**Checklist and Risk Assessment for Individual Worker re Covid-19**

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| **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 the 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.** |

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| **Employee’s name:** | **Date:** |
| **Employee job title:** | **Line Manager’s Name:** |
| **Job location:** | **Form completed by:** |
| **Managers signature** |  |
| **Employees 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**

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