# **COVID-19 Health & Safety Risk Assessment**

IMPORTANT NOTICE: This checklist is issued as part of the ICAS ‘Coronavirus Return to Work toolkit and guidance’ and is issued subject to the terms of the disclaimer contained within that document.

**Company Name:** Click or tap here to enter text. **Office:** Click or tap here to enter text.

| **HAZARD** | **AT RISK** | **CONTROL MEASURES** | **PROBABILITY WORST CASE OUTCOME** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consider:** premises work, equipment, specific tasks etc. | **People at risk** | **Control By:** training, supervision, safety equipment, safe working procedures, hygiene monitoring etc. | **EXISTING/ PROPOSED** | | **Possible Outcome**  1=Negligible 2=Minor 3=Moderate 4=Major  5=Fatality | | **Likelihood**  1=Very unlikely 2=Unlikely 3=Possible 4=Likely  5=Very Likely | **Risk rating:**  **(Possible Outcome x Likelihood)**  High (>15)  Medium (10-15)  Low (<10) | | **Proposed Timescale** | | **Action Completed Date** |
| **Employee Safety** | | | | | | | | | | | | |
| Psychological well being | Staff | Regular communication is in place (individual and group) to ensure staff are well-informed about returning to work safely.  New workplace/controls put in place to reduce risk of exposure to COVID-19 are documented in policies and procedures and disseminated to employees through line managers/ HR.  Line managers are aware that big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing.  Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.  Concerns regarding workload issues or additional support requirements are escalated to a line manager.  Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal with employees experiencing problems outside of work sensitively.  Staff who are in vulnerable groups or are caring for others are encouraged to contact their line manager to discuss their support needs.  Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc). | Choose an item. | | Choose an item. | | Choose an item. | Choose an item. | | Timescale | | Click or tap to enter a date. |
| Virus transmission in the workplace  Virus transmission in the workplace – Continued  Virus transmission in the workplace – Continued  Virus transmission in the workplace – Continued  Virus transmission in the workplace – Continued  Virus transmission in the workplace – Continued | Staff, visitors, contractors  Staff, visitors, contractors  Staff, visitors, contractors  Staff, visitors, contractors  Staff, visitors, contractors  Staff, visitors, contractors | Individual risk assessments have been completed for those who have a self-declared health condition which could increase their risk profile.  A Health & Safety Inspection Checklist has been undertaken to identify further control measures to implement, reducing the risk of workplace infections.  Staff are requested to work remotely where possible and for the foreseeable future (provided it does not interfere with workload commitments).  A tracking system is utilised to ensure staffs symptoms are monitored so they only return to work after the symptom free period.  Training has been arranged with all employees to ensure they are aware of any new policies and procedures before returning to work.  The workplace has been arranged, as far as is practically possible, so that social distancing is maintained.  **Coming in and leaving work**  Reduce congestion by having more entry and exit points to the workplace.  Floor markings are used to encourage one-way flow at entry and exit points.  Define process alternatives for entry/exit points from a building that involve signing in/out at reception by deactivating any touchscreen technology or keypads in favour of manual pass checks by security personnel at a distance.    Advisory hand washing signage is displayed throughout the building/office, especially at entry, exits and where people congregate.  Signs are displayed and reviewed/ replaced as necessary.  Collaborative working conducted with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions and staircases.  The number of people each person has contact with is reduced by using ‘fixed teams or partnering’ (so each person works with only a few others).  Limit social interactions by staggering start/finish times and lunch times.  Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen and used to encourage use.  Access to the building/office should be restricted to visitors and contractors etc.  **Workstations**  Change or review layouts or processes to allow people to work further apart from each other.  Back-to-back or side-to-side working (rather than face-to-face) is used whenever possible.  Desks are arranged to maintain a minimum two metre gap from each other, with employee’s facing in opposite directions.  Only where it is not possible to move workstations further apart, screens have been used to separate people from each other.  Manage occupancy levels in the office to enable social distancing.  Workstations are assigned to an individual person. If shared, they are shared by the smallest possible number of people (if necessary) and cleaned thoroughly between use.  Hot desks should be avoided.  Use of protective screening for staff in receptions or similar areas.  Hand sanitiser pump action containers are available in every work area and on main travel routes through the building/office.  Use floor tape to mark out areas as a reminder to keep a two-metre distance, at the end of workstations for instance.  **Moving around**  Reduce maximum occupancy for lifts, provide hand sanitiser for the operation of lifts, and encourage stair use.  Implement a one-way flow system and visual aids, such as floor strips and signage for maintaining a two-metre distance.  Buildings or floors separated into working zones to keep different groups of workers physically separated as much as practical.  Access between different areas of the building/office is restricted, use electronic forms of communication instead.  Job, location and equipment rotation is reduced as far as is practically possible.  Regulated use of high traffic areas including corridors, lifts and walkways to maintain social distancing.  **Meetings**  Business related travel is reduced.  All non-essential meetings have been changed to digital consultations via video conferencing.  Meetings should be held outdoors, if required, or in well-ventilated rooms whenever possible maintaining two-metre distance.  Staff discouraged from hand shaking and general close personal greetings.  Provide hand sanitiser in all meeting rooms.    Visitors are confined to strictly defined areas and unnecessary movements around the building avoided.  **Common areas**  Collaborative working conducted with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions and staircases.  Stagger break/lunch times to reduce pressure on break rooms and in corridors.  Screens or barriers are used to separate people from each other in common areas such as the reception.  Use outside areas for break times or other rooms not in use due to remote working.  Staff asked to bring their own provisions in for lunch.  The staff room is only to be used to provide seating, with staggered entry to maintain social distancing rules.  **Clients, visitors and contractors**  Where office attendance is required, office guidance on social distancing and hygiene should be explained to visitors on or before arrival.  Ensure staff know their host responsibilities when they have visitors.  Review entry and exit routes for visitors to reduce contact with other people.  Limit the number of visitors at any one time and provide specific appointment times to restrict access.  Reduce interaction and overlap between visitors/contractors as far as possible by requesting contractors to work in the evening.  Revise visitors procedures such as signing in using a pen.  Maintain a record of all visitors in case of transmission.  **Workforce management**  Employees are educated on preventative care such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.  Staff are instructed not to wear neck ties and scarves due to the risk of transmitting the virus when working in close proximity to colleagues.  Posters are displayed that encourage staying home when sick along with other hygiene guidance.  Staff have been instructed on how to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.  Staff have been asked to increase the frequency of hand washing and surface cleaning.  Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.  Social gathering amongst employees have been discouraged whilst at work.  Staff have been asked to keep in touch through remote technology such as phone, internet and social media.  Employees are made aware of the impact of COVID-19 on their job/change of working environment  Where the social distancing guidelines cannot be followed in full in relation to a particular activity, consideration has been made whether that activity needs to continue for the business to operate.  The activity time involved is kept as short as possible and the frequency minimised (where guidelines cannot be followed).  **Personal protective equipment (PPE) and face coverings**  Support is provided to workers in using face coverings safely if they choose to wear one. This includes:  • Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.  • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.  • Change your face covering if it becomes damp or if you’ve touched it.  • Continue to wash your hands regularly.  • Change and wash your face covering daily.  • If the material is washable, wash in line with manufacturer’s instructions. If it is not washable, dispose of it carefully in your usual waste.  • Practise social distancing wherever possible.  *(Note: When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE).*  The government’s e.g. Public Health England / Devolved Agencies response page is monitored regularly for latest details on guidance and advice. | Choose an item. | | Choose an item. | | Choose an item. | Choose an item. | | Timescale | | Click or tap to enter a date. |
| Someone entering the workplace with COVID-19 | Staff, clients, visitors, contractors | Request that individuals who regularly attend the building/ office are aware of your health and safety policies and arrangements.  Ensure staff are aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers.  Inform anyone visiting the building/office that they are not to enter if they’re experiencing COVID-19 symptoms and should self-isolate in line with government recommendations.  Staff should be informed to self-isolate if they have a person living in the same household or if they have been in contact with someone displaying COVID-19 symptoms. | Choose an item. | | Choose an item. | | Choose an item. | Choose an item. | | Timescale | | Click or tap to enter a date. |
| **Travel & Access** | | | | | | | | | | | | |
| Travelling to work | Staff, clients, visitors, contractors | Ensure sufficient parking restrictions are in place to maintain social distancing.  Employees should be instructed to use their own transport for work activities.  Additional parking or facilities provided to help people walk, run, or cycle to work where possible e.g. bike racks.  Advise employees to avoid public transport where applicable and use alternatives e.g. cycling, walking to work etc.  Add storage areas for clothes and bags so employs can change if running or cycling into work and encourage use of assigned storage areas only.  Regulate use of changing areas and other facilities to reduce concurrent usage. | Choose an item. | | Choose an item. | | Choose an item. | Choose an item. | | Timescale | | Click or tap to enter a date. |
| Driving at work | Staff | Consider whether any car sharing arrangements should continue.  The number of people travelling together in any one vehicle is minimised, using fixed travel partners, increasing ventilation when possible and avoid sitting face-to-face.  Where workers are required to stay away from their home, this is centrally logged and any overnight accommodation confirmed as meeting social distancing guidelines.  Procedures in place to minimise person-to-person contact during deliveries to other sites. | Choose an item. | | Choose an item. | | Choose an item. | Choose an item. | | Timescale | | Click or tap to enter a date. |
| **Cleaning & Hygiene** | | | | | | | | | | | | |
| Environmental Cleaning | Staff, visitors, contractors | A deep clean of the building/ office is conducted before workers return to the office. | | Choose an item. | | Choose an item. | Choose an item. | | Choose an item. | Timescale | Click or tap to enter a date. | |
| Cleaning Frequency | Staff, visitors, contractors | If practicable, a daily enhanced cleaning for washrooms is undertaken.  The ongoing cleaning frequency is sufficient that cleaning can be undertaken when the building is occupied. | | Choose an item. | | Choose an item. | Choose an item. | | Choose an item. | Timescale | Click or tap to enter a date. | |
| Commonly touched surfaces | Staff, visitors, contractors | All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.  Where practical, soft furnishings (for example curtains, blinds, rugs mats, etc) are removed to minimise the areas where viruses can be difficult or time consuming to remove or make cleaning and disinfecting easier.  Appropriate cleaning products are used during daily preventative clean regime.  Staff to avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations.  Any use of common work equipment is restricted and managed. | | Choose an item. | | Choose an item. | Choose an item. | | Choose an item. | Timescale | Click or tap to enter a date. | |
| Use of cleaning products | Staff, contractors | Persons undertaking the cleaning have been instructed with clear safe usage instructions.  Correct PPE is provided for the use of cleaning materials. | | Choose an item. | | Choose an item. | Choose an item. | | Choose an item. | Timescale | Click or tap to enter a date. | |
| Housekeeping | Staff, Contractors | Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day.  Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.  Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing. | | Choose an item. | | Choose an item. | Choose an item. | | Choose an item. | Timescale | Click or tap to enter a date. | |

*If you are intending to bring your staff back to your workplace and your workplace has been sat idle, we would suggest giving some consideration to the following topics:*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consider:** premises work, equipment, specific tasks etc. | **People at risk** | **Control By:** training, supervision, safety equipment, safe working procedures, hygiene monitoring etc. | | | **EXISTING/ PROPOSED** | **Possible Outcome**  Negligible, Minor, Moderate, Major,  Fatality | | **Likelihood**  Very unlikely, Unlikely, Possible, Likely, Very Likely | **Risk rating:**  High  Medium  Low | **Proposed Timescale** | **Action Completed Date** |
| **Building Safety** - *Responsible person has carried out checks on your building in the below areas:* | | | | | | | | | | | |
| Fire, heat, burns, smoke inhalation | Staff, visitors, contractors | Emergency lighting suitable, sufficient, and maintained.  Suitable number of fire extinguishers available in required locations.  Fire hoses available and operational (if installed).  The sprinkler system is maintained (if fitted).  Dry/ wet risers inspected and maintained (if installed).  Fire blankets available in required location.  Fire alarm and detection system for the building tested, inspected, and maintained.  Means of escape clear.  Fire doors provided and maintained in good working order.  Building has suitable lightening conductors/ protection.  The fire risk assessment suitable & sufficient/ current. | | | Choose an item. | Choose an item. | | Choose an item. | Choose an item. | Timescale | Click or tap to enter a date. |
| Temperature/ Humidity | Staff, visitors, contractors | Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).  Measures can be taken to control temperature extremes and/or humidity levels such as through computerised system. | | | Choose an item. | Choose an item. | | Choose an item. | Choose an item. | Timescale | Click or tap to enter a date. |
| Ventilation | Staff, visitors, contractors | Natural ventilation is available in the workplace, e.g. windows or open doorways.  If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air.  Air exchange rate of the air handling system meet standard requirements for the occupants in the building.  Ventilation systems have been adequately maintained and serviced. | | | Choose an item. | Choose an item. | | Choose an item. | Choose an item. | Timescale | Click or tap to enter a date. |
| Gas Installations | Staff, visitors, contractors | Gas installations e.g. boilers been inspected, tested and maintained at required frequencies.  Adequate ventilation available next to gas installations.  Carbon monoxide detection available next to gas installations and in operation.  Gas isolation control switches available and clearly identified.  Supplier’s emergency contact number clearly displayed, un-obscured and legible. | | | Choose an item. | Choose an item. | | Choose an item. | Choose an item. | Timescale | Click or tap to enter a date. |
| Water outlets  Legionella | Staff, visitors, contractors | Tanks, taps and shower outlets inspected and maintained.  Suitable controls in place to reduce the risk of legionnaires disease.  Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria. | | | Choose an item. | Choose an item. | | Choose an item. | Choose an item. | Timescale | Click or tap to enter a date. |
| Drinking water | Staff, visitors, contractors | Drinking water facilities safe for use i.e. provided at refreshing temperatures (not warm).  Drinking water should ideally be “live” from the potable water main or from storage that is properly designed, sealed from ingress of dirt, vermin etc. and with good circulation. | | | Choose an item. | Choose an item. | | Choose an item. | Choose an item. | Timescale | Click or tap to enter a date. |
| Statutory Inspections | Staff, visitors, contractors | Responsible person has carried out checks on your building in the following areas:  Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment | | | Choose an item. | Choose an item. | | Choose an item. | Choose an item. | Timescale | Click or tap to enter a date. |
| Plant and Equipment | Staff, visitors, contractors | There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date.  All fixed guards on machinery in place, secure and well maintained.  The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation.  Defective equipment been taken out of service awaiting repair.  Enough space is available for personnel to undertake their tasks safely and comfortably.  Personnel have the appropriate competences and/or trained to use work equipment. | | | Choose an item. | Choose an item. | | Choose an item. | Choose an item. | Timescale | Click or tap to enter a date. |
| Signed: Click or tap here to enter text.  Name: Click or tap here to enter text. | | | Assessment Date:  *Click or tap to enter a date.* | Further action required:  *Choose an item.* | | | Action Review Date(s): *Click or tap to enter a date.*  Next Review Date: *Click or tap to enter a date.* | | | | |

# **Risk Assessment Action Plan**

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| **Risk Assessment Reference No:** | |  | |
| **Hazard/Activity** | **Proposed Action** | **Person(s) responsible** | **Proposed timescale** | | **Action Taken** | **Complete?** | **Date** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Choose an item. | Click or tap to enter a date. |