

Coronavirus (COVID-19) Risk Assessment Form

Task being Assessed:	Coronavirus (COVID-19) – Company Risk Assessment	Location:		Assessment Reference:	
Persons at Risk:		Initial Assessment Undertaken by:		Date:	
Last Review Date:		Last Reviewed by:		Next Scheduled Review Date:	

Potential Hazards	Risk Control Measures in Place
Catching / Spreading Coronavirus - Colleagues	<ul style="list-style-type: none"> • Office and meeting spaces are subject to maximum numbers. • Managers to fully brief their teams on site control measures and ensure compliance. • Welfare facilities and offices to contain suitable levels of soap, paper towels and hand sanitiser. • Colleagues are required to wash hands with soap regularly and thoroughly, for at least 20 seconds. Posters displayed in washroom areas. • Colleagues will always practice good respiratory hygiene, using tissues when coughing or sneezing before disposing used tissues in the bin (if no tissues available, coughs and sneezes should be caught in a bent elbow). Posters displayed in communal areas. • Contact with colleagues suspected of having contracted COVID-19 will be avoided. • Colleagues are reminded to not touch their eyes, nose or mouth if their hands are not clean. • Cleaners to maintain routine cleaning during the day. Additional cleaning regime to be implemented by departments for high risk areas which include door handles, surfaces, computer peripherals, welfare areas, drinks making facilities and toilets etc. • Colleagues with symptoms of COVID-19 must follow the self-isolation guidelines set out by the Government and not attend work. • If colleagues are displaying COVID-19 symptoms they should request a test, abide by any instructions from the test and trace services and self isolate for the required time if test is positive. • Colleagues to work from home where possible. • Where colleagues are working in the office, social distancing to be maintained. Signage displayed to facilitate this. Offices to be arranged to facilitate this. • Breaks to be staggered to ensure that only a suitable number of colleagues are in canteens/welfare facilities. • Start and finish times staggered to minimise contact and bottle necks at entrances/exits. • One-way systems to be implemented to avoid contact. Signage clearly displayed indicating this. Separate entrance and exit implemented for the site. • Meetings to be held via phone or video conference where practicable. Where face to face is required, social distance to be maintained. • Wearing of face coverings are required when entering and moving around the office. Face coverings can be removed whilst at desks. • It is recommended that colleagues have the vaccinations and boosters when eligible, and utilise twice-weekly the free lateral flow tests available from the Government (this is not mandatory).
Air conditioning and ventilation - ensuring suitable air flow and exchange throughout the building	<ul style="list-style-type: none"> • Colleagues will ensure (where possible) that doors and windows are open to allow suitable air flow through the building (but not prop open internal or external fire doors). • Air conditioning and forced ventilation systems to be used when office is occupied, and fan speed and air flow not reduced. This will ensure good ventilation. • Where available desk fans can be used to improve air circulation. • CO2 monitors fitted in some areas to monitor ventilation.
Catching / Spreading Coronavirus – Customers, Visitors and Contractors	<ul style="list-style-type: none"> • Where possible, meetings should be conducted over the phone or using video conference. • Colleagues to maintain social distancing with visitors. • Colleagues to adhere to latest Government guidance surrounding the use of face coverings. • Signage to be displayed outside site advising of control measures. • Contractors to ensure they always observe social distancing and hygiene requirements. Risk assessments provided by contractor should include controls on COVID-19. • Maintain cleaning regimes and implement additional cleaning of high-risk areas. • Anyone with symptoms of COVID-19 must not enter the site. • Avoid personal contact with visitors (shaking hands, high fives, hugging etc) • Hand sanitiser and hand wash facilities to be available for visitors to use. • Signage, posters and floor markings concerning social distancing and other controls deployed throughout the site. • All visitors will sign in, receive an induction and ensure they adhere to all COVID rules on site. • Wearing of face coverings are required when entering and moving around the office. Face coverings can be removed whilst at desks.

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Colleague Travel (business) – Resulting in infection or spreading infection	<ul style="list-style-type: none"> Where customer visits take place, colleagues must understand site requirements and adhere to the rules when there (hand washing, social distancing etc). Where possible all meetings should be conducted via phone or video conference. Colleagues to follow Government guidance and customer rules whilst conducting customer visits. Visitors displaying symptoms of COVID-19 must not attend the site. Hosts to ensure visitors are aware of the rules.
Colleague Travel (personal) – resulting in infection or spreading infection	<ul style="list-style-type: none"> Colleagues advised to follow all advice given by the Government regarding travel to and from work especially if using public transport. Colleagues using public transport to follow the latest Government information. Colleagues to check latest Foreign and Commonwealth Office (FCO) advice before travelling abroad and ensure they abide by any advisories. If a colleague returns from abroad, they must follow the advice given from PHE and the government about self-isolation and testing. It is recommended that colleagues avoid car sharing wherever possible, however if this is required they should follow the relevant guidance. Where possible colleagues are encouraged to bike, walk or run to and from work.
Lack of Awareness – causing spread of infection or catching infection	<ul style="list-style-type: none"> The latest Government advice to be displayed in the welfare areas and in suitable places around the office. Regular internal communications to be issued and where possible and safe to do so at an acceptable distance, toolbox talks and safety briefings will be carried out, warning colleagues of the risks posed by the virus as well as the control measures outlined in this assessment and from Government guidance. This will include informing personnel of the known symptoms and making them aware of new Government advice as and when updated. Continually adopt and review new Government / World Health Organisation (WHO) guidance as and when it is available. Guidance document on site controls to be issued and reviewed by all colleagues.
Vulnerable Groups 'Increased Risk' Colleagues	<ul style="list-style-type: none"> Colleagues known to be at an increased risk of severe illness from COVID-19 to be particularly stringent in following social distancing measures. These groups include: <ul style="list-style-type: none"> Aged 70 or older (regardless of medical conditions) Under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds): <ul style="list-style-type: none"> Chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis Chronic heart, liver or kidney disease Chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy Diabetes Problems with your spleen – for example, sickle cell disease or if you have had your spleen removed A weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy Those who are pregnant The Government also consider the following groups of people as higher risk from COVID-19: <ul style="list-style-type: none"> Older males (e.g. those over 50) People with a high body mass index (BMI) People who are from Black, Asian or minority ethnic backgrounds (BAME) If colleagues fall into one of the above categories, they will discuss this with their line manager and additional controls and adjustments will be put in place if required.
"At-risk" Colleagues - there are some clinical conditions which put people at even higher risk of severe illness from COVID-19	<ul style="list-style-type: none"> There are some clinical conditions which put people at even higher risk of severe illness from COVID-19 - classified as "clinically extremely vulnerable". People falling into this group are those who may be at particular risk due to complex health problems such as: <ul style="list-style-type: none"> Received an organ transplant and remain on ongoing immunosuppression medication Cancer and who are undergoing active chemotherapy or radiotherapy Cancers of the blood or bone marrow such as leukaemia who are at any stage of treatment Severe chest conditions such as cystic fibrosis or severe asthma (requiring hospital admissions or courses of steroid tablets) Severe diseases of body systems, such as severe kidney disease (dialysis) Colleagues must speak to their GP or care team if they have not been contacted and think they should have been. If a colleague falls into this category, they should discuss this with their line manager and agree any adjustments required for them to work safely. It is recommended that colleagues have the COVID vaccination and boosters when eligible.
Colleague Mental Health during Crisis (may include stress, anxiety, depression or escalation of current mental health issues)	<ul style="list-style-type: none"> Colleagues to be made aware of current internal support available to them. Colleagues to be made aware of external support mechanisms available to them. Information to be published via internal communications. Other relevant mental health and wellbeing information to be published via internal communications channels. Line managers to look out for signs or poor mental health and provide support where required.
Wearing of PPE and/or Face Coverings (masks, gloves etc) – Prevention of the spread of COVID-19	<ul style="list-style-type: none"> Wearing of face coverings is required when entering and moving around the office. Face coverings can be removed whilst at desks. Where a task performed requires the use of specific PPE (high visibility vests, safety boots etc) there is no change and this equipment should continue to be worn.

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Meeting Rooms and Meetings – Failure to adhere to social distancing requirements causing spread of disease.	<ul style="list-style-type: none"> • Meeting rooms will be closely managed, and a maximum number of people allowed in the room clearly displayed and communicated. Meeting rooms to be set up to ensure social distancing can be maintained. • Colleagues using the meeting rooms to abide by social distancing rules at all times and the maximum number of people in the room. • Meetings to take place via phone or video conference wherever possible and practicable. • Hand sanitiser and wipes to be available in all meeting rooms for use by users. • Cleaning and sanitising equipment available for all meeting rooms (wipes, spray, cloths etc). • Areas such as tabletops, computer and presentation equipment, AC and heating controls and door handles to be cleaned before and after every use.
Deliveries – possible spread of the disease.	<ul style="list-style-type: none"> • All deliveries to be contactless as far as possible. Where this cannot be achieved or there are additional risks, sites will complete a specific risk assessment. • Delivery drivers and colleagues will always maintain social distance during the process. • All those handling deliveries to ensure good hand hygiene is practiced before and after handling deliveries and will sanitise regularly whilst sorting.
Post (internal and external) – possible spread of the disease.	<ul style="list-style-type: none"> • Post to be managed centrally by a specific person / team. • All those handling post to ensure good hand hygiene is practiced before and after handling.
Safety Routines (fire, first aid etc) – failure to maintain giving rise to unsafe conditions for colleagues to work	<ul style="list-style-type: none"> • SHE routines will be maintained regardless. Advice should be sought from the SHE team/s if there are difficulties. • Specific guidance on the provision of first aid treatment to be developed and issued to all first aiders. • Arrangements for fire and emergency evacuations to be shared with colleagues.
Cleaning – Ensuring clean working environments prevent the spread of the disease	<ul style="list-style-type: none"> • Ensure consistent regular cleaning processes in place across all sites. Large sites will have cleaners based on site throughout the day to carry out routine cleaning. • Additional cleaning of high-risk areas such as doors handles, counter tops etc implemented by departments. Equipment to be made available to facilitate this. • Cleaning team to ensure they always maintain social distance during the cleaning process. • Cleaning will be monitored and any high-risk areas or concerns to be raised immediately to line managers. • Colleagues to raise any concerns or requests with their line manager.
External Welfare Areas (smoking areas, external benches etc - possible spread of the disease.	<ul style="list-style-type: none"> • Colleagues will always maintain social distance when utilising these areas. • Signage and information displayed for colleague's information. • Teams to stagger breaks to ensure social distance can be maintained.
Internal Welfare Areas (canteens, kitchens, tea points etc) - possible spread of the disease.	<ul style="list-style-type: none"> • Colleagues to always maintain social distance when utilising these areas. • Individual sites to decide control measures for the use of kitchens, canteens and tea points and record those in a risk assessment. Colleagues to be made aware of the controls in place. • Cleaning equipment to be provided to allow the sanitisation of communal equipment used such as kettles and microwaves. • Items such as crockery, mugs and cutlery must not be shared and cleaned before and after every use.
Toilets and Showers – spread of disease	<ul style="list-style-type: none"> • Regular cleaning to be maintained throughout the day in all toilet areas by cleaning contractors. • Colleagues to ensure hands are washed on entering and exiting the toilets. • Paper towels to be made available. • Equipment to be available to ensure colleagues can sanitise toilet areas including seat, handles, doors etc.
Waste – Removal of used face coverings, cleaning cloths and wipes	<ul style="list-style-type: none"> • Additional waste bins provided to allow colleagues to dispose of these items safely. • Regular emptying of containers undertaken by the on-site cleaning team.

Additional Hazards	Additional Controls

Print Name:		Signature:		Date:	
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