**COVID-19 Workplace Risk Assessment**

Following the completion of the workplace checklist, you must apply the findings to assess the risk to anyone who make enter your premises or workplace. The Risk assessment must be completed to ensure the risk of contracting COVID-19 has been reduced to the lowest level reasonably practicable. Once completed, you must communicate the significant findings of the risk assessment to anyone affected.

**Current Government guidance suggests you should consider publishing the results of your risk assessment on your website (and would expect all employers with over 50 workers to do so).** 

**Intentionally Blank**

**COVID-19 Risk Assessment Template**

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| --- | --- | --- | --- |
| **Completed By:** |  | **Responsible Person:** |  |
| **Workplace Location:** |  | **Date Completed:** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard** | **Who is at Risk** | **Current Control Measures** | **Further Action Required Y/N** | **Further Action** | **Responsibility** | **Timescale** | **Date Completed** |
| 1. **Poor Planning**
* No covid-19 plan in place by Senior Managers
* Vulnerable groups not identified
* Not allowing staff to continue to work from home
* No consultation, briefings or training planned
* No support provided for staff who may be anxious or experience stress in relation to C19.
* No emergency plan or test and trace procedure.
 | StaffVisitorsContractors |  |  |  |  |  |  |
| 1. **No Additional Cleaning and/or Hygiene Preparation**
* No additional cleaning schedule established
* No additional supplies of soap, disinfectant and hand sanitiser ordered and replenished
* No posters and notices displayed warning of covid-19 hazards
* No additional bins and cleaning procedures planned.
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| 1. **No Additional Control of Entry/ Exit Points of the Building**
* No planned staggered start/ finish times
* No additional entry/ exit points identified for peak times
* No consideration of one-way systems
* Door entry systems and touch keypads still being used
* Deliveries being brought into the building with no control.
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| 1. **Facilities and Utilities not reviewed during C19, including:**
* Legionella;
* Fire safety;
* Gas supplies and appliances;
* Electrical supplies and equipment;
* Lifting equipment;
* Work equipment;
* Security Systems.
 |  |  |  |  |  |  |  |
| 1. **Poor premises ventilation and air flow**
* Ventilation systems recirculate existing air in the premises
* No natural air flow/ windows/ vents or natural ventilation in dining areas
* Lack of extraction and ventilation in toilets
* Staff positioned in areas where no or little ventilation is available
* Poor ventilation in staff welfare areas
* Use of hand dryers in toilets spreading air borne pathogens
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| 1. **No Segregation or Distancing Measures in Place**
* Close contact work being completed
* Physical/skin contact
* Passenger lifts being used
* No physical barriers provided
* Workers with 2 metres when carrying out tasks
* Face to face working being completed
* Poor ventilation in working areas
* Teams members are swapped regularly
* More than 15 minutes close contact between workers
* Poor monitoring and managing of close contact activities.
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| 1. **Lack of PPE Supplies and Control of Use**
* No PPE needs assessment completed
* PPE being used before other safer controls (distancing/ barriers etc.)
* No procedure for wearing face coverings in public access areas
* No PPE training/ fit testing or instruction provided
* Disposable PPE used too often and not disposed of
* No cleaning or storage regime for reusable PPE.
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| 1. **Poor Control of Toilet and Welfare and Facilities**
* No additional time allocated for workers to wash hands more regularly
* No hand sanitiser provided at various location (minimum 60% alcohol)
* Soap and hand wash not restocked regularly
* No enhanced disinfecting schedules for facilities
* No signage provided to remind workers to wash hands before and after using facilities
* Poor or little ventilation in welfare/ toilet areas
* Enclosed bins not provided or emptied daily
* Towel sharing - no disposable hand towels provided
* Hand dryers spraying excess water particles in the air available to use
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| 1. **Poor Control of Canteen and Rest Facilities**
* Staff share facilities and no enhanced cleaning
* Seating distances within 2 metres
* No segregation of workers or staggered break times
* No hand sanitiser or soap provided
* Tables and chairs not cleaned between use
* Canteen staff working within 2 metres of each other
* No monitoring or inspections completed in the area.
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| 1. **Poor Control of Shower and Changing Facilities**
* No control or separation of workers using the facilities
* No staggered start times established to avoid overcrowding
* No enhanced cleaning schedules established
* No individual clothing storage facilities provided
* No additional enclosed rubbish bins provided or emptied daily.
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| 1. **No Enhanced Workplace Cleaning Schedules in Place**
* No additional COSHH assessments completed for new/ more frequent cleaning schedules or substances
* No training provided to cleaners/contract cleaners
* No consideration to change cleaning methods (avoid splashing etc.)
* No disinfectant or diluted bleach supplies available or on order
* No additional PPE provided for cleaners
* No additional disposable towels, mop heads, cloths etc. provided.
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| 1. **No Additional Fire Aiders or PPE Available**
* First aid needs assessment not reviewed
* Lack of trained first aiders available due to new work patterns
* No specific COVID-19 related PPE or training provided to First Aiders
* No procedures established to dispose of contaminated waste
* No plans established if emergency services are not immediately available due to the pandemic
* No enhanced cleaning procedure established after First Aid treatment in the workplace.
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| 1. **Vehicle Use and Travelling to Work**
* Workers sharing vehicles to get to work
* Workers using public transport to get to work
* No additional parking spaces provided
* No training or instruction provided to employees relating to commuting
* Company vehicles shared by workers
* No cleaning or sanitising products provided in company vehicles
* No plans established to separate workers who have to share vehicles
* No additional cleaning schedules established for vehicle interiors and touch points
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| 1. **No of Control of Deliveries, Contractors or Visiting Other Premises**
* Deliveries or visiting contactors allowed to enter the building
* Deliveries entering the building without being sanitised/ disinfected
* No plan or instructions given to maintenance contractors prior to attending the premises
* No plan established if workers visit other work locations or client premises.
 |  |  |  |  |  |  |  |

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Information provided to us by you will remain confidential and be used for the purpose of providing the agreed service to you, or to others where we are required to fulfil a regulatory or legal obligation and as set out in our Privacy and Fair Processing Policy.

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We and other firms (insurers or credit lenders) involved in arranging your insurance and/or credit, may use public and personal data from a variety of sources including credit reference agencies and other organisations. The information is used to help tailor a price and to help prevent fraud. Any credit reference search will appear on your credit report, whether or not your application proceeds. If you have any questions about this or any other matter, please contact us.

We are obliged to conduct reasonable due diligence to protect us, our clients and insurers against the risk of financial crime. At the start and throughout our relationship, we may require you to provide evidence to assist us in verifying your identity and/or legitimacy of any transactions we conduct on your behalf.

Neither party shall be involved in the offering, promising or giving of any financial or other advantage to any person in breach of any anti-bribery laws (including the Bribery Act 2010).

We are obliged to report evidence or suspicion of financial crime to the relevant authorities at the earliest reasonable opportunity and may be prohibited from disclosing this report to you,

We are not permitted to conduct business with any customer who is subject to sanctions and embargoes. If sanctions or embargoes are in place, then we will not be able to proceed with transactions on your behalf and your insurers may terminate your insurance contract and not pay any claims that have been notified. If you subsequently become subject to sanctions or embargoes, we may have to terminate our relationship and your insurer may invoke its cancellation rights under your policy, as well as being unable to proceed with any claims that have been notified.