**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-19  Coronavirus | 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 area  where washing facilities not  readily 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 and  Methods.  **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 schedules  including start & finish times/shift  patterns, 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 identifies  wearing of gloves as a requirement of  the job, an adequate supply of these  will be provided. Staff will be  instructed on how to remove gloves  carefully to reduce contamination and  how to dispose of them safely.  **Symptoms of Covid-19**  If anyone becomes unwell with a new  continuous 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 regular  contact with staff members during this time.  If advised that a member of staff has  developed Covid-19 their work station  and places they may have spent time  should be thoroughly cleaned. It is not  necessary to clean corridors down  which they may have walked.  **Drivers**  Persons should not share vehicles or  cabs, where suitable distancing cannot be achieved. If work vehicles are shared, they should be cleaned  between each user.  **Deliveries of Goods**  Ensure that delivery drivers remain  safe when delivering goods to other  businesses or homes. Implement a safe system of work.  **Mental Health**  Management will promote mental  health & wellbeing awareness to staff  during the Coronavirus outbreak and  will offer whatever support they can to help.  **Drinking Water**  Drinking water fountains or water  butts can spread the virus as persons  touch the spouts or leavers with  contaminated cups/glasses. Ensure  such items are disabled.  **Dealing with the public**  The public should be encouraged to  make an appointment, to avoid queues and gatherings.  Floor marking should be placed in the  reception areas or near tills to keep  persons 2 meters apart.  Perspex screens should be erected at  reception areas or tills to protect  employees.  Contactless payment methods should  be strongly encouraged. Avoid  handling cash wherever possible.  **Maintenance of Equipment**  It is important to ensure that the  equipment that you use in your  business in maintained safely. If the  equipment becomes unsafe you must  not use it. | |  |  |  |  |

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