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| **Activity to which this risk assessment applies** |  |
| **Department / location to which this risk assessment applies** |  |
| **Roles or specific people to which this risk assessment applies** |  |
| **Version of risk assessment (please keep previous versions)** |  |
| **Date of review and document change** |  |
| **Details of competent person** |  |
| **Signature of competent person** |  |

**The risk assessment should consider the following topics:**

* *Keep abreast of government guidance as it changes and evolves.*
* *Clearly evaluate the risks of employees contracting COVID-19 at work*
* *Show how potential virus spread has been prevented.*
* *Demonstrate that the process of control has been adapted for different activities.*
* *Demonstrate how the controls are applied to the workforce – include photographs of control measures*
* *Engage with the workforce, unions and health and safety committees in the development of the risk assessment.*

This document is provided by the author “as is”, without warranty of any kind. The information contained within this document is not intended to:
(i) identify and address all risks within your business; (ii) provide definitive medical, legal, regulatory, risk management, professional or other guidance; or (iii) replace, nor should it be relied upon as a substitute for, legal, medical, professional or other advice. The author is not responsible, and accepts no liability, for any loss, damage, claim, cost, expense or other sum directly or indirectly resulting from your reliance on the information contained herein. The information contained within this document does not override any existing policy conditions.

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| Activity | Hazard Involved | Persons at Risk | Initial/Actual Risk | Control Measures | Residual Risk | Responsible Person |
| *Likelihood* | *Severity* | *Risk Value* | *Likelihood* | *Severity* | *Risk Value* |
| General work within the workplace | **Spread of COVID-19 virus** | **Employees and visitors** |  |  |  | **Equipment*** Check that air conditioning systems are not serving other buildings

**Shift Management*** Keep teams fixed to reduce contact between employees.
* Minimise the number of people in the workplace by accommodating home working where possible.
* Stagger shift times, start times, lunch breaks and leaving the place of work.

**Social Distancing*** Maintain a 2-metre gap (or latest separation distance as advised by the Government) between colleagues where practicable. If this cannot be maintained additional control measures must be considered.
* Reconfigure desks and seating.
* Use tape/signs on floors to designate separation distances.
* If possible, allocate one workstation per employee.
* Consider how employees work. If social distancing cannot be maintained, consider positioning employees side by side or back to back rather than face to face.
* Display signage around the workplace as a reminder to maintain social distancing.
* Designate one-way routes to allow social distancing to be maintained.
* Erect protective screens where possible to designated workstations.
* Provide regular communications to staff on the need for social distancing.
* Ensure suitable segregation and pedestrian’s routes are provided within the canteen areas.
* Use a one in one out procedure for welfare facilities and smoking shelters.
* Communicate instructions on control measures in appropriate languages for non-English-speaking staff.

**Communications and Training*** Provide clear communication and regular instructions on approved working methods.
* Refrain from face to face training and utilize technology for delivery.
* Hold regular communications with home workers to check on their wellbeing.
* Supervisors, Managers and Mental Health First Aiders should be given time to support individuals as required.

**Personal Protective Equipment*** Provide face coverings for those working in close environments where social distancing is not possible.
* Train employees on use of face coverings.
* Provide instructions on appropriate disposal of the face covering.
* Auditing and monitoring processes to correct Covid-19 specific control measures.

**First Aid*** Ensure suitable PPE is provided for all first aiders within the workplace.
* Ensure employees wash their hands after they have helped a colleague who has been involved in an accident.
* Ensure that the number of persons helping an employee after an accident is limited as far as possible.
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| Work with equipment and touching surfaces | **Spread of COVID-19 virus through surface contamination** | **Employees** |  |  |  | **Cleaning Regimes*** Keep common areas free of personal items.
* Keep housekeeping standards high to allow for easy cleaning.
* Provide hand sanitizer at key areas around workplace (specify points).
* Increase waste collection frequency.
* Dedicate secure storage area for the storage of double bagged waste for 72 hours.
* Thoroughly clean all areas of the workplace at least once per day.
* Clean all commonly touched surfaces on a frequency to be determined e.g. every hour.
* Provide appropriate supplies of disinfectant *(specify they type depending on the surfaces to be cleaned)*
* Post cleaning schedules in common areas.
* Monitor & audit the implementation of cleaning schedules.
* Provide training for cleaners on working practices to be adopted.

**Hygiene*** Provide regular toolbox talks on handwashing technique following NHS guidelines.
* Paper towels or air hand dryer to be used for hand drying.
* Remind employees to wash hands before eating or handling food, after using the toilet, after sneezing, coughing or blowing their nose etc.
* No hot desk working.
* Make your own drinks and use the same cup.
* Cough or sneeze into a tissue and put it in a bin or, if you do not have tissues, cough, and sneeze into the crook of your elbow.
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| Dealing with areas with potential virus contamination | **Spread of COVID-19 virus through surface contamination** | **Employees** |  |  |  | * Employees to report possible infection or exposure to their individual manager as per the business reporting procedure.
* Employees with possible infection or exposure within the work environment must leave the area and go home immediately and contact their manager by phone. Do not stop in the environment and talk to other members of staff.
* You must then follow the guidance on self-isolation and not return to work until your period of self-isolation has been completed.
* Cleaners to wear eye protection, face covering, gloves and apron.
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| Working with vulnerable employees | **Spread of COVID-19 to vulnerable people** | ***(name specific people)*** |  |  |  | * Ensure that clinically vulnerable people are provided with provisions to work at home if suitable arrangements cannot be made in the workplace.
* If they cannot work at home, they must be given the roles in the workplace which enable the most effective social distancing.
* Consider any adjustments needed to protect vulnerable staff – to be specified depending on their level of vulnerability.
* Ensure that clinically extremely vulnerable people stay at home
* Those in a household with someone with Covid-19 will self-isolate
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| Access and egress from the workplace | **Spread of COVID-19 virus** | **Employees** |  |  |  | * Stagger times for arriving at and leaving the workplace.
* Employees to wash hands when arriving at work.
* Arrange for enough parking spaces to allow for social distancing as people leave and enter their vehicles. This will be reflected in the traffic management plan.
* Maintain social distancing on arriving and leaving the workplace.
* Designate one-way pedestrian walking routes to prevent employees passing in corridors.
* Designate lifts for accessing upper floors only and provide guidance on numbers of passengers in lift to maintain social distancing.
* Designate staircases for reaching lower floors only to prevent passing pedestrians ascending the staircase
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| Driving for work purposes | **Spread of COVID-19 virus** | **Employees** |  |  |  | * Ensure that drivers have access to hand sanitiser on their journey.
* Check that hand washing facilities are available at the destination.
* Clean the interior of the vehicle between users using the appropriate cleaning product.
* Attempt to keep one driver to one vehicle.
* Provide training on how to clean the interior of the vehicle.
* Provide disposable gloves for use at petrol pumps.
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| Making deliveries | **Spread of COVID-19 virus** | **Employees and third parties** |  |  |  | * Call ahead to ask for specific delivery instructions
* Agree drop off points to avoid contact with third parties.
* Keep social distancing when visiting a third-party site.
* Use contactless receipt to avoid using paperwork.
* Wash hands before and after unloading a vehicle.
* Stay in the vehicle cab if it is safe to do so.
* Provide regular communications for drivers on social distancing requirements.
* Pick goods early and load the vehicle before the driver arrives.
* Avoid two people deliveries if possible – ask client to delay taking delivery of large items again if possible.
* Ask one person to load a vehicle when possible. Manual handling risk needs to be considered when planning this activity.
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| Accepting deliveries | **Spread of COVID-19 virus** | **Employees and third parties** |  |  |  | * Ask deliveries to be left in an area where it can be picked up when required.
* Require use of electronic means of receipt such as a photograph.
* Agree drop off points prior to the delivery being made.
* Reduce the contact between gatehouse staff and delivery drivers by maintaining social distancing measures.
* Ask one person to unload a vehicle when possible.
* Encourage the driver to stay in the vehicle when possible.
* Ensure that delivery drivers can access welfare facilities.
* Provide hand sanitizer for drivers.
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| Managing visitors & contractors | **Spread of COVID-19 virus** | **Employees and third parties** |  |  |  | * Only essential visitors or contractors will be authorized to enter site.
* Schedule visits by third parties to prevent an overlap.
* Provide guidance on social distancing for workplace to visitors.
* Revision and implementation of visitors and contractor’s procedure to reflect Covid-19 control measures.
* Maintain a list of visitors who have entered site as this may assist track trace methods.
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| **RISK LEVELS**  |
| **Likelihood** | **x** | **Severity** | **=** | **Risk Rating Action Scale \*** | **Risk Level** |
| 1 = Rare / Very Unlikely |  | 1 = No injury / Trivial |  | 1 – 5 | No further action required – work may proceed | **Low** |
| 2 = Unlikely | 2 = Minor / first aid injury or illness | 6 – 10 | Further controls required but work may proceed | **Medium** |
| 3 = Possible | 3 = Over “3 day” injury or illness | 11 – 20 | Urgent, stronger control measures required | **High** |
| 4 = Likely | 4 = Major injury or illness | 21 – 25  | Withdrawal of process / activity – do not proceed! | **Intolerable** |
| 5 = Routine / Certain | 5 = Fatality, disabling injury, etc. |  |  |  |

\* The Risk Rating Action Scale values are provided as an example of suggested Risk Level thresholds.
The Risk Level thresholds for each business may vary and this should be taken into account when preparing the Risk Assessment document

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| **SIGN-OFF** |
| **The following undersigned personnel hereby acknowledge:**1. **Receipt of a copy of this risk assessment including any associated method statements and permits to work.**
2. **Awareness of the risk controls that are in place.**
3. **Their responsibility for:**
* **Following appropriate safe systems of work when conducting the work activity for which this risk assessment has been produced;**
* **Making proper use of equipment in accordance with training and instructions;**
* **Cooperating with the Company on health and safety matters;**
* **Informing line management about any serious danger or health and safety shortcomings; and**
* **Taking care to ensure their activities do not put others at risk.**
 |
| **Name** | **Job / Position** | **Signature** | **Date** |
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