

What to include in your COVID-19 risk assessment

Company name: Y T & L Ltd **Assessment carried out by:** Sean Green, General Manager

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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?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers	Follow our guidance on cleaning, hygiene and hand sanitiser - Provide water, soap and drying facilities at wash stations - Provide information on how to wash hands properly and display posters - Based on the number of workers and the number of people who come into your workplace decide: <ul style="list-style-type: none"> ➤ how many wash stations are needed ➤ where wash stations need to be located You may already have enough facilities - Provide hand sanitiser for the occasions when people can't wash their hands - There's a legal duty to provide welfare facilities and washing facilities for visiting drivers - You should talk to managers at any sites your drivers are visiting to ensure they are provided with hand washing facilities	- Put in place monitoring and supervision to make sure people are following controls	SG	In Place
	Customers		- Put signs up to remind people to wash their hands	SG	In Place
	Contractors		- Provide information to your workers about when and where they need to wash their hands	SG	In Place
	Drivers coming to your business		- Identify if and where additional hand washing facilities may be needed	SG	In Place
	Drivers going out for your business		- If people can't wash hands, provide information about how and when to use hand sanitiser	SG	In Place
	Visitors		- Identify how you are going to replenish hand washing/sanitising facilities	SG	In Place
		- Make sure people are checking their skin for dryness and cracking and tell them to	SG	In Place	

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?
			report to you if there is a problem		
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Workers Customers Visitors Contractors Drivers coming to your business	Follow our guidance on welfare facilities, canteens etc: Identify: <ul style="list-style-type: none"> ➤ areas where people will congregate, eg rest rooms, canteens, changing rooms, reception, meeting rooms, smoking areas, tea points, kitchens etc ➤ areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways, customer service points, storage areas ➤ areas and equipment where people will touch the same surfaces, such as in kitchens, eg kettles, shared condiments etc ➤ areas and surfaces that are frequently touched but are difficult to clean ➤ communal areas where air movement may be less than in other work areas, eg kitchens with no opening windows or mechanical ventilation 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following controls put in place, eg following hygiene procedures, washing hands, following one-way systems - Near-miss reporting may also help identify where controls cannot be followed or people are not doing what they should <p>Likely communal areas now transparent to allow managers to observe/control</p> <p>Strictly one person in kitchen area at a time and areas wiped after use every time using disposable wipes</p> <p>No unscheduled visits to the premises</p>	SG Managers Everyone	In Place In Place In Place

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?
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers Customers Visitors Contractors Drivers coming to your business Drivers going out for your business	<p>Use the guidance on cleaning and hygiene during the coronavirus outbreak</p> <ul style="list-style-type: none"> - Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom - Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean - Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces - Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user - Identify where you can reduce the contact of people with surfaces, eg by leaving open doors 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following controls, ie are implementing the cleaning regimes implemented - Provide information telling people who needs to clean and when - Provide instruction and training to people who need to clean. Include information on: <ul style="list-style-type: none"> ➤ the products they need to use ➤ precautions they need to follow ➤ the areas they need to clean - Identify how you are going to replenish cleaning products <p>only external doors closed</p>	<p>Daily After hours office cleaning</p> <p>SG - staff responsible for own work station</p> <p>external cleaning company</p> <p>as above</p> <p>SG</p>	<p>In Place</p> <p>In Place</p> <p>In Place</p> <p>In Place</p>

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		<ul style="list-style-type: none"> ➤ provide lockers for people to keep personal belongings in so that they aren't left in the open ➤ keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier ➤ provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit to canteens ➤ put signs up to remind people to wash and sanitise hands and not touch their faces ➤ put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it 	<p>All these actions wherever possible had been put in place at time of inspection</p>	<p>SG</p>	<p>In Place</p>
<p>Getting or spreading coronavirus through workers living together and/or travelling to work together</p>	<p>Workers</p>	<ul style="list-style-type: none"> – Identify groups of workers who live together and group them into a work cohort – Identify groups of workers who travel to work together and group them into a work cohort 	<p>Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus</p>	<p>Not applicable</p>	<p>Managing Director</p>

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		<p>that are not fire doors, providing contactless payment, using electronic documents rather than paperwork</p> <ul style="list-style-type: none"> - 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 - Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes in vehicles, water and detergent on work surfaces etc - Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects - Provide more bins and empty them more often - Provide areas for people to store personal belongings and keep personal items out of work areas - clean things like reusable boxes regularly 	<p>N/A</p> <p>Drivers are instructed to clean cab every they enter and alight and are provided with "Covid-Kit"</p> <p>Cleaning products (wipes) for trucks and Hand sanitiser provided and available</p> <p>Additional bins provided</p> <p>n/a</p>	<p>SG</p> <p>SG</p>	<p>all actions shown in adjacent column have been implemented</p>