

## What to include in your COVID-19 risk assessment

**Company name:** \_\_\_\_\_ **Assessment carried out by:** \_\_\_\_\_

**Date assessment was carried out:** \_\_\_\_\_

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 a COVID-19 risk assessment and it'll help you manage risk and protect people. You must:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

When completing your assessment make sure you talk to your workers and their representatives to explain the measures you are taking. They can also provide valuable information on how you could control the risks.

You can use this document to help you make sure you have covered what you need to keep workers and others safe. Once you have completed your risk assessment you will also have to monitor to make sure that what you have put in place is working as expected.

More information on [working safely during the coronavirus outbreak](#).

HSE's [core guidance on managing risk](#).

In the UK some rules such as social distancing may be different in each of the devolved nations. However, HSE regulates in all of these countries. You should check the public health guidance for the country you are in:

- [Wales](#)
- [England](#)
- [Scotland](#)

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p>Children &amp; Staff  (Occasional visitors)</p>	<p>Water, soap and drying facilities at wash stations across the school</p> <p>Information on how to wash hands properly and display posters in all toilets.</p> <p>Hand sanitiser stations at 8 strategic locations for the occasions when people can't wash their hands</p> <p>Drivers who visit and need the bathroom to use the 'external' on near the boiler room to stop them having to access the interior of the school</p>	<p>Children reminded regularly to wash their hands by staff and to do this when they first come in, after breaks and before and after food.</p> <p>Signs up to remind people to wash their hands</p> <p>Identify if and where additional hand washing facilities may be needed</p> <p>Rota for replenishing hand sanitisers is in place</p> <p>Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem</p>		

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<p>Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, toilet facilities, entry/exit points to facilities, lifts, and other communal areas</p>	<p>Children &amp; Staff  (Occasional visitors)</p>	<p>Limit gatherings of children outside their Year group bubble</p> <ul style="list-style-type: none"> <li>• Separate playtimes</li> <li>• Separate lunch arrangements</li> <li>• Staggered arrival and leaving times</li> <li>• One-way system set out around the outside spaces</li> <li>• Classes not needing to move often</li> </ul> <p>Limit gatherings of staff (and notices in staffroom) about keeping distance from one another</p> <ul style="list-style-type: none"> <li>• Not having the whole staff together in the staffroom</li> <li>• Staggering break and lunchtimes for staff</li> <li>• Floor guides in place along the narrow corridor to the staffroom</li> <li>• Packs of antibacterial wipes in the staffroom near the water boiler, toaster etc and one set on each table</li> <li>• Keep windows, and when possible, doors open</li> <li>• Screens erected in the office where three staff work quite closely</li> </ul>	<p>Outline staggered break times and which children can use which spaces</p> <p>School site split into 4 zones which each cleaner will be responsible for part of. Clear guidance provided for the cleaners on expectations of cleaning in each area.</p>		

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<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p>	<p>Children &amp; Staff  (Occasional visitors)</p>	<p>Identified surfaces that are frequently touched and by many people.</p> <p>Reduced the need for people to move around the site as far as possible by having Year group bubbles.</p> <p>Avoid sharing work equipment by allocating it on personal issue.</p> <p>Leaving open doors within the building so that as people do need to move, they do not need to push or pull doors</p> <p>Identify other areas that will need cleaning to prevent the spread of coronavirus, eg canteens, rest areas, welfare facilities, vehicles and specify the frequency and level of cleaning and who will do it</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>Provide more bins and empty them more often</p>	<p>Put in place monitoring and supervision to make sure people are following controls, i.e. are the cleaning regimes implemented</p> <p>Provide information telling people who needs to clean and when</p> <p>Provide instruction and training to people who need to clean. Include information on:</p> <ul style="list-style-type: none"> <li>• the products they need to use</li> <li>• precautions they need</li> <li>• to follow</li> <li>• the areas they need to clean</li> </ul> <p>Identify how we are going to replenish cleaning products</p>		

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<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p>	<p>School staff</p>	<p>Talk openly with staff about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through</p> <p>Involve staff in completing risk assessments so they can help identify potential problems and identify solutions</p> <p>Keep staff updated on what is happening so they feel involved and reassured</p> <p>Discuss the issue of fatigue with employees and make sure they take regular breaks</p>	<p>Share information and advice with staff about mental health and wellbeing</p> <p>Consider an occupational health referral if personal stress and anxiety issues are identified</p> <p>Advertise the Towergate phone service if staff have any health concerns, including well-being.</p>		

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Contracting or spreading the virus by not social distancing	Children & Staff  (Occasional visitors)	<p>Places where, under normal circumstances, staff would not be able to maintain social distancing rules (corridor, staffroom)</p> <p>Help keep people apart in line with social distancing rules.</p> <ul style="list-style-type: none"> <li>• using marker tape on the floor</li> <li>• one-way system outside</li> <li>• holding meetings virtually rather than face-to-face</li> <li>• using empty spaces in the building for additional rest break areas where safe to do so (eg. Small Hall)</li> <li>• remind staff of bike racks if any wish to cycle to work</li> <li>• physical screens put in office to separate stations</li> <li>• enhanced cleaning regimes and areas of responsibility</li> <li>• increase in hand washing for staff and pupils</li> </ul>	<p>Monitor and supervise to make sure social distancing rules are followed; speak to those politely who don't</p> <p>Provide information and instruction to parents about what they need to do when coming back in September</p> <p>Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing</p>		

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Poor workplace <a href="#">ventilation</a> leading to risks of coronavirus spreading	Children & Staff  (Occasional visitors)	Keep all doors and windows open (weather permitting) to allow constant flow of fresh air	Maintain air circulation systems in line with manufacturers' recommendations		

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Increased risk of infection and complications for vulnerable workers	Staff	<p>Identify who in work force fall into one of the following categories:</p> <ul style="list-style-type: none"> <li>• <a href="#">Clinically extremely vulnerable</a></li> <li>• People self-isolating</li> <li>• People with symptoms of coronavirus</li> </ul> <p>Discuss with employees what their personal risks are and identify what you need to do in each case</p> <p>Identify how and where someone in one of these categories will work in line with current government guidance</p> <p>If they are coming into work identify how you will protect them through social distancing and hygiene procedures</p>	Put systems in place so people know when to notify you that they fall into one of these categories, eg they start chemotherapy or are pregnant		

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Increased need of PPE for staff who deal with specific medical needs	Staff	<p>Disposable aprons and gloves used to help children with toileting</p> <p>Separate disposal bins located in areas where these children will be assisted</p> <p>Check the stock and ordering system for aprons and gloves to cover at least 10 a day (likely at least 3 children for whom this will need to be worn)</p>	Ensure that supply chain is in hand and that a weekly check of stock is undertaken		

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Dealing with vomit and toileting accidents	Children & Staff	<p>Easy access to crystals to pour over the mess</p> <p>Disposable aprons and gloves available to all</p> <p>Notification to relevant cleaner upon arrival that the area needs thoroughly cleaning / carpet wash / disinfection</p>	<p>Check stock quantity of crystals</p> <p>Notify all staff of the location of these and that they have the first responsibility to care for the child and deal with the mess</p>		