that where possible staff work from home. Perhaps staff could collect supplies or work and work from home for a few days then return to the office later in the week to replenish supplies etc.**Wearing of Gloves**Where Risk Assessment identifieswearing of gloves as a requirement ofthe job, an adequate supply of thesewill be provided. Staff will beinstructed on how to remove glovescarefully to reduce contamination andhow to dispose of them safely.**Symptoms of Covid-19**If anyone becomes unwell with a newcontinuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.Line managers will maintain regularcontact with staff members during this time.If advised that a member of staff hasdeveloped Covid-19 their work stationand places they may have spent timeshould be thoroughly cleaned. It is notnecessary to clean corridors downwhich they may have walked.**Drivers**Persons should not share vehicles orcabs, where suitable distancing cannot be achieved. If work vehicles are shared, they should be cleanedbetween each user.**Deliveries of Goods**Ensure that delivery drivers remainsafe when delivering goods to otherbusinesses or homes. Implement a safe system of work.**Mental Health**Management will promote mentalhealth & wellbeing awareness to staffduring the Coronavirus outbreak andwill offer whatever support they can to help.**Drinking Water**Drinking water fountains or waterbutts can spread the virus as personstouch the spouts or leavers withcontaminated cups/glasses. Ensuresuch items are disabled.**Dealing with the public**The public should be encouraged tomake an appointment, to avoid queues and gatherings.Floor marking should be placed in thereception areas or near tills to keeppersons 2 meters apart.Perspex screens should be erected atreception areas or tills to protectemployees.Contactless payment methods shouldbe strongly encouraged. Avoidhandling cash wherever possible.**Maintenance of Equipment**It is important to ensure that theequipment that you use in yourbusiness in maintained safely. If theequipment becomes unsafe you mustnot use it. |  |  |  |  |

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