

# COVID-19 Risk Assessment Template



<b>Task:</b> COVID 19 Transmission Prevention in the Workplace on Return to Work		<b>Assessor(s) Name:</b>		<b>Signature:</b>			<b>Reference:</b> <b>Date:</b>		
<b>Location:</b>		<b>Manager(s):</b>		<b>Signature:</b>			<b>No of Sheets</b>		
1. Identify the Hazards		2. Who might be harmed and how?	3. Evaluate the Risk with current Controls in place.	Risk Rating LXS			4. Record of Finding and Further Action		
				Likelihood	Severity	Total	Further Action(s) required to reduce risk SFAIRP?	Date Action to be complete	Date Complete
1.	<b>Biohazard</b> - COVID 19 is regarded as a high hazard.	<p>Employees, visitors, contractors Members of the Public*</p> <p>Any may be infected if COVID 19 is passed from one person to another.</p> <p>Whilst many survive infection, some may die</p>	<p><b>Administrative Control</b> Any deficiency in information Instruction and training on COVID 19 precautionary measures places people at risk.</p> <p>Advice provided and reviewed following completion of return to work questionnaire.</p> <p>Employee briefings personal letters and notices updating on control measures travelling to and from work?</p>				<p>Update as required as Covid-19 advice changes.</p> <p>Do managers need further training to enable them to supervise effectively and implement RA requirements?</p> <p>Monitoring and supervision procedures. Are employees following procedures?</p> <p>If temporary workers are used, how will competency in applying Covid-19 controls be verified?</p> <p>Are changes necessary for induction and screening for</p>		

		from the disease.				<p>new employees? Consider vulnerable persons and exposes to the virus.</p> <p>Are there employees with need for support?</p> <p>What provision is in place for supporting employees with anxiety or have suffered personal loss as a result of it?</p>		
2.	The virus is spread in minute water droplets expelled from the body through sneezing, coughing, talking, and breathing.	As above	<p><b>Administrative Control</b> No known immunisation: and subject to the each 'return to work questionnaire' result.</p> <p>This will Eliminate risk in the workplace by requiring at risk employees to stay home.</p>			<p>Confirm we have reorganised the workplace to maintain social distancing and have monitoring procedures in place?</p> <p>Reduce space pressure by reducing the number of employees required to work in an area (e.g. rotate or a proportion remains working from home)?</p> <p>Implement restrictions in places where people find it difficult to avoid one another (e.g. security points, lifts, stairs, lobbies, canteens, toilets, hot desks)? Consider phased shift and break times, closure)?</p>		

3.	Employees travel to work and exposes them to public crowds?	As above	Capture this information on return to work questionnaire.				Review results		
4.	Employees have vulnerable medical conditions that make them more susceptible to the disease.	As above	Capture this information on return to work questionnaire.				Review results		
5.	Employees have people in their household who may have increased exposure to COVID-19?	As above	Capture this information on return to work questionnaire.				Review results		
6.	Is anyone in an employee's household self-isolating presenting risk to employee and others	As above	Capture this information on return to work questionnaire <b>do not allow attendance.</b>				Review results		
7.	Employees meeting people who may have COVID 19 this increase exposure?	As above	Capture this information on return to work questionnaire <b>and</b> employee briefing for ongoing risk.				Consider temperature testing regularly of employees during the working day		
8.	Any Employee not satisfactorily completing their return to work questionnaire must not attend		Capture this information on return to work questionnaire <b>do not allow attendance.</b>						
9.	<b>Transmission of Virus</b> Access and egress from the workplace for those fit to attend		Employee briefing for ongoing risk prepared To Travel, attendance, shifts access and egress,				Monitor and supervise progress and review Meetings minimised and attendance limited to essential		

			eating meeting, washing and operational activities.				employees.		
10.	<b>Transmission of Virus</b> Access and egress from the workplace.		<b>Social distancing</b> Staggering arrival and departure to keep people to 2 m social distancing rules.  Open access and egress doors to limit congestion Spread employees out?				Monitor and supervise progress and review. IT used wherever possible for meetings.		
11.	<b>Transmission of Virus</b> The virus can be transferred to the hands and onto other surfaces.	As above.	Additional hand washing and sterilisation facilities around the workplace have been provided?				Is there a more effective strength of cleaner available.		
12.	<b>Transmission of Virus</b> Virus can survive on surfaces after transfer (depending on the surface type, its moisture content and temperature).	As above.	Cleaning is a vital control and an enhanced cleaning regime has been implemented where most people commonly touch equipment control panels, handles, tools handrails, kettles, and desk surfaces?				Verify how we keep commonly touched surfaces sterile and how much more frequently they need to be cleaned and by who?		

13.	<b>Cleaners being exposed as they have a different exposure compared to other employees.</b>	Contract or in-house cleaners.	Cleaners must complete a return to work questionnaire through the agency and suitable have PPE available before work commences and information and instruction on social distancing.  Limit access to non-work hours for main cleaning.				Amended cleaning checklists to ensure all areas are cleaned frequently?  Are sufficient materials available to change frequently?  Confirm disposal arrangements for contaminated cloths.		
14.	<b>Work equipment</b>	Employees, visitors, contractors Member of the Public* May be infected if transferred from one person to another.	To be allocated to an individual basis not shared If equipment must be shared, then how will it be cleaned between uses (e.g. phones, desks, vehicle cabs, control panels*)?  If someone falls ill with Covid-19, deep cleaning processes will be implemented to any equipment they have been using?				Are additional hand washing facilities ideally located?		
15.	<b>Employees meeting frequently and for short /long duration *</b>	Employees	Work sequencing reorganised to avoid employees being in close contact with others.				When this cannot be avoided, can the time they are in contact be minimised or can they work facing away from one another? Transfer some risk by using suppliers or limiting aspects of production work?		

16.	<b>Contractors or Deliveries on site</b>	Employees and contractors	Employers work together on Covid-19 control standards?  <b>Agreed before start</b> maintain social distancing						
17.	<b>Lack of physical barriers or ventilation</b>	Employees	<b>Engineering controls</b> Physical Barriers or screens between the person and the hazard or provide mechanical reduction of the hazard to interrupt the flow of air from one person to another and therefore provide protection.				<b>Providing ventilation</b> Care must be taken to ensure that the ventilation takes away potentially infected droplets.  Where does it ventilate to? Must not be blown onto people or surfaces.  Consideration if the work must be done outside?  Subject to weather, ensure heating/ventilation is set to 100% fresh air and not recycled.		
18.	<b>Personal protective equipment (PPE)</b> The last resort in the hierarchy of risk control is PPE - Hazard is that it relies on people using it correctly.  Gloves are provided, but the virus may be transferred to the surface. If a user touches their face, they may contract the disease.	Employees, visitors or contractors and member of the public May be infected If it is passed from one person to another	<b>Considerations to include:</b> The right specification, its cleanliness, its storage, its replacement, and availability are to be verified.  <b>Consider if frequent hand washing, or sterilisation is a better option.</b>				Seek to control exposure rather than rely on PPE.  Prevention is a more effective principle. While provision may reduce employee anxiety, its effectiveness in general working situations has yet to be fully proven.  Information Instruction and training to be verified		

	<p>Face masks - Paper face masks may reduce the virus being spread from the wearer to others.</p> <p>Plastic aprons will provide some protection for clothing, but rarely cover the sleeves which may come into contact the face too.</p> <p>PPE effectiveness not fully understood. In the longer it is worn, the greater the potential viral loading on its surface.</p>		<p><b>See organisational controls above i.e. social distancing</b></p>				<p>including fitting use and storage or the disposal of PPE</p> <p>Face Fit Testing to be considered and facial hair issues.</p>		
<p>Review on change or 12 months whichever is earlier</p>	<p>Reviewer</p>	<p>Reason</p>	<p>Manager Name</p>	<p>Signature</p>	<p>Date</p>				