

Risk Assessment Form

Area/task/role: **The return to work – Covid 19 pandemic**

Date of assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Fire safety and electrical systems not functioning following period out of use, electrical testing out of date (PAT and fixed installation)	Employees/others	Regular checks on fire safety and electrical systems, including fire alarms, emergency lighting, PAT testing, fire alarm etc.	Ensure retained contractors/landlords complete full checks on fire safety and electrical systems if these have been suspended during the lockdown. Update records			
Water hygiene compromised, hazard from legionella etc.	Employees/others	Water hygiene procedures in place , including temperature checks and flushing of little used outlets	Complete hygiene assessments on water systems if these have been suspended during the lockdown			
Statutory Inspections not completed during lockdown (lifts, gas, electricity, fire equipment etc.)	Employees/others	Statutory inspections (e.g. via insurers) on lifts and equipment. Gas appliances serviced by gas safe registered contractor. Fire extinguishers, fire alarms and emergency lighting serviced/tested on contract by competent contractors and tested locally	Make sure all required inspections (lifts, gas, electricity, fire equipment etc.) are up to date.			
Damage/vandalism to building/workplace whilst empty	Employees/others	Security measures in place (e.g. CCTV, security)	Check outdoor spaces and outbuildings for unauthorised occupation (for example, rough sleepers, children) or signs of smoking			
Insurance invalid	Employees/others	Statutory and voluntary insurance	Notify your provider that the building is operational again. Check for any amendments needed.			

TEMPLATE FOR AMENDMENT TO SUIT INDIVIDUAL CIRCUMSTANCES

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Pest infestation	Employees/others	Pest control contracts in place	Ask providers to check traps, replenish bait levels etc.			
Waste management	Employees/others	Waste removal/recycling arrangements in place	Reinstate services with suppliers if suspended			
Defibrillators/EVAC chairs not serviceable	Employees/others	Service contracts in place and staff trained in use	Make sure servicing and staff training is current and that sufficient operators are available			
Vehicle and cycle parking/movement	Employees/others	Authorised parking areas, traffic routes. Cycle storage and changing/showering/drying facilities provided	Change to reflect any amendments (e.g. social distancing). Provide additional storage for bicycles if required			
Post and delivery management biosecurity	Employees/others	Arrangements to handle incoming and outgoing post and parcels	Change to reflect any amendments (e.g. decontamination of items, stop personal deliveries, provide hand gel/cleaning products) and consider scanning to send via email			
Keeping vulnerable employees safe and well (from a building/facilities perspective)	Employees/others	<ul style="list-style-type: none"> • PEEPS for emergency evacuation • Facilities for disabled staff • Access for wheelchairs etc • Disabled visitors • Young Workers • Pregnant women • Sufficient Fire Wardens designated and trained • Trained First Aiders on site 	Review arrangements and amend as necessary (e.g. update PEEPs, escape routes, PPE requirements)			
Access and security of employees	Employees/others	<ul style="list-style-type: none"> • Access control systems in place • Passes displayed by staff 	Check and ensure employee access passes still valid. Delete expired passes from system			

TEMPLATE FOR AMENDMENT TO SUIT INDIVIDUAL CIRCUMSTANCES

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Ventilation systems not working effectively	Employees/others	<ul style="list-style-type: none"> Regular servicing and maintenance of systems 	<p>Check whether systems need to be serviced/adjusted before reoccupation. Can windows be opened for ventilation?</p>			
Keeping visitors and contractors safe and well (from a building/facilities perspective) and protecting employees	Employees/others	<ul style="list-style-type: none"> Visitor information and management Control of contractors procedures in place 	<p>Review arrangements and amend as necessary (e.g. update information for visitors to reflect virus precautions, update contractor management procedures). PPE arrangements for non-employees. Consider ban on non-essential visitors/contractors</p>			
Controlling common areas to avoid infection	Employees/others	<p>Managing shared areas through cleaning and housekeeping processes Regular checks to ensure fire exits, walkways etc. are clear of obstructions</p>	<ul style="list-style-type: none"> Social distancing in reception areas etc. Consider one-way systems to avoid congestion Reception and public-facing employees – safeguarding staff (screens etc.) Cleaning/sanitiser for access control points Additional cleaning for high use areas (lifts, stairs, toilets, canteen areas, showers, changing rooms, first aid rooms, wellbeing rooms etc.) 			

TEMPLATE FOR AMENDMENT TO SUIT INDIVIDUAL CIRCUMSTANCES

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>Managing equipment/workstations to reduce risk of infection</p>	<p>Employees/others</p>	<p>Adequate space around workstations/work areas Suitable access routes Security of laptops, company property etc. Regular cleaning regimes in place Good housekeeping standards maintained</p>	<ul style="list-style-type: none"> • Arrangements to ensure equipment used at home, or during travelling, is sanitised • Arrangements for individual workstation cleaning and sanitising (antibacterial wipes, hand sanitiser etc.) • Consider suspending hot-desking arrangements to address potential virus transmission • Limit number of individuals using each workstation to avoid cross contamination • Rearrange workstations to reduce potential for virus spread (e.g. maintain 2 metre distance, place workstations back to back rather than face to face, block of unused areas) • Block off/remove equipment that is not to be used due to 2 metre rule requirements • Where the 2 metre rule cannot be observed consider screens/barriers • Mark 2 metre boundaries where required (e.g. with hazard tape) • PAT testing for equipment used at home 			

TEMPLATE FOR AMENDMENT TO SUIT INDIVIDUAL CIRCUMSTANCES

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Signs do not consider new work arrangements	Employees/others	Guidance and instructions for health and safety (emergency exits, fire extinguishers, first aid, etc.)	New signage for revised arrangements in place (e.g. social distancing, hand washing, one way systems)			
Emergency and accident/incident management	Employees/others	Regular fire evacuation drills, Fire Wardens designated and trained, accident and incident reporting arrangements in place, trained First Aiders in place, first aid boxes (checked regularly), defibrillator present	<ul style="list-style-type: none"> • Check that individual's training and certification is up to date. • Ensure First Aider training reflects necessary precautions (i.e. based on current guidance from St John's Ambulance/NHS) • Amend accident and incident reporting regarding reporting virus cases suspected to be contracted at work • Arrangements for isolation of symptomatic individuals • Consider postponing planned fire drills if social distancing cannot be achieved during evacuation (but make sure that all staff are aware of the current arrangements) 			
Appropriate PPE not available	Employees/others	PPE provided where required (e.g. gloves etc. for cleaners) PPE obtained from reputable source and compliant with British Standards	<ul style="list-style-type: none"> • Consider requirement for additional PPE for all (e.g. face coverings) • Ensure staff are aware of how to use and store PPE and how to obtain replacement items • Some people may provide their own face coverings (not classed as PPE) 			

TEMPLATE FOR AMENDMENT TO SUIT INDIVIDUAL CIRCUMSTANCES

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Return to work post lockdown – existing and new employees, transferees, employees from other locations may be unaware of revised arrangements	Employees/others	Induction training for new staff and specific location requirements provided	<ul style="list-style-type: none"> • Revise induction for new employees • Mini induction for returnees describing new arrangements (social distancing etc.) • Arrangements for common areas (i.e. reduced numbers in lifts, kitchens, rest areas, corridors, meeting rooms, toilets etc.) 			
Communications to employees and building users are not clear. Guidance is not accurate	Employees/others	H&S Communications to employees/others H&S related policies/procedures in place and adhered to	<ul style="list-style-type: none"> • Ensure advice and guidance is based on and follows current Government requirements. • Ensure communications clearly describe expectations and feedback routes for issues • Address concerns of employees who are nervous of returning • Consider those who may be in at 'at risk' group and may need specific arrangements (e.g. PEEPs) • Arrangements in place for isolation of symptomatic individuals • Accident/incident reporting arrangements reviewed to include reference to potential Covid 19 cases contracted at work 			

TEMPLATE FOR AMENDMENT TO SUIT INDIVIDUAL CIRCUMSTANCES

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Key/essential workers may become ill at the same time	Employees/others	Business continuity arrangements/processes in place	<ul style="list-style-type: none"> • Identify staff with key roles; consider alternating work patterns to avoid cross infection of key individuals (e.g. A and B teams with rotating work patterns) • Allocate roles for business continuity • Arrangements for isolation of symptomatic individuals in place • Arrangements in place for reporting illness • Sharing of pens, equipment, cutlery etc. avoided where possible 			
Employee's new work patterns not appropriate/followed by individuals	Employees/others	Arrangements to protect health/working methods put in place and communicated Employees work from home where appropriate	<ul style="list-style-type: none"> • Consider amending working patterns to reduce numbers present at any one time • Home working procedures reviewed, including workstation requirements (desk, chair, screen etc.) • Agile working considered • Meetings conducted safely (both face to face and online), with technology used wherever possible and social distancing guidelines followed • Shift patterns reviewed • Non-essential travel avoided 			

TEMPLATE FOR AMENDMENT TO SUIT INDIVIDUAL CIRCUMSTANCES

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p>Employees do not understand arrangements to prevent infection</p>	<p>Employees/others</p>	<p>Arrangements to protect health implemented and communicated</p>	<p>Ensure effective means to prevent virus transmission are considered/introduced including:</p> <ul style="list-style-type: none"> • Workstation safety – suspending hot desks, spacing requirements, equipment provision, cleaning requirements, back to back seating etc. • Social distancing guidelines observed • Personal hygiene reinforced • Refreshments/kitchen areas managed (e.g. numbers using limited, staggered breaks, bringing own packaged food,) • Storage of coats and bags to avoid cross contamination • Use of PPE (where applicable) • Hand washing facilities and sanitisers provided and refilled • Meeting safety (face to face and online) • Shift patterns reviewed • Emergency action plans • Reporting illness • Consider testing/tracing arrangements (e.g. app) • Accident and incident reporting requirements • Specific arrangements for individual sites (including common areas) 			

TEMPLATE FOR AMENDMENT TO SUIT INDIVIDUAL CIRCUMSTANCES

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Potential for infection during business travel and commuting	Employees/others	Health and safety policies and procedures when travelling for and to work	<ul style="list-style-type: none"> • Review travel policies to allow for virus control measures • Suspend all non-essential travel • Assist with commuting where appropriate (additional parking, cycle storage, taxis, staggered start/finish times etc.) • Review approved hotels and suppliers for suitability • Follow guidance from FCO when travelling abroad • Arrangements in place where travel unavoidable (e.g. provision of PPE, sanitisers, social distancing etc.) 			
Wellbeing of employees (both physical and mental) during ongoing pandemic	Employees	Wellbeing support available, including EAP, support from line managers, Occupational Health etc.	<ul style="list-style-type: none"> • Review Occupational Health provision and changes in processes (e.g. online appointments) • Ensure regular contact with employees (including those working from home) including team meetings, 'buddy systems' etc. • Reiterate requirements for accident/incident reporting • Employees encouraged to take sufficient breaks and go outside when possible • Track and trace considerations 			

Name of Risk Assessor:

Signature: **Review date**

You should review your risk assessment if you think it might no longer be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

SAMPLE