

## Covid-19 Workplace Risk Assessment

**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 **Risk Assessment** is for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and employees are asked to take reasonable steps in considering their own unique circumstances.

### Hazards: Spread of Covid-19 Coronavirus

People at Risk	Mitigation/Prevention	Additional Controls/Action
<ul style="list-style-type: none"> <li>• Staff</li> <li>• Volunteers</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your business/operations</li> </ul>	<p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels.</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<p>Employees/Volunteers to be reminded on a regular basis</p> <ul style="list-style-type: none"> <li>• to wash their hands for 20 seconds with water and soap</li> <li>• Importance of proper drying with disposable towels.</li> <li>• to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it</li> <li>• avoid touching face, eyes, nose or mouth with unclean hands.</li> </ul> <p>Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>

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	<p><b><u>Symptoms of Covid-19</u></b> 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.</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 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>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>

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Govt Guidance of working safely

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Charity Shop Risk Assessment

<http://records.hse.gov.uk/connect.ti/charityshopriskassess/view?objectId=27635>

Office Risk Assessment

<http://records.hse.gov.uk/connect.ti/officeriskassess/view?objectId=23667>

Trauma Resilience Hub Supporting Our Staff ( <https://www.penninecare.nhs.uk/mcrhub> there is nothing on the website that says it has been expanded to cover covid)

Example of inspection check list below

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### COVID-19 Health & Safety Inspection Checklist

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and businesses. This inspection checklist assists in identifying the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

<b>Organisation</b>			
<b>Address:</b>			
<b>Inspection by:</b>		<b>Date</b>	

**Findings of Inspection** - Level of compliance should be included in report using a Rag Rating  
**Green** – Full compliance (no action required), **Amber** - breach identified (remedial action recommended), **Red** – significant breach (action required)

**A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.**

No	Issues	Yes/No N/A	Rating R/A/G	Comments/Action Required
1.	Risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.			
2.	Are you tracking people who have been identified as high risk/are shielding.			
3.	Where practicable have staff been allowed to work from home/remotely.			
4.	Can all staff maintain the government guidelines for social distancing based on your industry ( <a href="#">The latest Social Distancing Guidelines available here</a> ). These could include but are not limited to the following:			
4a	Are you able to segregate staff's activities to promote 2 meters distance.			
4b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less.			
4c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two meters distance.			

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No	Issues	Yes/No N/A	Rating R/A/G	Comments/Action Required
5.	Have staff been trained / notified before returning to work on any new procedures.			
6.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.			
7.	Have staff been instructed on social distance where practicable while at work.			
8.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.			
9.	Are daily alerts from government departments e.g. Public Health England / Devolved Agencies being sourced and shared with staff.			
10.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.			
<b>B: Travel, Access &amp; Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.</b>				
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures.			
2.	Are workers using their own transport for work activities.			
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).			
4.	Have you considered staff that are required to car share for their role and whether this could continue.			
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.			
6.	Has access to the building/site been restricted to visitors and contractors etc.			
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building.			

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No	Issues	Yes/No N/A	Rating R/A/G	Comments/Action Required
8.	Have appropriate hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.			
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.			
10.	Are the signs displayed reviewed and replaced as necessary.			
<b>C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.</b>				
1.	Have you completed a deep clean of the property / site before returning.			
2	Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when site/building/premises is occupied.			
3.	Are all hand contact points cleaned on a frequent basis throughout the day including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.			
4.	Are appropriate cleaning products being used during daily preventative clean regime.			
5	Have persons undertaking the cleaning been instructed with clear safe usage instructions.			
6	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.			
7	Can blinds be kept opened and locked if they cannot be removed.			
8	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.			

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No	Issues	Yes/No N/A	Rating R/A/G	Comments/Action Required
9	Is it practicable to introduce a daily deep cleaning procedure for washrooms.			
10	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day.			
<b>D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.</b>				
Guidance on a suitable inspection can be <a href="#">found here</a> .				
<b>Has your responsible person carried out checks on your building in the following areas:</b>				
1.	Fire Safety Systems / Emergency Lighting.			
2.	Ventilation / Humidity / Lighting & Heating.			
3.	Gas Installations.			
4.	Legionella Controls.			
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.			
6	Lift Statutory Inspections.			
<b>E: Other Issues</b>				
<b>Inspection undertaken by</b>				<b>Date</b>