

General Risk Assessment

Task/Location Description: Managing the risks from the coronavirus in the workplace	Author	Lynsey Cairns
	Date	16 th June 2020
	Review	Monthly

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Date Complete
Employees and non-employees with coronavirus	Employees, family members, other non-employees – ill health, death	<ul style="list-style-type: none"> ✓ Employees work from home where practicable. ✓ Employees at increased risk to self-isolate. ✓ Reduce the number of workers in the workplace to make achieving 2m distancing readily achievable. ✓ All employees to maintain 2m separation to all other persons. ✓ All employees to adopt thorough hand washing as per government advice. ✓ Clean surfaces regularly in line with latest government guidance. ✓ Minimise food preparation area uses by bringing in food from home. ✓ Deliveries to be managed to achieve 2m social distance. ✓ Wear disposable gloves when handling and disposing of delivery packaging and post. ✓ Wash hands thoroughly after handling deliveries and post. ✓ Use electronic document sharing in preference to hardcopies. ✓ Report any coronavirus symptoms immediately and initiate full self-isolation. ✓ Clean products before shipping. 	If a person with coronavirus has entered the premises, initiate a deep clean in line with latest government guidance. If an employee contracts coronavirus, identify other employees who may have shared the workplace while they were contagious and determine whether to advise self-isolation.	Management Management		

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Date Complete
Loneliness, boredom or work pressure leading to poor mental health	Employees – poor mental health	<ul style="list-style-type: none"> ✓ Maintain regular contact via phone, video conference or other media with employees where practicable. ✓ Agree sensible targets if employees are working from home. ✓ Ensure employees have access to other employees to provide normal work support structure. ✓ Provide employees with information regarding pay, job security and return to work plans where practicable. 				
Unsupervised employees	Employees, non-employees – injury, damage	<ul style="list-style-type: none"> ✓ Select employees suitable for unsupervised working where practicable. ✓ Use a rota for suitable levels of supervision in the workplace. ✓ Monitoring of the workplace via phone or video conferencing where required. 				
Exacerbation of injuries through inadequate first aid provision	Employees - injury	<ul style="list-style-type: none"> ✓ Where practicable, ensure at least one first aider in the workplace when the workplace is occupied. ✓ Access to emergency first aid support via NHS. 				
Fire	Employees – injury, burns, fatality, damage	<ul style="list-style-type: none"> ✓ Switch off non-essential equipment. ✓ Continue to check fire safety devices. ✓ Maintain a register of employees in the workplace for evacuation. 				
Coronavirus while travelling to and from work	Employees, family members, other non-employees – ill health, death	<ul style="list-style-type: none"> ✓ Where practicable travel in your own vehicle. ✓ If sharing the same vehicle, travel with the same people and with as few as possible. Travel with windows open, facing away from each other. ✓ Clean the car internals regularly if sharing it. ✓ If using public transport, travel away from peak times. 				

