

Workplace Guidance and risk assessment pack

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Introduction

The following tools are intended to support all businesses keep people safe from the risk of COVID-19 when returning to work. The tools have been created by a team of Health & Safety experts using the latest advice from the government & NHS.

The government advice is clear that where possible work should be undertaken from home. If it is not possible to undertake work from home and your business is not on the list forced to close, you can continue to work but should assess your activities in line with the latest COVID-19 prevention methods.

Please note, all information in this pack is correct as of 29th May 2020.

Where do you start?

There's a lot of information out there regarding COVID-19 and details change daily. Trying to stay on top of the information is incredibly difficult and has created a lot of uncertainty around how to operate as a business. We've therefore structured our toolkit to provide a logical thought process to follow:

Step 1 – Complete the COVID-19 Inspection Form

The inspection form will ask you to consider:

- Employees, social distancing and the impact of returning to work
- Travel, Access & Egress
- Cleaning and Hygiene Practices
- Building Safety

The completed inspection form will allow you to identify gaps where additional measure may be required.

Step 2 – Use the findings from your completed inspection form to complete the COVID-19 Risk Assessment

The risk assessment is setup with the same four topics as the inspection form but delves into more detail on how you intend to mitigate the risk of each identified hazard. The information contained within this document is generic and you should tailor the document to be relevant to your industry and take into consideration any specific regional advice given. We've created a resource list that will allow you to quickly find the information you need from the relevant source.

Step 3 – Action Plan

Completing the risk assessment will provide you with a list of different measures that you now need to implement. This is the time to evaluate the practicality of implementing each measure and determine how to take the necessary steps to ensure they're in place ready for your return to work.

Step 4 – Communication

Communication is key and there's a lot of change that your staff need to digest and consider before returning to work. Continuous communication throughout this process will demonstrate that you're putting your staff's safety at the heart of this decision.

Step 5 – Review

The information around COVID-19 changes on a frequent basis and you will need to monitor the latest advice for any changes that could impact your business. We've provided a library of useful links that can be monitored for the latest information.

Latest Government and NHS Advice

[Latest Government Social Distancing Information](#)

[Guidance for Employers & Businesses on COVID-19](#)

[Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

[Closed Business & Venue List](#)

[NHS COVID-19 Latest Information](#)

Industry specific information

Construction:

- <https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/04/Site-Operating-Procedures-Version-3.pdf>
- <https://builduk.org/wp-content/uploads/2020/04/Highways-England-Coronavirus-Best-Practice.pdf>
- <https://www.youtube.com/watch?v=m-CoB9ukD28&feature=youtu.be>
- <https://builduk.org/wp-content/uploads/2020/04/VolkerRail-Coronavirus-Best-Practice.pdf>

British Retail Consortium

- <https://brc.org.uk/media/674414/brc-warehouse-and-distribution-implementation-practices-v3.pdf>

Electrical

- <https://www.eca.co.uk/CMSPages/GetFile.aspx?guid=9d2dd79c-c715-4b00-8040-8d6018bce61f>
- <https://www.eca.co.uk/CMSPages/GetFile.aspx?guid=a58576b8-3d9e-49c8-904d-faab9c5a9a70>

Builders Merchants

- <https://ttf.co.uk/wp-content/uploads/2020/04/Branch-Operating-Guidelines-during-COVID-19-20.04.20.pdf>

COVID-19 Health & Safety Inspection Checklist

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and businesses. This inspection checklist assists in identifying the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

Site:
Site Address:
Company:
Inspection Undertaken by:
Report to:

No of issues not closed out from previous inspection		No of issues that are repeated from previous report	
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Findings of Inspection
Level of compliance should be included in report using a Rag Rating - Green – Full compliance (no action required), Amber - breach identified (remedial action recommended), Red – significant breach (action required)

A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.			
2.	Are you tracking people who have been identified as high risk/are shielding.			
3.	Where practicable have staff been allowed to work from home/remotely.			
4.	Can all staff maintain the government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). These could include but are not limited to the following:			
4a	Are you able to segregate staff's activities to promote 2 meters distance.			

4b	If you are not able to work whilst maintaining a 2 metre distance. Have you considered the following: <ul style="list-style-type: none"> Should the activity continue If yes: <ul style="list-style-type: none"> Are you able to minimise the frequency and time workers are within 2 metres of each other and minimise the number of workers involved in these activities. 			
4c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two meters distance.			
5.	Have staff been trained / notified before returning to work on any new procedures.			
6.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.			
7.	Have staff been instructed on social distance where practicable while at work.			
8.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.			
9.	Are daily alerts from government departments e.g. Public Health England / Devolved Agencies being sourced and shared with staff.			
10.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.			

B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.

No	Issues	Y/N/ NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures.			
2.	Are workers using their own transport for work activities.			
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc) and been provided with additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible.			
4.	Have you considered staff that are required to car share for their role and whether this could continue.			
5.	Congestion reduced, for example, by having more entry points to the workplace.			

6.	Has access to the building/site been restricted to visitors and contractors etc.			
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building.			
8.	Have appropriate hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.			
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.			
10.	Are the signs displayed reviewed and replaced as necessary.			

C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.

No	Issues	Y/N/ NA	Rating R/A/G	Comments
1.	Have you completed a deep clean of the property / site before returning.			
2.	Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when site/building/premises is occupied.			
3.	Are all hand contact points cleaned on a frequent basis throughout the day including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.			
4.	Are appropriate cleaning products being used during daily preventative clean regime.			
5.	Have persons undertaking the cleaning been instructed with clear safe usage instructions.			
6.	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.			
7.	Can blinds be kept opened and locked if they cannot be removed.			
8.	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.			

9	Is it practicable to introduce a daily steam cleaning procedure/ enhanced cleaning for washrooms.			
10	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day.			

D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.

Guidance on a suitable inspection can be [found here](#).

No	Issues	Y/N/ NA	Rating R/A/G	Comments
	Has your responsible person carried out checks on your building in the following areas:			
1.	Fire Safety Systems / Emergency Lighting.			
2.	Ventilation / Humidity / Lighting & Heating.			
3.	Gas Installations.			
4.	Legionella Controls.			
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.			
6.	Lift Statutory Inspections.			

E: Other Issues

No	Issues	Y/N/ NA	Rating R/A/G	Comments

Inspection undertaken by:

Signed:

Date:

Workplace Health & Safety Inspection Action Summary

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome Negligible, Minor, Moderate, Major, Fatality	Likelihood Very unlikely, Unlikely, Possible, Likely, Very Likely	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Virus transmission in the workplace	Staff, visitors, contractors	<p>Specific individual worker risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>An inspection checklist has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>Staff are requested to work remotely where possible and for the foreseeable future (provided it does not interfere with workload commitments).</p> <p>A tracking system/InfoExchange reporting tool is utilised to keep track of when staff can return to work after the symptom free period.</p> <p>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</p> <p>Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry (The latest Guidance on these measure can be found by clicking the following link Social Distancing Guidelines).</p> <p>Staff activities are segregated to promote 2 meters distance.</p>						
Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Where the social distancing guidelines cannot be followed in full in relation to a particular activity, consideration has been made whether that activity needs to continue for the business to operate.</p> <p>Further increasing the frequency of hand washing and surface cleaning.</p> <p>The activity time involved is kept as short as possible and minimise the frequency.</p>						

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Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Consider introducing an enhanced authorisation process (permit to work) for activities where less than 2m distance may be required.</p> <p>Screens or barriers are used to separate people from each other.</p> <p>Back-to-back or side-to-side working (rather than face-to-face) is used whenever possible.</p> <p>Number of people each person has contact with is reduced by using 'fixed teams or partnering' (so each person works with only a few others).</p> <p>Reduced maximum occupancy for lifts, providing hand sanitiser for the operation of lifts, and use of stairs encouraged.</p> <p>A one-way flow system is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.</p> <p>Employees are educated on preventative care.</p> <p>Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</p> <p>Staff informed not to wear neck ties and scarves due to the risk of transmitting the virus when working in close proximity to colleagues.</p> <p>Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.</p> <p>Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen.</p> <p>Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.</p>						

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Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.</p> <p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.</p> <p>Staff bring their own provisions in for lunch.</p> <p>The canteen is only to be used to provide seating, with staggered entry to maintain social distancing rules.</p> <p>Social gathering amongst employees have been discouraged whilst at work.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>Staff have been separated into teams to reduce contact between employees.</p> <p>Desks are arranged to maintain a minimum of 2 meters from each other, with employee's facing in opposite directions.</p> <p>Only where it is not possible to move workstations further apart, using screens to separate people from each other.</p> <p>Use of protective screening for staff in receptions or similar areas.</p> <p>Workstations assigned to an individual. If shared, they are shared by the smallest possible number of people.</p> <p>Hot desks avoided.</p> <p>Fixed pairing system for people who have to work in close proximity. For example, during two-person assembly or maintenance.</p> <p>Changed/reviewed layouts, line set-ups or processes to allow people to work further apart from each other.</p>						

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		<p>Sites/building separated into working zones to keep different groups of workers physically separated as much as practical.</p> <p>Restricted access between different areas of a building or site.</p> <p>Reduced movement by discouraging non-essential trips within buildings and sites. For example, encouraged use of telephones where permitted, and cleaning them between use.</p> <p>Reducing job and location rotation and equipment rotation, for example, single tasks for the day.</p> <p>Building/site access is planned and 'area of safety' points to enable social distancing</p> <p>Reduced number of people in attendance at site inductions and considered holding them outdoors wherever possible with social distancing.</p> <p>Regulated use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.</p> <p>Where PPE is already utilised as part of a work activity to protect against non-COVID-19 risks, this is continued to do so.</p> <p>Precautionary use of extra PPE to protect against COVID-19 is not encouraged outside of clinical settings or when responding to a suspected or confirmed case of COVID-19.</p> <p>Support is provided to workers in using face coverings safely if they choose to wear one. This includes:</p> <ul style="list-style-type: none"> • Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. 						

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		<ul style="list-style-type: none"> • Change your face covering if it becomes damp or if you've touched it. • Continue to wash your hands regularly. • Change and wash your face covering daily. • If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. • Practise social distancing wherever possible. <p>(Note: When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE. For example, first responders and immigration enforcement officers.) If you are in one of these groups you should refer to the advice at:</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-personal-protective-equipment-ppe-plan/covid-19-personal-protective-equipment-ppe-plan</p> <p>and</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>The government's e.g. Public Health England / Devolved Agencies response page is monitored regularly for latest details on guidance and advice.</p>						

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		<p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e line managers, HR) and shared with staff.</p> <p>Business related travel is reduced</p> <p>All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.</p> <p>Meetings held outdoors or in well-ventilated rooms whenever possible.</p> <p>Staff discouraged from hand shaking and general close personal greetings</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p>						
<p>Someone entering the workplace with COVID-19</p> <p>Someone entering the workplace with COVID-19</p>	<p>Staff, visitors, contractors</p> <p>Staff, visitors, contractors</p>	<p>Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19 including 'Covid 19 secure' assurance notice.</p> <p>Work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p> <p>Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations. See</p>						

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		<p>current guidance for people who have symptoms and those who live with others who have symptoms.</p> <p>Staff will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms</p>						

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Travel, Access & Egress								
Travelling to work	Staff, visitors, contractors	Sufficient parking restrictions to maintain social distancing measures in place. Workers will be instructed to use their own transport for work activities. Additional parking or facilities provided such as bike-racks to help people walk, run, or cycle to work where possible. Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc						
Driving at work	Staff, Contractors	Staff roles that are required to car share are considered and whether this could continue. Non-essential travel is minimised– consider remote options first. The number of people travelling together in any one vehicle is minimised, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. Shared vehicles between shifts or on handover are cleaned. Where workers are required to stay away from their home, this is centrally logged and any overnight accommodation confirmed to meeting social distancing guidelines. Procedures in place to minimise person-to-person contact during deliveries to other sites.						

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Entry and exit to building	Staff, visitors, contractors	<p>Congestion reduced, for example, by having more entry points to the workplace.</p> <p>Access and exit from a building involving signing in/out at reception digitally managed, any touchscreen technology avoided.</p> <p>Access to the building/site been restricted to visitors and contractors etc.</p> <p>Visitors confined to strictly defined areas and unnecessary movements around the building avoided.</p> <p>Hand sanitiser pump action containers are available in every work area and on main travel routes through the building/site including access and egress areas</p>						
Entry and exit to building – Continued	Staff, visitors, contractors	<p>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.</p> <p>Signs displayed reviewed and replaced as necessary.</p> <p>Collaborative working conducted with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions and staircases.</p>						

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Cleaning and hygiene measures								
Environmental Cleaning	Staff, visitors, contractors	A deep clean of the property / site before returning is performed if required.						
Cleaning Frequency	Staff, visitors, contractors	If practicable a daily steam cleaning procedure/enhanced cleaning for washrooms is undertaken. The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken when site/building/premises is occupied.						
Commonly touched surfaces	Staff, visitors, contractors	All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas. Where practical, curtains and blinds are removed to minimise the areas where viruses can be difficult or time consuming to remove. Blinds be kept opened and locked if they cannot be removed. Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier. Appropriate cleaning products are used during daily preventative clean regime. Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations. Any use of common work equipment is restricted and managed.						
Use of cleaning products	Staff, Contractors	Persons undertaking the cleaning been instructed with clear safe usage instructions.						

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use Correct PPE is provided for the use of cleaning materials						
Housekeeping	Staff, Contractors	Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day. Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents. Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.						

Work must continue alongside COVID-19 and you still have a duty to ensure a safe place of work for your staff, visitors etc. If you're intending to bring your staff back to your workplace and your workplace has been sat idle, we would suggest giving some consideration to the following topics:

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Fire Safety Systems / Emergency Lighting - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Fire, heat, burns, smoke inhalation	Staff, visitors, contractors	Responsible person has carried out checks on your building in the following areas: Emergency lighting suitable, sufficient and maintained. Suitable number fire extinguishers available in required locations. Fire hoses available and operational (If installed). The sprinkler system including head's maintained (if fitted). Dry / wet risers inspected and maintained (if installed). Fire blankets available in required location. Fire alarm and detection system for the building tested, inspected and maintained. Means of escape clear. Fire doors provided and maintained in good working order. Building has suitable lightning conductors / protection. The fire risk assessment suitable & sufficient / current.						

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Ventilation / Humidity / Lighting & Heating Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, visitors, contractors	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius). Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.						
Ventilation	Staff, visitors, contractors	Natural ventilation is available in the workplace, e.g. windows or open doorways. If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air. Air exchange rate of the air handling system meet standard requirements for the occupants in the building. Ventilation systems have been adequately maintained and serviced.						

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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Gas Installations - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Gas Installations	Staff, visitors, contractors	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies. Adequate ventilation available next to gas installations. Carbon monoxide detection available next to gas installations and in operation. Gas isolation control switches available and clearly identified. Supplier's emergency contact number clearly displayed, un- obscured and legible. Gas cylinders being used safely (if used).						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome Negligible, Minor, Moderate, Major, Fatality	Likelihood Very unlikely, Unlikely, Possible, Likely, Very Likely	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Legionella/Water Systems/Hygiene - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Water outlets Legionella	Staff, visitors, contractors	Tanks, taps and shower outlets inspected and maintained. Suitable controls in place to reduce the risk of legionnaires disease. Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria.						
Drinking water	Staff, visitors, contractors	Drinking water facilities safe for use i.e. provided at refreshing temperatures (not warm). Drinking water should ideally be "live" from the potable water main or from storage that is properly designed, sealed from ingress of dirt, vermin etc. and with good circulation.						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome Negligible, Minor, Moderate, Major, Fatality	Likelihood Very unlikely, Unlikely, Possible, Likely, Very Likely	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Statutory Inspections	Staff, visitors, contractors	Responsible person has carried out checks on your building in the following areas: Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.						
Lift Statutory Inspections	Staff, visitors, contractors	The thorough examination, inspection, testing and maintenance records for the lifts in date.						
Plant and Equipment	Staff, visitors, contractors	There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date. All fixed guards on machinery in place, secure and well maintained. The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation. Defective equipment been taken out of service awaiting repair. Enough space is available for personnel to undertake their tasks safely and comfortably. Personnel have the appropriate competences and/or trained to use machines/work equipment.						
Signed:		Assessment Date:	Further action required: Y/N		Action Review Date(s):			
Name:					Next Review Date:			

Risk Assessment Action Plan

Risk Assessment Reference No:					
Hazard/Activity	Proposed Action	Person(s) responsible	Proposed timescale	Action Taken	Date/Signature

Need further assistance?

FS Facilities Management can offer bespoke H&S guidance. If you want more support, contact us using the details below:

E: office@fs-fm.co.uk | T: 0116 4299422 | www.fsfacilitiesmanagement.com

(Company Name) COVID-19 Visitor Questionnaire

The health and safety of our employees, customers, families and visitors remains the top priority of (Company Name). As the Coronavirus situation continues to evolve globally, we're asking you to complete this questionnaire to help prevent the spread of or exposure to COVID-19. If you answer "yes" to any questions, we respectfully request you reschedule your visit or request a virtual consultation. If you answer "no" to these questions and plan to proceed with your visit, please email this completed document back to the originator.

While in our premises, we ask you to exercise safe social distancing guidelines, avoid handshakes and abide by current health guidelines to frequently and thoroughly wash your hands-on arrival and departure (if possible) and where possible carry and use hand sanitiser. Please arrive at your designated time and use the hand sanitisers on entry to the building. If you use any PPE please take it back home with you. Do not dispose of on our site. Do not touch anything whilst on site.

Visitor Name: Click or tap here to enter text.	Visitor Mobile/Home Phone Number: Click or tap here to enter text.
Visitor Company/Organisation: Click or tap here to enter text.	(Company Name) Host: Click or tap here to enter text.
Planned Date of visit: Click or tap to enter a date.	Scheduled Time of visit: Click or tap here to enter text.

SELF DECLARATION BY VISITOR	
1.	Have you been diagnosed with COVID-19 within 14 days of your visit to (Company Name)? <input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have you been in contact with someone who has been diagnosed with COVID-19 within 14 days of your visit to (Company Name)? <input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Have you been in contact with someone who may have been exposed to COVID-19 within 14 days of your visit to (Company Name)? <input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you experienced any of the following symptoms; within 14 days of your visit to (Company Name)? <ul style="list-style-type: none">• High temperature• Dry, persistent cough• Anosmia – loss of taste and smell• Sore throat• Headache and body aches• Chills• Diarrhoea• Difficulty breathing• Feeling weak• Blocked nose <input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Have you visited any facility or location with confirmed Covid-19 Cases <input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you travelled abroad in the last 14 days. https://www.gov.uk/foreign-travel-advice <input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer to any of the above questions is "yes," access to the site will be denied and please defer your visit. If you answer "no," please proceed. Thank you.

If you feel unwell and are displaying the majority of the symptoms listed in section 4, particularly the first three, you should stay at home and follow the current Government guidelines.

Access to site (delete: **APPROVED / DEFERRED**)

Note: If you plan to be onsite for consecutive days, please immediately advise your host if any of your responses change. This information is for internal use only and not general distribution.

Checklist and Risk Assessment for Individual Worker re COVID-19

Step 1

The checklist should be completed first: this will help you to identify any hazards to the worker. For each point, consider whether it is part of their work and if so, how it may affect them personally. On occasion their work may affect others and this should also be considered.

Step 2

Where you have answered YES in the checklist and identified there is a hazard and assessed the risk to the worker by determining existing controls/further action required, enter this onto the risk assessment pro forma.

You will then be able to put any control measures in place to eliminate the risk, or reduce it to an acceptable level for the worker.

Note

This checklist is not exhaustive: other issues with the worker's work conditions/place may need to be considered.

The risk assessment should be reviewed on a regular basis throughout the employment and any necessary control measures put in place.

Employee's name:	Date:
Job title:	Line Manager's Name:
Form completed by:	
Any known recommendations made by Doctor and/or Occupational Health Specialist:	
Covid-19 exposure	Yes/No Existing control/Further Action Required

*If the answer to any question is **Yes** then identify the additional control measures introduced to mitigate the risk.*

1.1	<2m distancing: Are employee's required to carry out work in breach of 2 metre social distancing from both work colleagues and non-employees		
1.2	Contaminated surfaces: Does the work involve touching surfaces that are potentially contaminated		
1.3	Inadequate welfare facilities: Are welfare facilities inadequate to facilitate regular handwashing eg lack of number of facilities or lack of soap and hot water		
1.4	Pre-existing chronic conditions: Does the employee have any known pre-existing chronic condition (listed below) that may make them more vulnerable if exposed to the covid-19 virus		
1.5	Increased vulnerability: Has the employee expressed concern about any other condition which they feel would make them more vulnerable eg mild asthma		
1.6	High risk work environment: Is there a higher risk of infection due to the work environment eg hospitals, mortuaries, densely populated workplaces etc		
1.7	High risk of infection: Is there a higher risk of infection due to the geographic location eg those areas with high infection rates		

<p>Risk</p> <p>The level of risk will depend on;</p> <ul style="list-style-type: none"> • the work environment • the type of work carried out • the distance that can be maintained between the employee and any possible source of infection • the level of hand cleaning regime in place • the level of information provided • the effectiveness of existing controls that are in place <p>In some cases, workers may be more vulnerable to infection because of age (70 and over) or an existing condition these individuals fall into two categories as below;</p> <p>Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in the group.</p> <ol style="list-style-type: none"> 1. Solid organ transplant recipients. 2. People with specific cancers: <ul style="list-style-type: none"> • people with cancer who are undergoing active chemotherapy • people with lung cancer who are undergoing radical radiotherapy • people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • people having immunotherapy or other continuing antibody treatments for cancer • people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs 3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD). 4. People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell). 5. People on immunosuppression therapies sufficient to significantly increase risk of infection. 6. Women who are pregnant with significant heart disease, congenital or acquired. <p>People who fall in this group should have been contacted to tell them they are clinically extremely vulnerable.</p> <p>Clinically vulnerable people are those who are:</p> <ol style="list-style-type: none"> 1. aged 70 or older (regardless of medical conditions) 2. under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds): <ul style="list-style-type: none"> • chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis • chronic heart disease, such as heart failure • chronic kidney disease • chronic liver disease, such as hepatitis • chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy • diabetes • a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets • being seriously overweight (a body mass index (BMI) of 40 or above) • pregnant women 	<p>How to minimise the Risk</p> <p>When assessing the infection risks to staff the following controls should be considered:</p> <p>Avoid contact with possible sources of infection by;</p> <ul style="list-style-type: none"> • Avoiding having to work in areas where there is a known covid-19 sufferer where possible • always ensure safe distance (2 metres) is maintained between individuals (this includes welfare areas), if not possible for certain activities then minimise time spent in closer proximity • wearing gloves, where practicable, to prevent contact with potentially contaminated surfaces • ensure employees have the facilities to carry out regular hand washing using soap and water for 20 seconds or hand sanitiser • provide employees information about the symptoms and the control measures required • provide employees with the correct ppe • employees to report situations which they feel may have exposed them to the virus <p>Clinically extremely vulnerable individuals have been strongly advised not to work outside the home.</p> <p>Clinically vulnerable individuals, who are at higher risk of severe illness have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.</p> <p>If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.</p>
<p>Any other issues</p>	<p>Further Action Required</p>

If a risk has been identified, indicate below the action to be taken to remove the hazard or reduce the risk.

INDIVIDUAL WORKER'S RISK ASSESSMENT

Employee's name:	Establishment:
Date:	Line Manager's Name:
Assessor(s):	Review Date:

Source of Hazard	Persons Affected	Control measures in place now	Still high risk?	Still medium risk?	Still low risk?	Further action required, by whom, timescale or reference to other assessments

Signed by Line Manager.....

Signed by Employee.....

Further guidance and information to help you complete a risk assessment can be obtained from your H&S Policy and H&S professional. For further advice contact us at office@fs-fm.co.uk – Further to this contact Alcumus, creators of this document info@alcumusgroup.com

COVID-19

Information for Employees



What is the Coronavirus?

COVID-19 is a highly contagious virus that may result in you displaying the following symptoms;

- High temperature
- Dry, persistent cough
- anosmia – loss of taste and smell
- Difficulty breathing
- Sore throat
- Headache and body aches
- Feeling weak
- Chills
- Blocked nose
- Diarrhoea

If you feel unwell and are displaying the majority of these symptoms, particularly the first three, you should stay at home and follow the current Government guidelines.

General rules to protect yourself and others:

- Pay attention to symptoms
- Stay at home for 7 days if experiencing symptoms
- **Cough or sneeze in a disposable tissue. If you don't have a tissue, use your sleeve.**
- Throw away disposable handkerchief immediately after use
- Avoid touching your eyes nose and mouth with unwashed hands
- **Wash your hands with soap and water or a sanitiser gel several times a day for at least 20 seconds.**
- **Keep at least 2m away from others where possible**
- **Wear face coverings when in enclosed public spaces like public transport**
- **Avoid public transport where possible**
- **Only travel for essential purposes, getting to and from work and for exercise purposes**

COVID-19 Information for Employees

Workplace Control Measures

In order to keep you safe we have introduced the following site rules whilst at work;
(please delete and add/modify site rules to suit)

- Arrive at site within your designated staggered time slot
- Use your designated entry point to the building
- Always keep 2m distance from others if queueing to access the workplace
- Use the hand sanitisers placed at the entrance to the site
- Follow the one-way flow system in operation when moving around the site
- Only move around the site if essential to do so
- Observe the maximum occupancies of rooms and lifts
- Use the hand sanitiser stations when moving from one area to another
- Observe the distancing rules when at your workstation and surrounding area
- Follow local rules as indicated by floor and wall signage.
- Clean common touch parts of equipment such as printers, photocopiers before and after use using the wipes provided
- If the activity requires two persons, ensure you always pair up with the same colleague and minimise the time spent together
- Stick to your designated staggered break time, minimise numbers of persons using the kitchen/canteen facilities and maintain distancing
- Maintain distancing rules when using common areas such as toilet facilities and access routes
- When leaving site maintain social distancing in any queues. Do not congregate in groups.

In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe.

COVID-19 Information for Employees

Wash your hands regularly

Ensure you're regularly washing your hands for at least 20 seconds, using the below technique:



Hand-washing technique with soap and water



1
Wet hands
with water



2
Apply enough soap
to cover all
hand surfaces



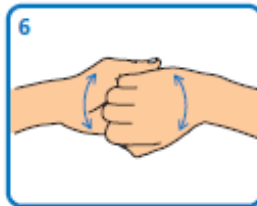
3
Rub hands palm
to palm



4
Rub back of each hand
with palm of other hand
with fingers interlaced



5
Rub palm to palm with
fingers interlaced



6
Rub with back of fingers
to opposing palms with
fingers interlocked



7
Rub each thumb clasped
in opposite hand using a
rotational movement



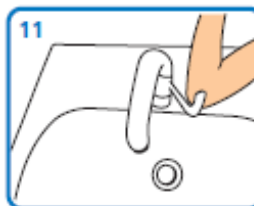
8
Rub tips of fingers in
opposite palm in a
circular motion



9
Rub each wrist with
opposite hand



10
Rinse hands
with water



11
Use elbow to
turn off tap



12
Dry thoroughly with
a single-use towel



13
Hand washing should take
15-30 seconds

