

# COVID-19 Risk Assessment

**All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.**

We have started off the risk assessment for you by including a basic profile of COVID-19 controls currently in circulation. Look at how this might apply to your business, then review and continue to identify the hazards from COVID-19 that are the real priorities in your specific workplace and adapt the table to suit as necessary. Please complete this assessment alongside [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. Additional hazards can also be included. This risk assessment should be reviewed against new government guidance as and when this is released.

**Organisation name: HOPE BARTON BARNES**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Visitors</li> <li>▪ Guests</li> <li>▪ Suppliers</li> <li>▪ Cleaners</li> <li>▪ Contractors</li> </ul> <p>Vulnerable groups such as pregnant workers and those with existing underlying health conditions.</p>	<p><b>Work From Home</b> Where possible staff are encouraged to work from home.</p>		LS	01/12	01/12
		<p><b>Vulnerable Groups</b> Encourage those shielding or in higher-risk groups to continue working from home.</p>	<p><b>Further Considerations:</b> Re-assign tasks Develop low traffic areas where employees can work independently</p>	LS	01/12	01/12
		<p>Those that cannot work from home have been moved to lower risk areas of the building/ lower risk activity where they will be greater protected.</p> <p><b>Travelling to Work</b> Staff carpark onsite Change in shift patterns to reduce congestion during peak travel periods Hand wash facilities provided at entrances</p>	<p><b>Further Considerations:</b> Re-allocate customer parking for employees</p>	LS	01/12	01/12

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		<p><b>Work Area/ Social Distancing</b> Social distancing in the workplace wherever possible. If not other controls in place.</p> <p>Social Distancing:</p> <p>The number of persons in any work area have been reduced to comply with the 2-metre rule.</p> <p>Work schedules have been reviewed including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Break times have been staggered and kitchen restricted in line with 2m rule.</p> <p>Open air areas to be used for face to face meetings.</p> <p>Sufficient rest breaks for staff which are timed so social distancing also to be adhered to in kitchen and toilets</p> <p>One way system implemented and reinforced with visual guides.</p>	<p><b>Further Considerations:</b> Use tape to mark out 2m distance at entry points.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Redesign working environment to prevent face-to-face working.</p> <p>Staggering employee arrival and departure times to reduce congestion in high movement areas.</p> <p>Mark access and egress to the building to enable directional flow and movement of people.</p>	LS	01/12	01/12

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		<p><b>Good Hygiene</b></p> <ul style="list-style-type: none"> <li>▪ Hand washing facilities with soap and water and hand sanitiser in place.</li> <li>▪ Stringent hand washing taking place.</li> <li>▪ Hand washing guidance communicated to staff</li> <li>▪ <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>▪ Drying of hands with disposable paper towels.</li> <li>▪ <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>▪ Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>▪ <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>▪ Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<p><b>Further Considerations:</b></p> <p>Staff and visitors to be reminded to wash their hands for 20 seconds on a regular basis (including destination hand washing on arrival) with water and soap and the importance of proper drying with disposable towels or use of hand sanitiser</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Posters to be displayed at entrance and strategically throughout the building to remind employees of controls: hand</p>	LS	01/12	01/12

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		<p><b>Information and Guidance</b> We will keep informed of developments and Government advice Employees will be notified of key findings of RA before returning to work</p> <p><b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>washing/ 2 metre rule/ symptoms of COVID-19</p> <p><b>Further Considerations:</b> Rigorous checks will be carried out by Carolyn or Lucy to ensure that the necessary procedures are being followed.</p>	Carolyn/Lucy	01/12	01/12

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		<p><b>Wearing of Gloves and Masks</b> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves and masks carefully to reduce contamination and how to dispose of them safely.</p> <p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough or a high temperature, loss of taste or smell in the workplace they will be sent home and advised to follow the stay at home guidance. If possible (mild symptoms) the employee could be encouraged to work from home.</p> <p>LS will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), LS will advise the Directors and contact the Public Health Authority to</p>	<p>Increased cleaning regime implemented and advised to cleaners</p> <p><b>Further Considerations:</b> Cleaning staff to wear gloves and masks</p> <p>Food prep staff to wear gloves</p> <p>All Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p><b>Further Considerations:</b> LS will keep in regular contact by phone or email to support affected staff member.</p> <p>Directors to be informed at all stages</p> <p>LS will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	LS	01/12	01/12

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		<p>discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><b>Mental Health</b>                      Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.                      Directors will offer full support to LS</p>	<p><b>Further Considerations:</b>                      Regular communication of mental health information and an open door policy for those who need additional support are recommended.                      Directors to keep in close contact with LS</p>	LS/Directors	01/12	01/12

Employers with five or more employees must have a written health and safety policy and risk assessment. It is important you discuss your assessment and proposed actions with staff or their representatives. You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities. [For further information and to view other example risk assessments go to http://www.hse.gov.uk/risk/casestudies/](http://www.hse.gov.uk/risk/casestudies/)

Revised at 26/06/2020 - due to reopening on the 10/07/2020

Revised at 01/12/2020 - due to reopening on the 04/12/2020

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This document is guidance for good practice it does not constitute legal advice. You should undertake your own risk assessment before adopting or applying any of this guidance and, if necessary, seek your own legal opinion.