

Generic COVID-19 Risk Assessment Template – Lambeth Council

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 Risk Assessment. **This document will help you to ensure a safe working environment for staff and members of the public.**

This document has been principally designed for small and medium sized businesses to guide you through the process of drawing up a Risk Assessment, as it is unlikely that you have access to a suitably competent internal Health and Safety Representative or to an external Health & Safety Consultant.

In order to ensure your business is COVID secure compliant, you must undertake the following:-

- Identify what work activity(s) or situations could result in the transmission of the virus;
- Think about who could be at risk and how;
- Determine and implement control measures to mitigate the risks from the spread and/or transmission of the virus; or seek to remove this work activity(s)/circumstance where possible to do so.
- Decide whom in the organisation/business will undertake this action, and by when.

Note: Employers with five or more employees must record electronically or in a manual document, the significant findings of their Risk Assessment. If you have fewer than five employees, you do not need to document this in writing or electronically, however we recommend you do so to facilitate ease of reference for management and staff.

For your guidance, we have started the Risk Assessment for you under the header 'What are you already doing to control the risks from Coronavirus' by including a basic profile of COVID-19 controls currently in circulation on various Government websites. You should also think about any additional persons who may be harmed that are not included in the class groups documented below in this document; and then assess how they might be harmed. Additionally, you will also need to document any further actions you intend to put into place and specify who will do this and a timescale for completion, and mark when complete.

Please note: All the control measures recorded in this template may not be relevant or practicable to your business operation or premises. You should therefore edit or remove as appropriate.

It is advisable to complete this document electronically as the information you input will be in a legible and comprehensive format. We recommend you make reference to the Health and Safety Executive webpage: Working Safely during the Coronavirus Outbreak: www.hse.gov.uk/coronavirus/working-safely/resources.htm and Guidance [HSE Working Safely During the Coronavirus Outbreak - A Short Guide](#).

You can save this template once complete so you can easily review and update the information as and when required in terms of new Government Guidance being issued; and/or from the identification of new Coronavirus work related hazards in the workplace/work environment, alongside additional control measures that may be implemented.

It is important you discuss your assessment and proposed actions with your staff or their Health & Safety Representative.

Advisory Note: You do not need to use this template for your Risk Assessment. For further information and to view examples of a range of business sectors Risk Assessments, please visit the Health and Safety Executive website at: <http://www.hse.gov.uk/risk/casestudies/>

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COVID-19 RISK ASSESSMENT

Company/Business Name:

Address:

Assessment Carried Out By:

Date of Assessment:

Date of Review:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks from Coronavirus?	What further action do you need to take to control the risks from Coronavirus?	Action by whom?	Action by when?	Done
Transmission/ Spread of Coronavirus (COVID-19)	<p>WHO:</p> <ul style="list-style-type: none"> Staff Visitors Customers Suppliers Cleaners Contractors Drivers Vulnerable groups such as pregnant workers and those with existing underlying health conditions. <p>HOW</p> <ul style="list-style-type: none"> Any person whom physically comes into contact with an infected individual who is asymptomatic/symptomatic, in relation to your business. 	<ul style="list-style-type: none"> Personal Hygiene – Hand washing facilities with antibacterial soap, hot & cold running water, and disposable hand towels. Staff to be advised to wash their hands thoroughly for at least 20 seconds. Staff Welfare, i.e. Health Checks/Questionnaires Procedure for Vulnerable/High-Risk Employees/Staff Shielding - Encourage those shielding or in higher-risk groups to continue working from home. Staff displaying COVID symptoms whilst at work Social Distancing at Work - Employees 	<ul style="list-style-type: none"> PPE i.e. face coverings/gloves. Staff to be reminded that wearing of gloves is not a substitute for good hand washing. 			

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	<ul style="list-style-type: none"> ▪ Touching Contaminated articles/objects/work equipment/machinery. 	<ul style="list-style-type: none"> ▪ Social Distancing at Work– Customers/Contractors/Visitors ▪ COVID Signage in the Workplace ▪ Managing queues inside and out the premises ▪ Controlling access and egress to the premises ▪ Cleaning and disinfection of premises, equipment ▪ Shared work equipment ▪ Cross contamination, i.e. manual handing of merchandise/work equipment/goods ▪ Business Transactions/Customer Payment Methods, i.e. procedure for customer orders 				

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		<ul style="list-style-type: none"> ▪ Staff Arrival Times & Departures ▪ Staff breaks/canteen area ▪ Workplace Activities & Procedures ▪ Workplace layout/reconfiguration, i.e. designated workplace entry and exit doors. ▪ Management of Workplace High Traffic Areas, i.e. lifts/staircases/walkways ▪ Deliveries to and from Site ▪ Procedure for guests/visitors attending site ▪ Workplace Transport 				

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When you have completed your Risk Assessment, save and upload this document to your website or print-off a hard copy.

Now, download and print a copy of the Government poster, ‘Staying COVID-19 Secure in 2020’ which can be found at:

<https://assets.publishing.service.gov.uk/media/5eb96e36d3bf7f5d4043931f/staying-covid-19-secure-accessible.pdf>. Display the poster in a prominent location in your workplace/work environment to show your employees, customers and other visitors, that you have complied with Government Guidance.

Finally, the Government has produced eight guides for a range of business industries, pertaining to working safely during Coronavirus. You can refer to/click on the links below to view the guide(s) relevant to your workplace.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles>