Risk Assessment

Company Name:

Assessment carried out by:

Date assessment was carried out:

Date of next review:

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done

Tips on completing your COVID-19 risk assessment

Every premises is different and your risk assessment must reflect your specific business operations. You can use the template provided in section 1 and this guidance should help.

Hazards – examples:

- Staff working with Coronavirus symptoms
- Customer entering with Coronavirus symptoms
- Picking up Coronavirus from hand contact surfaces
- Transmission of Coronavirus between people on the premises

Control measures – examples:

- 2m Social distancing
    - o Staff – designated work areas
    - o Customers – clear instruction/signage

- Handwashing – more frequent, 20 second hand wash
- Enhanced cleaning – written detailed procedure, more frequent, emphasis on hand contact surfaces, consider disposable cloths
- Personal Protective Equipment (till screens, face coverings, hand sanitiser etc)
- One way system (if premise is large enough) – visual markings
- Payment methods – encouraging contactless card payment
- Limited menu – allows faster service, eases staff social distancing pressure in the kitchen

Further information can be found on the Health and Safety Executive website

https://www.hse.gov.uk/pubns/indg163.pdf

https://www.hse.gov.uk/simple-health-safety/risk/index.htm