

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 employer should consider their own unique circumstances. Much more specific assessments, such as that for health care workers, may look quite different although many of the principles would still be relevant. You should tailor the control measures to suit your businesses needs and requirements. You should read the Government Advice for Employers to help you complete your risk assessment. www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels.; disable hand dryers that may blow the virus around. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at- 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. 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>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/food/dermatitis.htm</p> <p>Ensure you display the Dermatitis poster at hand wash basins and throughout your premises https://www.hse.gov.uk/skin/posters/skindermatitis.pdf</p>			

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	<p>contact with you in relation to your business</p>	<p>removing-viruses-than-hand-dryers-17-04-2020/</p> <ul style="list-style-type: none"> • 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>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.</p> <p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://coronavirusresources.phe.gov.uk/hand-hygiene/resources/</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Extra cleaners or extended hours maybe needed to help with the extra routine cleaning of surfaces</p> <p>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.</p>			
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		<p>RPE <i>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.</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>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. Wearers must be clean shaven.</p>	<p>Safe removal of single use gloves: https://www.hse.gov.uk/skin/posters/glovesingleuse.pdf</p> <p>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.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).</p> <p>Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure, as above.</p>			
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		<p>Symptoms of Covid-19</p> <p>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 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.</p> <p>Drivers</p> <p>Procedures 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 COVID-19-guidance on freight transport.</p> <p>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.</p>	<p>Internal communication channels and cascading of messages through line 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>Ensure procedure for cleaning the workstations are in place.</p> <p>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 proper welfare facilities.</p>			
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		<p>mobile tracking APP onto their phones so you can track their phone in an emergency. Ensure that you have the details of the delivery vehicle, make, model, colour, registration etc.</p> <p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hse.gov.uk/stress</p> <p><u>Drinking Water</u> 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.</p> <p><u>Dealing with the public</u> The public should be encourage to make an appointment, to avoid queues and gatherings.</p> <p>Floor marking should be placed in the reception areas or near tills to keep persons 2 meters apart.</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Ensure there is an adequate supply of wholesome drinking water through taps or single use bottles of water. Staff should not share drinking cups/glasses/bottles.</p> <p>Send out e-mails to customers and update social media with your policy for visiting your premises.</p> <p>Use visible tape and clear signage to guide visitors.</p>			
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