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	Risk Assessment - COVID-19	Author:	Safety Officer

Section A: Activity					Risk Matrix				
Assessment of the workplace in order to identify reasonable steps to take to protect employees and others from the harmful effects of infection with the Covid-19 Coronavirus.					<b>Institute of Occupational Safety and Health – Managing Safely</b> 				
Persons exposed to the Work Activity (Y or N)									
Employees		Public		Other Contractors		Visitors			

Section B				L	C	RR	Recommended further action	
Factors to consider	L	C	IR	Existing control Measures	L	C	RR	Recommended further action
<b>People who are at higher risk</b> <ul style="list-style-type: none"> <li>▪ ‘Shielding’ vulnerable workers</li> <li>▪ Workers who are ‘shielding’ household members</li> <li>▪ Workers at increased risk</li> </ul>								
<b>Coming to and leaving work</b> <ul style="list-style-type: none"> <li>▪ Arrival and departure times</li> <li>▪ Parking and cycle racks</li> <li>▪ Pinch points and congestion zones at entrances/exits</li> <li>▪ Sign in procedures</li> <li>▪ Storage arrangements</li> <li>▪ Handwashing</li> <li>▪ Touch based security devices</li> </ul>								
<b>Moving around</b> <ul style="list-style-type: none"> <li>▪ High traffic areas</li> <li>▪ Lifts</li> <li>▪ Corridors, turnstiles, walkways</li> <li>▪ Work vehicles</li> <li>▪ Contaminated surfaces</li> <li>Regularly touched objects</li> </ul>								

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Section B								
Factors to consider	L	C	IR	Existing control Measures	L	C	RR	Recommended further action
<b>Work area</b> <ul style="list-style-type: none"> <li>▪ Ventilation systems</li> <li>▪ Social interaction</li> <li>▪ Pinchpoint/congestion zones</li> <li>▪ Hot desking</li> <li>▪ Face-to-face workstations</li> <li>▪ Communal areas</li> <li>▪ Break out rooms</li> <li>▪ Contaminated surfaces</li> <li>▪ Work equipment</li> <li>▪ Workstations</li> <li>▪ Printers/photocopiers</li> <li>▪ Telephones/Intercoms</li> <li>▪ Door handles</li> <li>▪ Light switches etc</li> </ul>								
<b>Common Areas</b> <ul style="list-style-type: none"> <li>▪ Lobby/reception</li> <li>▪ Waiting rooms</li> <li>▪ Meeting rooms</li> <li>▪ Kitchens</li> <li>▪ Canteens</li> <li>▪ Toilets</li> <li>▪ Showers</li> <li>▪ Changing facilities</li> <li>▪ Contaminated surfaces</li> <li>▪ Regularly touched objects</li> </ul>								
<b>Managing Visitors/Contractors</b> <ul style="list-style-type: none"> <li>▪ Signing in procedures</li> <li>▪ Movement of tools and equipment</li> <li>▪ Social interaction</li> <li>▪ Contact with employees</li> </ul>								

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Section B								
Factors to consider	L	C	IR	Existing control Measures	L	C	RR	Recommended further action
<ul style="list-style-type: none"> <li>▪ Familiarity with procedures</li> <li>▪ Sandwich vans etc</li> <li>▪ Persons at higher risk</li> </ul>								
<b>Handling goods, materials and on-site vehicles</b> <ul style="list-style-type: none"> <li>▪ Contamination of surfaces</li> <li>▪ Uncontrolled interaction between employees and third parties</li> <li>▪ Signing of delivery notes</li> </ul>								
<b>Work related travel</b> <ul style="list-style-type: none"> <li>▪ Modes of transport</li> <li>▪ Travel times</li> <li>▪ Contamination of vehicle surfaces</li> <li>▪ Reducing so far as possible</li> <li>▪ Numbers</li> <li>▪ Overnight trips</li> <li>▪ Accommodation</li> <li>▪ Monitoring</li> <li>▪ Destination health and safety</li> </ul>								
<b>Good hygiene</b> <ul style="list-style-type: none"> <li>▪ Contamination of surfaces</li> <li>▪ Transmission from surface to person</li> <li>▪ Transmission from person to person (contact and airborne)</li> </ul>								

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Section B								
Factors to consider	L	C	IR	Existing control Measures	L	C	RR	Recommended further action
<ul style="list-style-type: none"> <li>▪ Waste collection</li> <li>▪ Drying + cracking of hands due to increased handwashing</li> </ul>								
<b>Mental wellbeing</b> <ul style="list-style-type: none"> <li>▪ Stress</li> <li>▪ Anxiety</li> <li>▪ Loneliness</li> <li>▪ Home workers</li> <li>▪ Furloughed/isolating workers</li> <li>▪</li> </ul>								
<b>Information + guidance</b> <ul style="list-style-type: none"> <li>▪ Sharing information with staff</li> <li>▪ Keeping staff updated</li> <li>▪ Providing staff with contact for raising concerns</li> </ul>								
<b>PPE</b> <ul style="list-style-type: none"> <li>▪ Group protection</li> <li>▪ Individual protection</li> </ul>								
<b>Contingency planning for an outbreak at work</b> <ul style="list-style-type: none"> <li>▪ Symptomatic employees</li> <li>▪ Others in contact with above</li> <li>▪ Third parties who may have been in contact with above</li> <li>▪ Household members of above</li> </ul>								
<b>Health + Medical Surveillance</b> <ul style="list-style-type: none"> <li>▪ Existing Interventions</li> </ul>								

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Factors to consider	L	C	IR	Existing control Measures	L	C	RR	Recommended further action
<ul style="list-style-type: none"> <li>▪ Additional interventions</li> <li>▪ Infected/self-isolating persons</li> <li>▪ High risk persons</li> </ul>								

Section C – Action Plan				
Further Action Required	By Who	By When	Line Manager	Completion

**When all risks have been reduced to as low as reasonably practicable the Staying COVID-19 Secure in 2020 poster may be displayed for the poster follow this link: <https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf>**

Assessors Name	Assessors Signature	Assessment Date	Location of Work Activity

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