

CORONA VIRUS SAFETY ASSESSMENT



Description of workplace:
Main hazards:
Significant risks:
Persons at risk:

See Section 2 for detailed analysis.

OVERALL ASSESSMENT OF THE RISK OF INJURY? Low Medium High

Recommendations:	Priority	Action by	Completed:

Date of assessment: _____ **Date for re-assessment:** _____

Assessors name: _____ **Signature:** _____

SECTION 2

This listing does not include all potential hazards. It includes the main ones – each workplace location and environment has differing hazards. Not all these categories will apply or are of equal importance. This document is based on government guidance Working safely during coronavirus (COVID-19): guidance from Step 4 Offices, factories and labs 14th July 2021

RR = Risk rating of low, medium or high.

Suitability	Yes	No	N/A	RR	Comment/Controls
Managing the Risk					
Protecting people who are at higher risk Objective: To support those who are at a higher risk of infection and/or an adverse outcome if infected.					
Those who are clinically extremely vulnerable are no longer advised to shield. Are you supporting these workers by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians?					
Have you given extra consideration to people at higher risk and to workers facing mental and physical health difficulties?					
Have you considered providing support for workers around mental health and wellbeing (This could include advice or telephone support)?					
People who need to self-isolate Objective: To stop people physically coming to work, when government guidance advises them to stay at home. This includes people who: <ul style="list-style-type: none"> • have COVID-19 symptoms • live in a household with someone who has symptoms • are required to self-isolate as part of NHS Test and Trace 					
Are you enabling workers to work from home while self-isolating if appropriate? It's illegal to knowingly require or encourage someone who is being required to self-isolate to come to work.					
Are you ensure any workers who have symptoms of COVID-19 are self-isolate immediately and continue for the next 10 full day? This means that if, for example, their symptoms started at any time on the 15th of the month their isolation period ends at 11:59pm on the 25th. These symptoms are: <ul style="list-style-type: none"> – a high temperature – a new, continuous cough – a loss or change to their sense of smell or taste 					
Workers who have tested positive for COVID-19					

<p>must self-isolate immediately and continue for the next 10 full days.</p> <p>Workers that test positive but have no symptoms must also self-isolate in this way. Sometimes workers develop symptoms during their isolation period. In these cases, they must restart their 10-day self-isolation period from the day after they develop symptoms.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Self-isolating workers who have tested negative for COVID-19 may be able to return to work. Some exceptions apply.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing/test-results/negative-test-result/</p> <p>Ensure any workers who are contacts of individuals who test positive for COVID-19 self-isolate for a period of 10 days. Contacts must self-isolate immediately and continue for the next 10 full days.</p> <p>Ensure any workers who have been informed by NHS Test and Trace that they're a close contact of a person who has had a positive test result for COVID-19 follow the requirement to self-isolate.</p> <p>https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</p>					
<p>Equality in the workplace</p>					
<p>Are you taking in to account any employees who are disabled workers or pregnant?</p>					
<p>Ventilation</p> <p>Objective: To use ventilation to mitigate the risk of aerosol spread of COVID-19 in enclosed spaces</p> <p>Good ventilation brings fresh or cleaned air into indoor spaces. The fresher air that is brought inside, the more diluted any airborne virus will become. In poorly ventilated spaces, residual virus can remain in the air after an infected person has left and increase the risk of COVID-19 spreading.</p>					
<p>Can you fully or partially opening windows, air vents and doors to improve natural ventilation?</p>					
<p>if you use mechanical ventilation, are you ensuring that your systems are set to maximise fresh air and minimise air recirculation?</p> <p>Maximising the amount of fresh air your system draws in or ensuring additional fresh air will help avoid COVID-19 spreading</p>					
<p>Have you identified any poorly ventilated spaces in your premises and can you take steps to improve fresh air flow in these areas?</p>					

<p>Reducing contact for workers</p> <p>Objective: Reducing the risk of spreading COVID-19 by reducing the number of people workers come into contact with.</p> <p>Social distancing guidance no longer applies and there are no limits on social contact between people from different households. COVID-19 can still be spread through social contact. You can mitigate this risk by reducing the number of people your workers come into contact with. Examples of ways to do this include:</p>					
<p>1 Are you reducing the number of people each person has contact with by using 'fixed teams or partnering' or 'cohorting' (so each person works with only a few others)?</p>					
<p>2 Reviewing layouts, using screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face (screens are only likely to be beneficial if placed between people who will come into close proximity with each)?</p>					
<p>3 Workstations should be assigned to an individual if possible. If not possible, and if they need to be shared, are there systems clean them between each user?</p>					
<p>Reducing risks for your customer's, visitors and contractors</p> <p>Objective: To make sure people understand what they need to do to maintain safety.</p>					
<p>Are you providing clear guidance on how to reduce the risk of spreading COVID-19 to people when they arrive? For example, by phone, on the website or by email or with on-site signage and visual aids?</p>					
<p>Do you provide any necessary training for people who act as hosts for visitors?</p>					
<p>Have you review entry and exit routes for visitors and contractors? Do this to minimise contact with other people?</p>					
<p>Are you coordinating and cooperating with other occupiers if you share facilities with other businesses? This includes landlords and other tenants.</p>					
<p>Do you tell visitors they should be prepared to remove face coverings if asked to do so by police officers and staff for identification?</p>					
<p>Working in other people's homes</p> <p>If you're going to someone else's home to work, for example to provide professional services, you should communicate with households before any visits to discuss how the work will be carried out to reduce risk for all parties.</p> <p>You should not carry out work in households that are isolating because one or more family members has symptoms, unless you're remedying a direct risk to the safety of the household or the public.</p> <p>When you're working in a household where somebody is clinically vulnerable, make prior</p>					

arrangements to avoid any face-to-face contact. You should be particularly strict about handwashing, coughing and sneezing hygiene, such as covering your nose and mouth and disposing of single-use tissues.					
Do you ask households to leave all internal doors open, to minimise contact with door handles?					
Are employees taking breaks outside where possible?					
Can you limit the number of workers within a confined space?					
Are you arranging methods of safely disposing of waste with the householder?					
Are you allocating the same worker to the same household each time there is a visit where possible? For example, the same cleaner each time.					
Cleaning the workplace					
Are you cleaning work areas and equipment between uses? (Use your usual cleaning products)					
Have you determined the required cleaning process for expensive equipment that cannot be washed down (can you design protection around machines and equipment)?					
Are you frequently cleaning objects and surfaces that people touch regularly? This includes door handles and keyboards.					
Are you making sure there are adequate disposal arrangements for cleaning products?					
Are you clearing workspaces and remove waste and belongings from the work area at the end of a shift?					
If you're cleaning after a known or suspected case of COVID-19, refer to https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings					
Are you providing extra non recycling bins for workers and visitors to dispose of single use face coverings and PPE? https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste					
Hygiene: Handwashing, sanitation facilities and toilets					
Are you using signs and posters to make people aware: – how to wash their hands well – that they should wash their hands frequently – that they should not touch their faces – they should cough or sneeze into a tissue which is binned safely, or into their arms if a tissue is not available?					
Are you providing hand sanitiser in multiple accessible locations, as well as washrooms?					
Are you setting clear use and cleaning guidance for toilets? This is to ensure they are kept clean.					
Are you enhancing cleaning for busy areas?					

Are you providing more waste facilities, and more frequent rubbish collection?					
Are you providing hand drying facilities such as paper towels, continuous roller towels, or electrical dryers?					
Can you keep the facilities well ventilated? For example, by ensuring any mechanical ventilation work effectively and opening windows and vents where possible.					
Changing rooms and showers					
Are you setting clear use and cleaning guidance for showers, lockers and changing rooms? This is to ensure they're kept clean and clear of personal items.					
Are you enhancing cleaning of all facilities regularly during the day and at the end of the day? Use normal cleaning products. Pay attention to frequently hand touched surfaces, and consider using disposable cloths or paper roll to clean all hard surfaces					
Are you keeping the facilities well ventilated? For example, by ensuring any mechanical ventilation works effectively and opening windows and vents where possible.					
Are you making hand sanitiser available on entry and exit?					
Handling goods, merchandise and other materials, and onsite vehicles Objective: To reduce the spread of COVID-19 through contact with objects coming into the workplace, and vehicles at the worksite.					
Are you putting in place cleaning procedures for goods and merchandise entering the site?					
Are you putting in place cleaning procedures for the parts of shared equipment people touch after each use? Consider all equipment, tools and vehicles. For example, pallet trucks and forklift trucks.					
Are you encouraging people to wash their hands more often? Have you put in place more handwashing facilities for workers who handle goods and merchandise or provide hand sanitiser where this is not practical?					
Face Coverings Face coverings are no longer required by law. However, the government expects and recommends that people continue to wear face coverings in crowded, enclosed spaces. Where worn correctly, this may reduce the risk of transmission to themselves and others. Be aware that workers may choose to wear a face covering in the workplace.					
Are you encouraging the use of face coverings by workers (for example through signage), particularly in indoor areas where they may come into contact with people they do not normally meet? This is especially important in enclosed and crowded spaces.					
When deciding whether you will ask workers or customers to wear a face covering, have you considered reasonable adjustments needed for staff					

and clients with disabilities? You would also need to consider carefully how it fits with other obligations to workers and customers arising from the law on employment rights, health and safety and equality legislation.					
<p>Advising your workers</p> <p>If your workers choose to wear a face covering, you should support them in using face coverings safely. This means telling them:</p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on face coverings. They should also do this before and after removing them. • avoid touching their faces or face coverings. Otherwise, they could contaminate them with germs from their hands. • change their face coverings if they become damp or they've touched them. • continue to wash their hands regularly. • change or wash their face coverings daily. • if the material is washable, to wash it in line with manufacturer's instructions. If it's not washable, to dispose of it carefully in their usual waste. 					
<p>Outbreaks in the workplace</p> <p>Objective: To provide guidance if there is a COVID-19 outbreak in your workplace.</p>					
Is there an up-to-date plan in case there is a COVID-19 outbreak? This plan should nominate a single point of contact (SPOC) where possible. The SPOC should lead on contacting local Public Health teams.					
If you become aware of any positive cases of COVID-19 in your workplace, you should inform your Local Authority public health team. https://www.gov.uk/find-local-council					
You should immediately identify any close workplace contacts and ask them to self-isolate. You should not wait for NHS Test and Trace. This prompt action will help reduce the risk of a workplace outbreak.					
<p>Vehicles</p>					
Are you encouraging people travelling together in any one vehicle to, wherever possible? – use fixed travel partners – do not sit face-to-face – open windows					
Are you cleaning shared vehicles between shifts or on handover?					
<p>Communications and signage</p> <p>Objective: To make sure all workers are updated on how you're implementing or updating safety measures.</p>					
Are you engaging with workers on an ongoing basis regarding COVID 19?					
Do you use simple, clear messaging to explain guidelines using images and clear language?					

Tests and vaccinations					
<p>Where you're providing testing on-site, are you ensuring that workplace testing is carried out in a safe manner and in an appropriate setting where control measures are in place to manage the risk of COVID-19 transmission during the testing process?</p> <p>These include:</p> <ul style="list-style-type: none">• frequent cleaning• good hygiene• adequate ventilation					