

Completing a Covid-19 Risk Assessment

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. All businesses are required to undertake a Covid-19 risk assessment and effectively communicate its outcomes to those affected. If you employ 5 or more members of staff, you are required to write this risk assessment down.

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 the template overleaf to help you make sure you have covered what you need to keep workers and others safe. Examples of hazards that you may need to consider have been included, but there may be other hazards that you need to assess.

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 and that the risk assessment is regularly updated.

For an electronic version of the template and more information on risk assessment please visit: <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

For further help please contact the Public Protection & Commercial Team:
public.protection@north-norfolk.gov.uk Tel: 01263 516008

Example Risk Assessment Template

Company name: Assessment carried out by: Date assessment was carried out: Date of next review:

What are the hazards?	Who might be harmed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
e.g. Getting or spreading coronavirus by not washing hands or not washing them adequately						
e.g. Getting or spreading coronavirus in common use high traffic areas such as shop floors, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas						
e.g. Getting or spreading coronavirus through workers living together and/or travelling to work together						
e.g. Getting or spreading coronavirus by not cleaning surfaces, equipment, hand contact surfaces and workstations						
e.g. Mental health and wellbeing affected through isolation or anxiety about coronavirus						
e.g. Contracting or spreading the virus by not social distancing						
e.g. Getting or spreading coronavirus by people not wearing face coverings						
e.g. Poor workplace ventilation leading to risks of coronavirus spreading						
e.g. Increased risk of infection and complications for vulnerable workers						