What to include in your COVID-19 risk assessment

Company name: **Assessment carried out by:**

Date assessment was carried out:

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a COVID-19 risk assessment and it will help you manage risk and protect people. You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

When completing your assessment, make sure you talk to your workers and their representatives to explain the measures you are taking. Your workers or their representatives can also provide valuable information on how you could control the risks. There is helpful advice [talking with your workers about preventing coronavirus (COVID-19).](#)

You can use this document to help make sure you have covered what you need to keep workers and others safe. Once you have completed your risk assessment you will also have to monitor to make sure that what you have put in place is working as expected.

You should update your COVID risk assessments to reflect any changes in legislation or guidance that may impact how you carry out your work activity, for example if there is a change in local or national restrictions.

More information on [working safely during the coronavirus outbreak](#).

HSE's [core guidance on managing risk](#).

In the UK some rules, such as social distancing, may be different in each of the devolved nations. However, HSE regulates in all of these countries. You should check the public health guidance for the country you are in:

- [Wales](#)
- [England](#)
- [Scotland](#)

What are the hazards?	Who might be harmed and how?	How to control the risk	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Contracting or spreading coronavirus by not washing hands or not washing them adequately	Workers Customers Contractors Drivers coming to your business Drivers going out for your business Visitors	Follow our guidance on [cleaning, hygiene and hand sanitiser:](#) • Provide water, soap and paper towels, continuous roller towels or electrical dryers in washing facilities. • Provide information on when and how to wash hands properly. Based on the number of workers and the number of people who come into your workplace, decide: • how many washing facilities you need (you may already have enough); • where washing facilities need to be located. Provide hand sanitiser for the occasions when people can't wash their hands There's a legal duty to provide welfare facilities and washing facilities for visiting drivers You should talk to managers at any sites your drivers are visiting to ensure they are provided with washing facilities.	Put in place monitoring and supervision to make sure people are following controls Put signs up to remind people to wash their hands Identify how you are going to replenish hand washing/sanitising facilities		

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Getting or spreading coronavirus in commonly used or high traffic areas	Workers Customers Visitors Contractors Drivers coming to your business	Follow the guidance for welfare facilities such as canteens. Identify: • areas where people can congregate • areas where there are pinch points that mean people can't meet the social distancing guidelines, for example narrow corridors; • areas and equipment where people touch the same surfaces, such as in kitchens or canteens; • areas and surfaces that people touch frequently but are difficult to clean; • communal areas where there may be less air movement than in other work areas, for example kitchens with no opening windows or mechanical ventilation.	Put in place monitoring and supervision to make sure people are following any controls you have in place, including social distancing guidelines.		

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		Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to: • limiting the number of people in rooms, for example by staggering breaks; • reorganising facilities in communal areas by spacing out tables in canteens, for example putting physical screens in place (such as perspex screens in reception areas) to reduce contact; • increasing the use of online meeting facilities (even for people working in the same building) to reduce the number of people moving around; • putting one-way systems in place in corridors or regularly used pedestrian traffic routes; • leaving non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation.			

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Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers Customers Visitors Contractors Drivers coming to your business	Use the guidance on cleaning and hygiene during the coronavirus outbreak- Identify surfaces that are frequently touched and by many people. These are often in common areas and can include handrails, door handles or shared equipment. Specify the frequency and level of cleaning and who should do it. Reduce as far as possible the need for people to move around your workplace: Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user. Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors), or providing contactless payment. Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. Provide more bins and empty them more often Provide areas for people to store personal belongings and keep personal items out of work areas. Put in place arrangements to clean if someone develops symptoms of coronavirus in work.	Put in place monitoring and supervision to make sure people are following controls, for example by implementing cleaning regimes. Provide information telling people who should clean something and when. Provide instruction and training to people who need to clean. Include information on: the products they need to use precautions they need to follow the areas they need to clean Identify what cleaning products are needed (for example, surface wipes, detergents and water) and where they should be used. This could include using wipes in vehicles or water and detergent on work surfaces. Identify how you are going to replenish cleaning products.		

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Contracting or spreading the virus by not maintaining social distancing	Workers Customers Contractors Drivers delivering to or from your workplace Visitors	Follow guidance on social distancing. Identify places where, under normal circumstances, workers would not be able to maintain social distancing guidelines. Identify how you can help people maintain social distancing in the first instance. This may include: • using marker tape on the floor • using one-way systems; • holding meetings virtually rather than face-to-face; • staggering the times people start or finish work; • limiting the number of people on site at one time; • giving customers allocated time slots • rearranging work areas and tasks to allow people to meet social distancing guidelines; • using empty spaces in the building for additional rest break areas where it is safe to do so; • providing more parking areas or controlling parking spaces; • considering the impact on any on-site accommodation you provide.	Put in place arrangements to monitor, supervise and make sure people follow social distancing guidelines. Provide information, instruction and training so people understand what they need to do. Provide signage.		

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		minimising contact at security offices for drivers Where maintaining social distancing isn't possible, implement risk mitigations. This can include: • using physical screens and splash barriers; • placing markers on the floor (in lifts for example) to indicate where people should stand and the direction they should face; • reducing the numbers of people using lifts; • placing workers back-to-back or side-by-side rather than face-to-face when working • grouping or 'cohorting' work teams so they work together consistently; Personal protective equipment (PPE) may be needed in certain workplaces (such as hospitals) to protect from the risk of coronavirus. Further advice is available at PPE (personal protective equipment) and face coverings - HSE			

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Impact of homeworking during the pandemic	Workers	As an employer, you have the same health and safety responsibilities for home workers as for any other workers. You should consider: • how you will keep in touch with them; • the work activity they will be doing and for how long they'll be doing it; • whether display screen equipment provided is being used safely; • whether you need to put control measures in place to protect them; • the impact on your worker's mental wellbeing.	Follow the guidance on how to support those working from home.		

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Poorly ventilated spaces leading to risks of coronavirus spreading	Workers Customers Contractors	Follow guidance on <u>ventilation and air conditioning during the coronavirus (COVID-19) pandemic.</u> Identify poorly ventilated areas of your workplace. You should consider steps you can take to improve ventilation, including: • natural ventilation; • mechanical ventilation (such as air conditioning); • fans and air cleaning units; • ventilation in vehicles. Fresh air is the preferred way of ventilating your workplace. This means opening windows and doors (that are not fire doors), where possible. Provide additional ventilation if needed - mechanical ventilation for example. Switch <u>heating ventilation and air conditioning (HVAC)</u> systems to drawing in fresh air where possible, rather than recirculating air.	Maintain air circulation systems in line with manufacturers' recommendations.		
Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups	Workers	Identify who in your work force could be <u>clinically extremely vulnerable</u> and follow the government guidance. Follow our guidance on <u>protecting vulnerable workers during the pandemic</u> on how to support workers in higher-risk groups and those who are clinically extremely vulnerable.	Guidance on who is clinically extremely vulnerable and what further support may be available from <u>Public Health England</u>, <u>Health Protection Scotland</u> and <u>Public Health Wales.</u>		

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Returning to work after prolonged period of shutdown	Workers	Consider whether building closure or reduced occupancy has led to water system stagnation due to lack of use. Ensure mechanical ventilation systems are working effectively and are properly maintained. Decide the tasks that need to be carried out as a priority. This will allow you to plan the order in which workers will return to your workplace and in what number. Ensure returning workers are clear on arrangements for social distancing, cleaning and hygiene and ventilation.	Read our advice on legionella risks during the pandemic.		

Further information

HSE's latest advice on coronavirus

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk

You can order HSE priced publications. HSE priced publications are also available from bookshops.

This document is available at: www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf