

## Risk Assessment Form Covid 19

**Area/task/role:** Move to step 4 – removal of restrictions

**Date of assessment:**

**19 July 2021**

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Fire safety and electrical systems not functioning following period out of use, electrical testing out of date (PAT and fixed installation)	Employees/others – may not work in an emergency	Regular checks on fire safety and electrical systems, including fire alarms,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. Update records.			
Water hygiene compromised, hazard from legionella etc.	Employees/others – potential exposure to Legionella bacteria	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 periods of closure.			
Statutory Inspections not completed during lockdown (lifts, gas, electricity, fire equipment etc.)	Employees/others – faults may lead to accident/injury	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.			
Waste management	Employees/others – build up of waste	Waste removal/recycling arrangements in place. Good housekeeping standards maintained, to avoid the build-up of waste, blocking walkways, trip hazards etc.	Reinstate services with suppliers if suspended.			
Defibrillators/EVAC chairs not serviceable	Employees/others – may not work in an emergency	Service contracts in place and staff trained in use.	Make sure servicing and staff training is current and that sufficient operators are available.			

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
Vehicle and cycle parking/movement	Employees/others – lack of facilities and lack of vehicle/pedestrian separation	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 – risk of infection	Arrangements to handle incoming and outgoing post and parcels (e.g. decontamination of items, no personal deliveries, provide hand gel/cleaning products provided).	Consider scanning to send via email.			
Keeping vulnerable employees safe and well	Employees/others – may not be able to evacuate and also at increased risk of infection	Arrangements in place to protect those in at risk groups (e.g. <a href="#">clinically extremely vulnerable</a> ). Use of regular testing for employees encouraged. Employees encouraged to get vaccinated against Covid 19. <a href="#">NHS test and trace</a> arrangements followed wherever possible. Employees advised not to come on to the site if they have symptoms. Arrangements in place for the isolation (and removal from the premises) of symptomatic individuals. Guidance on <a href="#">self-isolation</a> followed PEEPS for emergency evacuation, where required. Facilities for disabled staff/visitors. Access for wheelchairs etc. Arrangements in place for pregnant employees and young workers. Sufficient Fire Wardens and First Aiders designated and trained.	Address arrangements for employees who are more at risk on an individual basis, taking into account <a href="#">current guidance</a> and recommendations from the associated health professionals (GPs, consultants etc.). Review emergency arrangements and amend as necessary (e.g. update PEEPs, escape routes, PPE requirements).			
Access and security of employees	Employees/others – security risks	Access control systems in place. Passes displayed by staff. NHS test and trace arrangements in place (e.g. NHS QR codes)	Consider retaining test and trace (i.e. via NHS app QR codes).			

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 – risk of infection	Regular servicing and maintenance of systems Latest guidance from HSE is followed, including the advice on mechanical and natural ventilation Windows/doors opened wherever possible (ensuring that fire doors are not propped open)	Continue to monitor <a href="#">latest guidance from HSE</a> .			
Keeping visitors and contractors safe and well	Employees/others – risk of infection	Visitor information and management (do not attend if symptoms present, face coverings advised, try to maintain distance, use sanitisers etc.) Control of contractors procedures in place Signage in place (use sanitisers, keep your distance etc.) PPE available where appropriate Information provided pre visit where appropriate (e.g. on website, email) NHS test and trace arrangements in place	Consider retaining measures imposed pre removal of restrictions. Encourage use of testing prior to visits Consider retaining test and trace (i.e. via NHS app QR codes).			
Controlling common areas to avoid infection	Employees/others – risk of infection	Shared areas managed, including additional cleaning of high touch surfaces throughout the day and limiting numbers, where appropriate. Regular checks to ensure fire exits, walkways etc. are clear of obstructions. Hand sanitisers provided and refilled. Signage in place (e.g. use sanitiser, keep your distance). Advice not to attend if experiencing symptoms. Anyone experiencing symptoms leaves immediately. Ventilation increased wherever possible (e.g. via mechanical system or by opening windows/doors).	Retain measures from pre removal of restrictions wherever possible (e.g. consider retaining one-way systems, maintaining social distancing, continue enhanced cleaning, signage kept in place 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
Managing equipment/workstations to reduce risk of infection	Employees/others – risk of infection	<p>Adequate space around workstations/work areas.                      Suitable access routes.                      Regular cleaning regimes in place.                      Good housekeeping standards maintained.                      Arrangements for individual workstation cleaning and sanitising (antibacterial wipes, hand sanitiser etc.).                      Sharing of workstations and equipment avoided wherever possible.                      Social distancing (2 metres, or 1 metre plus risk mitigations), maintained wherever possible.</p>	<p>Continue to limit number of individuals using each workstation wherever possible, to avoid cross contamination.                      Continue to maintain social distancing wherever possible.</p>			
Signs do not accurately reflect current arrangements	Employees/others – risk of infection	<p>Guidance and instructions for health and safety (emergency exits, fire extinguishers, first aid, etc.) in place.                      Signage for Covid 19 specific arrangements in place (e.g. social distancing, hand washing)</p>	<p>Retain signage to encourage continuation of social distancing, hand hygiene etc.</p>			
Emergency and accident/incident management	Employees/others – risk of infection	<p>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.                      Latest advice for First Aiders followed (e.g. from NHS/<a href="#">St John's Ambulance</a>).                      Arrangements for isolation of symptomatic individuals.                      Emergency arrangements reiterated to all building occupants.                      Guidance on <a href="#">self-isolation</a> followed</p>	<p>Check that individual's training and certification is up to date.                      Ensure that fire drills are reinstated if previously postponed.</p>			

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
Appropriate PPE not available	Employees/others – risk of infection	PPE provided where required (e.g. gloves etc. for cleaners). PPE obtained from reputable source and compliant with British Standards. Those who wish to continue to wear face coverings supported.	Some people may continue to wear their own face coverings (not classed as PPE).			
Return to work post period of shutdown/minimal occupation – existing and new employees, transferees, employees from other locations may be unaware of revised arrangements	Employees/others – risk of infection	Induction training for new staff and specific location requirements provided. Arrangements reiterated to all occupants, in particular those returning after a prolonged period of absence.	Retain measures from pre removal of restrictions wherever possible (e.g. maintaining social distancing, continue enhanced cleaning, signage kept in place etc.).			
Communications to employees and building users are not clear. Guidance is not accurate	Employees/others – risk of infection	Health and safety related communications provided to employees/others. Health and safety policies/procedures in place and adhered to. Latest guidance from <a href="https://www.gov.uk">Gov.uk</a> and <a href="https://www.hse.gov.uk">HSE</a> followed.	Continue to follow latest guidance from <a href="https://www.gov.uk">Gov.uk</a> and <a href="https://www.hse.gov.uk">HSE</a> .			
Key/essential workers may become ill at the same time	Employees/others – business continuity risk	Business continuity arrangements/processes in place. Work patterns organised to limit the number of contact each individual has wherever possible. Sharing of pens, equipment, cutlery etc. avoided where possible. Arrangements for isolation (and removal) of symptomatic individuals in place. Employees made aware of availability of testing and encouraged to have Covid 19 vaccinations. Track and trace arrangements in place (e.g. via NHS Covid app, using QR codes).	Encourage employees to undertake regular <a href="#">tests for Covid 19</a> .			

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
Employee's new work patterns not appropriate/followed by individuals	Employees/others – risk of infection	<p>Arrangements to protect health/working methods put in place and communicated.</p> <p>Employees have the ability to work from home where appropriate.</p> <p>Meetings conducted safely (both face to face and online), with technology used wherever possible and social distancing advice followed wherever possible.</p> <p>Numbers on site managed, so that social distancing can be maintained wherever possible.</p> <p>Consideration given to working patterns, to allow for avoiding busy periods on public transport and limiting numbers in the workplace (wherever possible).</p>	Consider agile working patterns, where appropriate.			
Employees do not understand arrangements to prevent infection	Employees/others – risk of infection	<p>Arrangements to protect health implemented and communicated.</p> <p>Signage in place, social distancing followed wherever possible, ventilation improved, working patterns reviewed etc.</p> <p>Hand washing facilities and sanitisers provided and refilled.</p> <p>Emergency action plans in place.</p> <p>Individual arrangements for those in higher risk groups.</p> <p>Employees advised not to attend if experiencing symptoms.</p> <p>Employees made aware of availability of testing and encouraged to have Covid 19 vaccinations.</p> <p>Track and trace arrangements in place (e.g. via NHS Covid app, using QR codes).</p> <p>Guidance on <a href="#">self-isolation</a> followed</p>	Retain measures from pre removal of restrictions wherever possible (e.g. maintaining social distancing, continue enhanced cleaning, signage kept in place 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
Potential for infection during business travel and commuting	Employees/others – risk of infection	Health and safety policies and procedures when travelling for and to work. Assistance with commuting where appropriate (additional parking, cycle storage, taxis, staggered start/finish times etc.). Arrangements in place where travel is necessary (e.g. provision of PPE, sanitisers, social distancing etc.). Employees made aware of availability of testing and encouraged to have Covid 19 vaccinations. Guidance from <a href="#">FCO</a> followed when travelling abroad. Guidance on <a href="#">self-isolation</a> followed	Retain measures from pre removal of restrictions wherever possible (e.g. avoid travel where possible, provision of hand sanitiers and anti-bacterial wipes)			
Wellbeing of employees (both physical and mental) during ongoing pandemic	Employees – risk of mental wellbeing issues	Arrangements in place to protect those in at risk groups (e.g. <a href="#">clinically extremely vulnerable</a> ). Guidance on <a href="#">self-isolation</a> followed Wellbeing support available (EAP, support from line managers, Occupational Health etc.). Employees encouraged to take sufficient breaks and go outside when possible. Employees made aware of availability of testing and encouraged to have Covid 19 vaccinations.	Continue to provide support and guidance (e.g. <a href="#">NHS every mind matters</a> )			

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)