

What to include in your COVID-19 risk assessment

Company name: Jacqui Greene Coaching

Assessment carried out by: Jacqui Greene

Date assessment was carried out: April 12, 2021

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 will 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. Your workers or their representatives can also provide valuable information on how you could control the risks. There is helpful advice [talking with your workers about preventing coronavirus \(COVID-19\)](#).

You can use this document to help 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.

You should update your COVID risk assessments to reflect any changes in legislation or guidance that may impact how you carry out your work activity, for example if there is a change in local or national restrictions.

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?	How to control the risk	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	<p>Follow our guidance on cleaning, hygiene and hand sanitiser:</p> <ul style="list-style-type: none"> • Provide water, soap and paper towels or hand dryers at washing facilities. • Provide information on when and how to wash hands properly. 	Put in place monitoring and supervision to make sure people are following controls	Premises owner	14.04.21
	Customers Contractors Drivers coming to your business Drivers going out for your business Visitors	<p>Based on the number of workers and the number of people who come into your workplace, decide:</p> <ul style="list-style-type: none"> • how many washing facilities you need (you may already have enough); • where washing facilities need to be located. <p>Provide hand sanitiser for the occasions when people can't wash their hands</p> <p>There's a legal duty to provide welfare facilities and washing facilities for visiting drivers</p> <p>You should talk to managers at any sites your drivers are visiting to ensure they are provided with washing facilities.</p>	Put signs up to remind people to wash their hands Identify how you are going to replenish hand washing/sanitising facilities	Business owner	14.04.21

What are the hazards?	Who might be harmed and how?	How to control the risk	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 in commonly used or high traffic areas	Workers Customers Visitors Contractors Drivers coming to your business	Follow the guidance for welfare facilities such as canteens. Identify: <ul style="list-style-type: none"> • areas where people can congregate • areas where there are pinch points that mean people can't meet the social distancing guidelines, for example narrow corridors; • areas and equipment where people touch the same surfaces, such as in kitchens or canteens; • areas and surfaces that people touch frequently but are difficult to clean; • communal areas where there may be less air movement than in other work areas, for example kitchens with no opening windows or mechanical ventilation. 	Put in place monitoring and supervision to make sure people are following any controls you have in place, including social distancing guidelines.	Premises Owner Business Owner	14.04.21 14.04.21

What are the hazards?	Who might be harmed and how?	How to control the risk	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>Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to:</p> <ul style="list-style-type: none"> • limiting the number of people in rooms, for example by staggering breaks; • reorganising facilities in communal areas by spacing out tables in canteens, for example putting physical screens in place (such as perspex screens in reception areas) to reduce contact; • increasing the use of online meeting facilities (even for people working in the same building) to reduce the number of people moving around; • putting one-way systems in place in corridors or regularly used pedestrian traffic routes; • leaving non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. 			

What are the hazards?	Who might be harmed and how?	How to control the risk	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	Use the guidance on cleaning and hygiene during the coronavirus outbreak- Identify surfaces that are frequently touched and by many people. These are often in common areas and can include handrails, door handles or shared equipment.	Put in place monitoring and supervision to make sure people are following controls, for example by implementing cleaning regimes.	Premises owner	14.04.21
	Customers			Business Owner	14.04.21
	Visitors	Specify the frequency and level of cleaning and who should do it.	Provide information telling people who should clean something and when.	Business Owner	14.04.21
	Contractors			Business Owner	14.04.21
	Drivers coming to your business	Reduce as far as possible the need for people to move around your workplace:	Provide instruction and training to people who need to clean. Include information on:	Business Owner	14.04.21
		Avoid sharing work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user.	the products they need to use precautions they need to follow the areas they need to clean	Business Owner	14.04.21
		Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors), or providing contactless payment.	Identify what cleaning products are needed (for example, surface wipes, detergents and water) and where they should be used. This could include using wipes in vehicles or water and detergent on work surfaces.	Business Owner	14.04.21
		Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.		Business Owner	14.04.21
		Provide more bins and empty them more often	Identify how you are going to replenish cleaning products.	Business Owner	14.04.21
		Provide areas for people to store personal belongings and keep personal items out of work areas. Put in place arrangements to clean if someone develops symptoms of coronavirus in work.			

What are the hazards?	Who might be harmed and how?	How to control the risk	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?
Contracting or spreading the virus by not maintaining social distancing	Workers	Follow guidance on social distancing. Identify places where, under normal circumstances, workers would not be able to maintain social distancing guidelines.	Put in place arrangements to monitor, supervise and make sure people follow social distancing guidelines.	Premises Owner	14.04.21
	Customers	Identify how you can help people maintain social distancing in the first instance. This may include:	Provide information, instruction and training so people understand what they need to do.	Business owner	14.04.21
	Contractors	<ul style="list-style-type: none"> • using marker tape on the floor • using one-way systems; • holding meetings virtually rather than face-to-face; • staggering the times people start or finish work; • limiting the number of people on site at one time; • giving customers allocated time slots • rearranging work areas and tasks to allow people to meet social distancing guidelines; • using empty spaces in the building for additional rest break areas where it is safe to do so; • providing more parking areas or controlling parking spaces; • considering the impact on any on-site accommodation you provide. 	Provide signage.	Business Owner	14.04.21
	Drivers delivering to or from your workplace			Premises Owner	14.04.21
	Visitors				

What are the hazards?	Who might be harmed and how?	How to control the risk	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>minimising contact at security offices for drivers</p> <p>Where maintaining social distancing isn't possible, implement risk mitigations. This can include:</p> <ul style="list-style-type: none"> • using physical screens and splash barriers; • placing markers on the floor (in lifts for example) to indicate where people should stand and the direction they should face; • reducing the numbers of people using lifts; • placing workers back-to-back or side-by-side rather than face-to-face when working • grouping or 'cohorting' work teams so they work together consistently; • identifying poorly ventilated spaces. <p>Personal protective equipment (PPE) may be needed in certain workplaces (such as hospitals) to protect from the risk of coronavirus.</p> <p>Further advice is available at PPE (personal protective equipment) and face coverings - HSE</p>			

What are the hazards?	Who might be harmed and how?	How to control the risk	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?
Poorly ventilated spaces leading to risks of coronavirus spreading	Workers Customers Contractors	<p>Follow guidance on ventilation and air conditioning during the coronavirus (COVID-19) pandemic.</p> <p>Identify poorly ventilated areas of your workplace. You should consider steps you can take to improve ventilation, including:</p> <ul style="list-style-type: none"> • natural ventilation; • mechanical ventilation (such as air conditioning); • fans and air cleaning units; • ventilation in vehicles. <p>Fresh air is the preferred way of ventilating your workplace. This means opening windows and doors (that are not fire doors), where possible.</p> <p>Provide additional ventilation if needed. This could include mechanical ventilation, desk fans and air movers.</p> <p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where possible, rather than recirculating air.</p>	<p>Maintain air circulation systems in line with manufacturers' recommendations.</p> <p>Keep doors and windows Open for air ventilation whenever possible.</p> <p>During consultation keep the recommended 2metre distance from clients and use PPE</p>	<p>Business owner</p> <p>Business owner</p> <p>Business owner</p>	<p>14.04.21</p> <p>14.04.21</p> <p>14.04.21</p>
Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups	Workers	<p>Identify who in your work force could be clinically extremely vulnerable and follow the government guidance. Follow our guidance on protecting vulnerable workers during the pandemic on how to support workers in higher-risk groups and those who are clinically extremely vulnerable.</p>	<p>Guidance on who is clinically extremely vulnerable and what further support may be available from Public Health England, Health Protection Scotland and Public Health Wales.</p>	N/A	N/A

What are the hazards?	Who might be harmed and how?	How to control the risk	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?
Returning to work after prolonged period of shutdown	Workers	<p>Consider whether building closure or reduced occupancy has led to water system stagnation due to lack of use.</p> <p>Ensure mechanical ventilation systems are working effectively and are properly maintained.</p> <p>Decide the tasks that need to be carried out as a priority. This will allow you to plan the order in which workers will return to your workplace and in what number.</p> <p>Ensure returning workers are clear on arrangements for social distancing, cleaning and hygiene and ventilation.</p>	Read our advice on legionella risks during the pandemic .	N/a	N/A The premises is newly Refurbished and water Systems have been Consistently in use.

Further information

HSE's [latest advice on coronavirus](#)

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk

You can [order HSE priced publications](#). HSE priced publications are also available from bookshops.

This document is available at: www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf

© *Crown copyright* If you wish to reuse this information visit www.hse.gov.uk/copyright for details. First published 07/20.

Published by the Health and Safety Executive 04/21