

COVID-19 Risk Assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a basic profile of COVID-19 controls currently in circulation. Look at how this might apply to your business, then review and continue to identify the hazards from COVID-19 that are the real priorities in your specific workplace and adapt the table to suit as necessary. Please complete this assessment alongside [HSE Working Safely During the Coronavirus Outbreak - A Short Guide](#). You can save this template once complete so you can easily review and update the information as and when required. Additional hazards can also be included. This risk assessment should be reviewed against new government guidance as and when this is released.

Organisation Name:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Staff Visitors Customers Suppliers Cleaners Contractors Drivers <p>Vulnerable groups such as pregnant workers and those</p>	Work From Home Where possible staff are encouraged to work from home.	Further Considerations: Consider resources to facilitate this. DSE survey/ equipment			
		Vulnerable Groups Encourage those shielding or in higher-risk groups to continue working from home. Those that cannot work from home	Further Considerations: Re-assign tasks Develop low traffic areas where employees can work independently			

	with existing underlying health conditions.	have been moved to lower risk areas of the building/ lower risk activity where they will be greater protected.				
	Anyone else who physically comes in contact with you in relation to your business	Travelling to Work Staff car park onsite Change in shift patterns to reduce congestion during peak travel periods Hand wash facilities provided at entrances	Further Considerations: Re-allocate customer parking for employees Consider options for cycling/ walking to work – resources: shower/ bike shed? Guidance to staff regarding public transport and car share.			
		Work Area/ Social Distancing Social distancing in the workplace wherever possible. If not other controls in place. Social Distancing: The number of persons in any work area have been reduced to comply with the 2-metre rule. Work schedules have been reviewed 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.	Further Considerations: Use tape to mark out 2m distance at entry points. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Redesign working environment to prevent face-to-face working. Staggering employee arrival and departure times to reduce congestion in high movement			

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		<p>Break times have been staggered and canteen redesigned in line with 2m rule.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Sufficient rest breaks for staff which are timed so social distancing also to be adhered to in canteen area and smoking area.</p> <p>Lifts not in use</p> <p>One way system implemented and reinforced with visual guides.</p>	<p>areas.</p> <p>Open additional points of access and egress to the building to enable directional flow and movement of people.</p>			
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		<p>Good Hygiene</p> <ul style="list-style-type: none"> ▪ Hand washing facilities with soap and water in place. ▪ Stringent hand washing taking place. ▪ Hand washing guidance communicated to staff ▪ https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ▪ Drying of hands with disposable paper towels. ▪ https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ ▪ Staff encouraged to protect the skin by applying emollient cream regularly ▪ https://www.nhs.uk/conditions/emollients/ ▪ Gel sanitisers in any area where washing facilities not readily available 	<p>Further Considerations:</p> <p>Staff and visitors to be reminded to wash their hands for 20 seconds on a regular basis (including destination hand washing on arrival) with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/coronavirus</p> <p>Posters, leaflets and other materials are available for</p>			
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			<p>display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Posters to be displayed at entrance and strategically throughout the building to remind employees of controls: hand washing/ 2 metre rule/ symptoms of COVID-19</p>			
		<p>Information and Guidance We will keep informed of developments and Government advice Employees will be notified of key findings of RA before returning to work</p>				

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		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.	Further Considerations: Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Increased cleaning regime implemented.			
		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.	Further Considerations: Staff to be reminded that wearing of gloves is not a substitute for good hand washing.			
		Respiratory Protective Equipment (RPE) Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection against COVID-19 is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE	Further Considerations: To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable masks should clean the mask themselves before			

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		<p>provided must fit properly</p> <p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p>Where RPE is a requirement for risks associated with the work undertaken ensure the following is also considered: e.g.</p> <ul style="list-style-type: none"> ▪ Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. ▪ A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. ▪ Provision of storage bags for any reusable RPE. 	<p>and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)</p> <p>Training on putting on and taking off RPE should be provided.</p> <p>Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>			
		<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they</p>	<p>Further Considerations: Internal communication channels and cascading of messages through line</p>			

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		<p>will be sent home and advised to follow the stay at home guidance. If possible (mild symptoms) the employee could be encouraged to work from home.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			
		<p>Drivers Procedures will be in place for drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</p>	<p>Further Considerations: Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of</p>			

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		<p>COVID-19-guidance on freight transport.</p> <p>Persons must not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	proper welfare facilities.			
		<p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p>	<p>Further Considerations: Regular communication of mental health information and an open door policy for those who need additional support are recommended.</p>			

Employers with five or more employees must have a written health and safety policy and risk assessment. It is important you discuss your assessment and proposed actions with staff or their representatives. You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view other example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>