**Template Covid-19 Risk Assessment**

A Risk Assessment must be completed prior to opening for the first time during the Covid-19 pandemic. This template can be used to create a site-specific Risk Assessment for dealing with the risk of infection of Covid-19 in the workplace. The examples below do not cover all hazards and controls in your workplace  and therefore each employer must consider their own unique circumstances to determine specific risks and control measures. The government have produced guidance for a range of workplace settings that may help you with your Risk Assessment:  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> . You should regularly review your Risk Assessment as the situation changes.

**Name and address of the business:**

**Name and position of person/ people completing the Risk Assessment:**

**What activities does the Risk Assessment cover:**

**Date Risk Assessment Completed:**

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| **What are the hazards?**  | **Who might be harmed and how?**  | **Controls required?**  | **Who will carry out these controls?**  | **Action carried out by when?**  |
| Spread of virus from asymptomatic person on site  | Staff  Customers Delivery drivers Visitors Contractors   | Controls to consider: * Are social distancing controls in place for all activities and areas of the business (including customer areas, staff rooms, warehouses etc)?
* Can you rearrange the work area so you can keep people 2m apart?
* How are you managing queues?
* Is there a limit to numbers allowed on site? And how is this managed?
* If social distancing is not possible what controls are in place?
* How is handling of stock managed? Procedures for customer returned stock?
* Increasing natural ventilation?
* Any PPE required? – Note you should not rely on PPE as a single control.  It may be used in conjunction with other control measures
* Cleaning – chemicals used, frequency, what areas, identify objects and surfaces that are frequently touched?
* Handwashing and/or sanitiser available, where and for who?
* Provide information such as signs, posters, use of floor paint or tape etc to help people travel through the work areas/customer areas safely.
* What training as been provided for staff?  How will you pass information and guidance to staff who don’t have English as their first language?

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| Spread of virus from person on site displaying symptoms   |   | Controls to consider: * Identify vulnerable staff (such as those shielding or staff who live with others that are shielding).Are any extra controls required?
* Is there a staff sickness policy? Does it refer to Covid-19?
* What action is required if staff notice someone with symptoms? – close to deep clean, isolation required?
* Staff training?
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