**Introduction**

This is a toolkit to support all Services keep people safe from the risk of COVID-19 whilst working. It is a requirement that Chief Officers will complete all sections where either:

* a service has been stopped and it is proposed to re-instate; OR
* there is an anticipated change to the way services are to be delivered during current restrictions

If you have previously completed risk assessments for these services, refer to them when completing this document.

The toolkit is set out as follows

1. Inspection Checklist
2. Risk Assessment
3. Action Plan
4. Comms

**Where do you start?**

This toolkit is structured to provide a logical thought process to follow where your area of business is changing:

Step 1 – Complete ACC COVID-19 Inspection Checklist

The inspection checklist 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 checklist will allow you to identify gaps where additional measures may be required.

Step 2 – Use the findings from your completed inspection form to complete the ACC 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 service area and take into consideration any specific 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 inspection checklist and risk assessment will provide you with a list of different measures that you now need to implement. Now is the time to evaluate the practicality of implementing each measure and to determine how you will take the necessary steps to ensure they’re in place.

Step 4 – Communication

Communication is key and there’s a lot of change that your staff need to digest and consider before any change to service provision is implemented. Continuous communication throughout this process will demonstrate that you are putting staff safety at the heart of this process. You must communicate the risks and controls within your risk assessment directly to your staff and ensure that they understand exactly what is required from them and you.

Step 5 – Review

The information around COVID-19 changes on a frequent basis. The Corporate Health and Safety Team reviews H&S guidance daily and updates the [Stay Safe Whilst Working](https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/coronavirus-staying-safe-while-working/) pages on the Zone. You will need to monitor this plus consider the latest advice and guidance which could impact your business area. The [Scottish Government](https://www.gov.scot/collections/coronavirus-covid-19-guidance/) pages will provide you with the latest links as well as [Health Protection Scotland](https://www.hps.scot.nhs.uk/a-to-z-of-topics/covid-19/) and [NHS](https://www.nhs.uk/conditions/coronavirus-covid-19/).

Below are some useful UK Government links that can be monitored for the latest information.

[Guidance on Social Distancing in the Workplace](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance)

[Guidance for Employers & Businesses on COVID-19](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19)

[Guidance on Shielding and Protecting Extremely Vulnerable Persons](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)

[Guidance on Protective Measures in Education and Childcare Settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

# 

# 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.

|  |
| --- |
| **Service area:** |
| **Site Address:** |
| **Service manager:** |
| **Inspection Undertaken by:** |
| **Approved by:** |

|  |
| --- |
| **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. | Choose an item. | Choose an item. |  |
| 2. | Have you engaged with Trade Unions and staff during the reinstatement of the work process and in the drafting of this risk assessment to consider work processes and required controls? | Choose an item. | Choose an item. |  |
| 3. | Are you tracking people who have been identified as high risk/are shielding. | Choose an item. | Choose an item. |  |
| 4. | Where practicable will staff still be allowed to work from home/remotely. | Choose an item. | Choose an item. |  |
| 5. | Can all staff maintain the [Scottish Government](https://www.gov.scot/collections/coronavirus-covid-19-guidance/) guidelines for social distancing based on your industry ([The latest Social Distancing Guidelines available here](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)). These could include but are not limited to the following: | Choose an item. | Choose an item. |  |
| 5a | Are you able to segregate staff’s activities to promote 2 metres distance. | Choose an item. | Choose an item. |  |
| 5b | Are you able to limit the amount of contact staff have with each other to 15 minutes or less. | Choose an item. | Choose an item. |  |
| 5c | 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 metres distance. | Choose an item. | Choose an item. |  |
| 6. | Have staff been trained / notified before returning to work on any new procedures. | Choose an item. | Choose an item. |  |
| 7. | Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices. | Choose an item. | Choose an item. |  |
| 8. | Have staff been instructed on social distancing where practicable while at work. | Choose an item. | Choose an item. |  |
| 9. | Have staff been trained on what to do if they are experiencing COVID-19 symptoms. | Choose an item. | Choose an item. |  |
| 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. | Choose an item. | Choose an item. |  |
| 11. | Have you planned welfare facilities for staff during the covid outbreak where they can have lunch, breaks and use toilet facilities | Choose an item. | Choose an item. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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, where car use is required to perform a role? | Choose an item. | Choose an item. |  |
| 2. | Are workers required to use either their own vehicle or company vehicle to travel to their task? | Choose an item. | Choose an item. |  |
| 3. | Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc). | Choose an item. | Choose an item. |  |
| 4. | Have you considered staff that are required to vehicle share for their role and whether this could continue? | Choose an item. | Choose an item. |  |
| 5. | Has the entry and exits to the building/site been limited to the minimum number of points required. | Choose an item. | Choose an item. |  |
| 6. | Has access to the building/site been restricted to visitors and contractors etc. | Choose an item. | Choose an item. |  |
| 7. | Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building? | Choose an item. | Choose an item. |  |
| 8. | Have appropriate hand wash stations (toilets) and/or 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. | Choose an item. | Choose an item. |  |
| 9. | Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate. | Choose an item. | Choose an item. |  |
| 10. | Are the signs displayed reviewed and replaced as necessary? | Choose an item. | Choose an item. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 clean of the property / site before returning. | Choose an item. | Choose an item. |  |
| 2 | Is the ongoing cleaning frequency sufficient and is cleaning required and can cleaning be undertaken when site/building/premises is occupied? | Choose an item. | Choose an item. |  |
| 3. | Are all hand contact points cleaned on a frequent basis including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas. | Choose an item. | Choose an item. |  |
| 4 | Have persons undertaking the cleaning been instructed with clear safe usage instructions. | Choose an item. | Choose an item. |  |
| 5 | Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove. | Choose an item. | Choose an item. |  |
| 6 | Can blinds be kept opened and locked if they cannot be removed. | Choose an item. | Choose an item. |  |
| 7 | Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier. | Choose an item. | Choose an item. |  |
| 8 | Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day. | Choose an item. | Choose an item. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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](https://www.alcumusgroup.com/guidance-health-safety-inspection-checklist). | | | | |
| **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. | Choose an item. | Choose an item. |  |
| 2. | Ventilation / Humidity / Lighting & Heating. | Choose an item. | Choose an item. |  |
| 3. | Gas Installations. | Choose an item. | Choose an item. |  |
| 4. | Legionella Controls. | Choose an item. | Choose an item. |  |
| 5. | Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance. | Choose an item. | Choose an item. |  |
| 6 | Lift Statutory Inspections. | Choose an item. | Choose an item. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

**COVID-19 Health & Safety Risk Assessment**

| **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/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome** | **Likelihood** | **Risk rating: High Medium Low** | **Proposed Timescale** | **Action Completed Date/Initial** |
| **Employee Safety –** | | | | | | | | |
| Psychological well being  Psychological wellbeing – Continued | Staff  Staff | Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.  New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and HR.  Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing.  Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager.  Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.  Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs  Undertake a review of your stress risk assessment  to reflect new working arrangements. Where you have made significant adjustments to employee’s working practices, a review must be undertaken.  Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |  |
| Virus transmission in the workplace  Virus transmission in the workplace – Continued  Virus transmission in the workplace – Continued  Virus transmission in the workplace – Continued | Staff, visitors, contractors  Staff, visitors, contractors  Staff, visitors, contractors  Staff, visitors, contractors | Specific individual worker risk assessment (appendix A) has been undertaken for those who have a self-declared health condition which could increase their risk profile.  The inspection checklist above 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.  Staff are requested to work remotely where possible and for the foreseeable future (provided it does not interfere with workload commitments).  Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.  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](https://www.gov.scot/collections/coronavirus-covid-19-guidance/)).  Staff activities are segregated to promote 2 meters distance.  Staff face to face contact has been limited with each other to 15 minutes or less.  A one-way flow system is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.  Employees are educated on preventative care.  Face coverings to be worn by staff and customers when in public building in customer facing areas when 2 metre distance unable to be maintained.  Face coverings to be worn in workplaces by employees when not at their desk, table or workspace.  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.  Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.  Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen.  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.  Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.  Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.  Staff bring their own provisions in for lunch.  The canteen is only to be used to provide seating, with staggered entry to maintain social distancing rules. Face coverings to be worn in canteens when not seated at a table (e.g. when queueing, entering / leaving, moving around canteen).  Social gathering amongst employees have been discouraged whilst at work.  Staff requested to keep in touch through remote technology such as phone, internet and social media.  Staff have been separated into teams to reduce contact between employees.  Desks are arranged to maintain a minimum of 2 meters from each other, with employee’s facing in opposite directions.  [PPE](https://peopleanytime.aberdeencity.gov.uk/wp-content/uploads/2020/04/Use-of-PPE-guidance-v2.pdf) is considered for work processes where close contact is required.  Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing.  [ACC quick guides](https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/coronavirus-staying-safe-while-working/) for correct donning and doffing of PPE for [non-AGPs.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures). 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).  The Scottish Government and Health Protection Scotland response page is monitored regularly for latest details on guidance and advice.  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.  Staff discouraged from hand shaking and general close personal greetings  Employees are made aware of the impact of COVID 19 on their job/change of working environment. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |  |
| Someone entering the workplace with COVID-19  Someone entering the workplace with COVID-19 | Staff, visitors, contractors  Staff, visitors, contractors | 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.  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.  Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers  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  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 | Choose an item.  Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |  |

| **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/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome** | **Likelihood** | **Risk rating: High Medium Low** | **Proposed Timescale** | **Action Completed Date/Initial** | |
| 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.  Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc |  | Choose an item. | Choose an item. | Choose an item. |  | |  |
| Driving at work | Staff, Contractors | Staff roles that are required to car share are considered and whether this could continue. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  | |  |
| Entry and exit to building  Entry and exit to building – Continued | Staff, visitors, contractors  Staff, visitors, contractors | Entry and exits to the building/site are limited to the minimum number of points required.  Access and exit from a building involving signing in/out at reception digitally managed, any touchscreen technology avoided.    Access to the building/site been restricted to visitors and contractors etc.  Visitors confined to strictly defined areas and unnecessary movements around the building avoided.  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  Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.  Signs displayed reviewed and replaced as necessary. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  | |  |
| Welfare | Visiting Staff | All visiting staff have been informed of locations where they can have breaks, lunch and use the toilet facilities |  |  |  |  |  | |  |

| **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/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome** | **Likelihood** | **Risk rating: High Medium Low** | **Proposed Timescale** | **Action Completed Date/Initial** | |
| Cleaning and hygiene measures | | | | | | | | | | |
| Environmental Cleaning | Staff, visitors, contractors | A deep clean of the property / site before returning is performed if required. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  | |  | |
| Cleaning Frequency | Staff, visitors, contractors | The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken when site/building/premises is occupied. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  | |  | |
| 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. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  | |  | |
| Use of cleaning products | Staff, Contractors | Persons undertaking the cleaning been instructed with clear safe usage instructions.  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 |  | Choose an item. | Choose an item. | Choose an item. |  | |  | |
| 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. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  | |  | |

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:

| **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/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome** | **Likelihood** | **Risk rating: High Medium Low** | **Proposed Timescale** | **Action Completed Date/Initial** |
| 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 lightening conductors / protection.  The fire risk assessment suitable & sufficient / current. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |  |

| **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/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome** | **Likelihood** | **Risk rating: High Medium Low** | **Proposed Timescale** | **Action Completed Date/Initial** |
| 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. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |  |
| 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. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |  |

| **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/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome** | **Likelihood** | **Risk rating: High Medium Low** | **Proposed Timescale** | **Action Completed Date/Initial** |
| 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). | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |  |

| **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/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome** | **Likelihood** | **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. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |  |
| 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. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |  |  |

| **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/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome** | | **Likelihood** | **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. | | | Choose an item. | Choose an item. | | Choose an item. | Choose an item. |  |  |
| Lift Statutory Inspections | Staff, visitors, contractors | The thorough examination, inspection, testing and maintenance records for the lifts in date. | | | Choose an item. | Choose an item. | | Choose an item. | Choose an item. |  |  |
| Plant and Equipment | Staff, visitors, contractors  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. | | | Choose an item. | Choose an item. | | Choose an item. | Choose an item. |  |  |
| Signed:  Name: |  | | Assessment Date: | Further action required: | | | Action Review Date(s):  Next Review Date: | | | | |
|  |  | |  |  | | |  | | | | |

**Action Plan**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Point Ref** | **Details of Corrective Action Required** | | | | | **Timescale** | **Responsible Person** | | **Closed Out** |
|  |  | | | | |  |  | |  |
|  |  | | | | |  |  | |  |
|  |  | | | | |  |  | |  |
|  |  | | | | |  |  | |  |
|  |  | | | | |  |  | |  |
|  |  | | | | |  |  | |  |
|  |  | | | | |  |  | |  |
|  |  | | | | |  |  | |  |
|  |  | | | | |  |  | |  |
|  |  | | | | |  |  | |  |
|  |  | | | | |  |  | |  |
|  |  | | | | |  |  | |  |
|  |  | | | | |  |  | |  |
| Additional Comments | |  | | | | | | | |
| Signed: |  | Date: |  | | |

**Appendix A**

**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.  **Step 3** both manager and employee should sign that they are in agreement with controls.  **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:** |
| **Employee job title:** | **Line Manager’s Name:** |
| **Job Location:** | **Form completed by:** |
|  |  |
| **Managers signature** |  |
|  |  |
| **Employee signature** |  |

|  |  |
| --- | --- |
| |  | | --- | | **Any known recommendations made by Doctor and/or Occupational Health Specialist:** | |

|  |  |
| --- | --- |
| **Risk**  The level of risk will depend on;   1. • the work environment 2. • the type of work carried out 3. • the distance that can be maintained between the employee and any possible source of infection 4. • the level of hand cleaning regime in place 5. • the level of information provided 6. • the effectiveness of existing controls that are in place    In some cases, workers may be more vulnerable to infection because of age (70 and over) or an existing condition such as:  * chronic (long-term) 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), 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, or medicines such as steroid tablets or chemotherapy * being seriously overweight (a BMI of 40 or above) | **Shielding - If a person has been advised to shield (e.g. informed by letter from NHS/GP/Consultant) they must stay at/work from home.**  **How to minimise the Risk**  When assessing the infection risks to staff the following controls should be considered:  Avoid contact with possible sources of infection by;   1. Avoiding having to work in areas where there is a known covid-19 sufferer where possible 2. 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 3. Ensure employees have the facilities to carry out regular hand washing using soap and water for 20 seconds or hand sanitiser 4. There is a cleaning regime in place for the workplace and individuals clean their own workstation, equipment, etc. 5. Provide employees information about the symptoms and the control measures required 6. Provide employees with the correct PPE as identified in risk assessment following ACC guidance 7. Employees should wear face coverings when not at their workstation / workspace. Customers / service users should wear a face covering. 8. Employees to report situations which they feel may have exposed them to the virus   If an employee has expressed concern about any other condition which they may feel could make them vulnerable. Follow government advice regarding the condition and take into consideration the mental well-being of the individual when implementing control measures. |

**Stage 1 - Checklist**

|  |  |  |
| --- | --- | --- |
|  | **COVID-19 Exposure**  *If the answer to any question is* ***Yes*** *then identify the additional control measures introduced to mitigate the risk.* | **Yes/No** |
| 1.1 | **<2m distancing**: Are employees 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 e.g. mild asthma |  |
| 1.6 | **High risk work environment**: Is there a higher risk of infection due to the work environment e.g. hospitals, mortuaries, densely populated workplaces etc |  |
| 1.7 | **High risk of infection**: Is there a higher risk of infection due to the geographic location e.g. those areas with high infection rates |  |
| 1.8 | **Any other issues** |  |

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

**Stage 2 – Individual Risk Assessment (*some examples are included below – delete/amend as appropriate)***

| **Source of Hazard** | **What is the risk?** | **What control measures are currently in place?** | **Does this remove the risk?** | **Further action required, by whom, timescale or reference to other assessments** |
| --- | --- | --- | --- | --- |
| e.g. Travel to work by public transport | e.g. contacting contaminated surfaces and being within 2m of other people | e.g. Hand hygiene before and after journey  Wearing of own face covering | Yes | None required |
| e.g. working in a room or area with other people | e.g. contacting contaminated surfaces and being within 2m of other people | e.g. Hand hygiene before and after entering room; maintaining 2m separation from other people | No | e.g. face coverings; face masks; screens where feasible |
| e.g. welfare breaks | e.g. contacting contaminated surfaces and being within 2m of other people | e.g. Hand hygiene before and after breaks; maintaining 2m separation from other people during breaks; limiting numbers into the room; removing chairs and tables | Yes |  |
| e.g. staff toilets | e.g. contacting contaminated surfaces and being within 2m of other people | e.g. Hand hygiene before leaving toilets; maintaining 2m separation from other people at sink areas | Yes |  |
| e.g. moving round building | e.g. contacting contaminated surfaces and being within 2m of other people | e.g. limit movement around building; wearing a face covering | No | e.g. encourage meetings by telephone and Teams; maintain 2m physical distancing from other people (other than passing in corridors) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Further guidance and information to help you complete a risk assessment can obtained from the Corporate Health and Safety Team.**