**\*INSERT ORGANISATION HERE\* COVID-19 Risk Assessment**

To be used in conjunction with the existing Health & Safety Policy **\*INSERT OTHER POLICIES AS APPROPRIATE\*.**

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called the Coronavirus. Symptoms can be mild, moderate, severe or fatal.

The headings (in bold) are suggestions and taken from a range of other sources, they make not apply to you and therefore can be altered to suit.

*Example controls are written in italic blue and can be deleted once you have completed your risk assessment, they are a guide they are not defined.*

*Guidance is written in italic green and can be deleted once you have completed.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** | **Action by who?** | **Confirmed all in place or further action required** |
| Spread of Covid-19 Coronavirus in the workplace | *Staff*  *Tenants*  *Visitors*  *Cleaners*  *Contractors*  *(All Personnel)* | **Personnel Entering the Building / Work Environment** | | | |
| *All personnel should follow Government guidance on social distancing.*  *The entrance and exit points to the building are clearly marked and gel sanitisers are located.*  *All staircases and corridors are to have signage promoting social distancing and showing walk on the left and waiting on the landing if necessary.*  *Any doors with door guards will remain open to reduce personnel touching high contact areas.*  *Maintaining social distancing in common areas*  *Kitchen areas are to be used by 1 person at a time and high touch areas should be cleaned after use.*  *Maximum occupancy of lifts has been reduced to maintain social distancing* | *This section allows you to expand on the points you made in the Controls Required section.*  *Each point can have additional information if needed.* | **\*INSERT ROLE(S)\*** | *Continuous review of Covid-19 pandemic, review of this risk assessment daily from date of sign off*  *Review controls when public access is agreed.* |
|  |  | **Workplaces and Workstations** | | | |
| *Review layouts and processes to allow people to work further apart from each other.*  *Taking steps to review work schedules including start & finish times/shift patterns, working from home etc., to reduce numbers of workers on site at any one time.*  *Encourage office windows to be left open during the day to ensure good office ventilation.*  *Where necessary, desk numbers should be reduced to ensure social distancing.*  *Sanitiser wipes should be made available to allow personnel to wipe their desks and office equipment.* | *This section allows you to expand on the points you made in the Controls Required section.*  *Each point can have additional information if needed.* | **\*INSERT ROLE(S)\*** | *Continuous review of Covid-19 pandemic, review of this risk assessment daily from date of sign off*  *Continue to review work schedules* |
|  |  | **Meetings Rooms and Hireable Spaces** | | | |
| *Infection of Covid-19 virus due to personnel delivering activities / services or receiving training or attending meetings in a confined space* | *This section allows you to expand on the points you made in the Controls Required section.*  *Each point can have additional information if needed.* | **\*INSERT ROLE(S)\*** | *Centre to provide a copy of the risk assessment and/or safe meeting guide to venue hirers, and to instruct the hirer to fully brief their attendees of the content and ensure they always comply with it.*  *All venue hirers are to sign to say they have read this risk assessment and/or guide and will always maintain compliance with its contents.*  *Advise venue hirers that hand sanitiser is available but recommend they bring their own supply.*  *Advise venue hirer that pens will not be provided.*  *Continuous review of Covid-19 pandemic, review of this risk assessment daily from date of sign off* |
|  |  | **Handwashing** | | | |
| *Stringent hand washing is taking place on site*  *Hand washing facilities with soap and hot water are provided.*  *Paper towels for drying of hands are provided.*  *Gel sanitisers are located at \*INSERT LOCATION\**  *Posters and other materials are on display to remind staff to wash or sanitise their hands on a regular basis.* | *This section allows you to expand on the points you made in the Controls Required section.*  *Each point can have additional information if needed.* | **\*INSERT ROLE(S)\*** | *Continuous review of Covid-19 pandemic, review of this risk assessment daily from date of sign off* |
|  |  | **Cleaning** | | | |
| *Frequent cleaning and sanitising of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, door plates, light switches, hand rails, washrooms and lifts.*  *Personnel must use the appropriate cleaning products and methods.*  *Throughout the cleaning process, staff are required to not touch their eyes, nose and mouth.* | *This section allows you to expand on the points you made in the Controls Required section.*  *Each point can have additional information if needed.* | **\*INSERT ROLE(S)\*** | *Continuous review of Covid-19 pandemic, review of this risk assessment daily from date of sign off* |
|  |  | **Social Distancing** | | | |
| *Personnel are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work.*  *Redesigning processes to ensure social distancing is in place.* | *This section allows you to expand on the points you made in the Controls Required section.*  *Each point can have additional information if needed.* | **\*INSERT ROLE(S)\*** | *Continuous review of Covid-19 pandemic, review of this risk assessment daily from date of sign off* |
|  |  | **Symptoms of Covid-19** | | | |
| *If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they must contact the NHS 111 service and follow the stay at home guidance.*  *Infection via Covid-19 virus, affecting the health of staff, tenants, visitors, cleaners and contractors, spreading to other persons in the centre.* | *This section allows you to expand on the points you made in the Controls Required section.*  *Each point can have additional information if needed.* | **\*INSERT ROLE(S)\*** | *Continue to review work patterns of personnel*  *Continuous review of Covid-19 pandemic, review of this risk assessment daily from date of sign off* |
|  |  | **Mental Health** | | | |
| *Employees may have feelings of anxiety and distress during the ovid-19 outbreak.*  *1 in 2 people working from home may feel isolated* | *This section allows you to expand on the points you made in the Controls Required section.*  *Each point can have additional information if needed.* | **\*INSERT ROLE(S)\*** |  |
|  |  | **Accidents & Emergency Situations** | | | |
| *In an emergency, for example, an accident or a fire, people to do not have to maintain social distancing if it would be unsafe* | *This section allows you to expand on the points you made in the Controls Required section.*  *Each point can have additional information if needed.* | **\*INSERT ROLE(S)\*** |  |

**Risk Assessment carried out by \*INSERT NAME AND POSITION HERE\***

**Assessment Date :**

**Review Date(s) :**