**Returning to Work after Coronavirus (Covid 19)**

**Work place and Workforce Risk Assessment Check List and Template for VCSE organisations.**

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# Introduction

The following tools are intending to support all businesses keep people safe from the risk of COVID-19 when returning to work. The tools have been created by a team of Health & Safety experts using the latest advice from the government & NHS.

The government advice is clear that where possible work should be undertaken from home. If it is not possible to undertake work from home and your business is not on the list forced to close, you can continue to work but should assess your activities in line with the latest COVID-19 prevention methods.

**This guide does not represent legal advice and the responsibility for managing the risks remain with your organisation.**

Please note, all information in this pack is correct as of xxx.

# Where do you start?

There’s a lot of information out there regarding COVID-19 and details change daily. Trying to stay on top of the information is incredibly difficult and has created a lot of uncertainty around how to operate as an organisation. We’ve therefore structured our toolkit to provide a logical thought process to follow:

## Step 1 – Complete the COVID-19 Inspection Form

The inspection form will ask you to consider:

* Employees, volunteers, social distancing
* Travel and Access
* Cleaning and Hygiene Practices

The completed inspection form will allow you to identify gaps where additional measure may be required.

## Step 2 – Use the findings from your inspection to complete a COVID -19 Risk Assessment

The risk assessment is setup to match the inspection form but asks for more detail on how you intend to mitigate the risk of each identified hazard. The information contained within this document is generic and you should make the document relevant to your organisation and consider any specific local advice. The resource list (below) will help you to find relevant guidance and information.

## Step 3 – Action Plan

Completing the risk assessment will provide you with a list of different measures that you now need to implement. This is the time to evaluate the practicality of implementing each measure and determine how to take the necessary steps to ensure they’re in place.

## Step 4 – Communicate

There is a lot of change that your staff and volunteers need to digest and consider before returning to work. Demonstrating that you’re putting your staff’s safety at the heart of this decision is key to ensuring safe practice.

## Step 5 – Review

The information around COVID-19 changes on a frequent basis and you will need to monitor the latest advice for any changes that could impact your organisation. Current advice and guidance from the Government are available here: -

[Latest Government Social Distancing Information](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance)

[Guidance for Employers & Businesses on COVID-19](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19)

[Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)

[Closed Business & Venue List](https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance)

[NHS COVID-19 Latest Information](https://www.nhs.uk/conditions/coronavirus-covid-19/)

# COVID-19 Health & Safety Inspection Checklist

The current COVID-19 ‘coronavirus’ outbreak poses a serious risk to individuals and businesses. This inspection checklist assists in identifying the control measures to consider reducing the risk of infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

|  |
| --- |
| **Site:** |
| **Site Address:** |
| **Company:** |
| **Inspection Undertaken by:** |
| **Report to:** |

|  |  |  |  |
| --- | --- | --- | --- |
| No of issues not closed out from previous inspection | None | No of issues that are repeated from previous report | None |

|  |
| --- |
| **Findings of Inspection** |
| Level of compliance should be included in report using a Rag Rating - **Green** – Full compliance (no action required), **Amber** - breach identified (remedial action recommended), **Red** – significant breach (action required) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.** | | | | |
| **No** | **Issues** | **Y/N/**  **NA** | **Rating**  **R/A/G** | **Comments** |
| 1. | Has an individual risk assessment been undertaken for those who have a self-declared health condition or have been identified as being at moderate to high personal risk (please see Salford CVS Individual Risk Assessment Guidance and template) ? |  |  |  |
| 2. | Are you tracking people who have been identified as ‘clinically extremely vulnerable’ (those on the shielded list)? |  |  |  |
| 3. | Where practicable have staff been allowed to work from home/remotely? |  |  |  |
| 4. | Can all staff maintain the government guidelines for social distancing for office settings ([The latest Social Distancing Guidelines available here](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service))? |  |  | *Example: are you able to operate a one way system to allow social distancing, can you stagger working patterns to allow for the space needed?*  *Frequently promote social distancing as being a key infection control measure to staff, volunteers and members of the public* |
| 4a | Are you able to segregate staff’s activities to promote 2 metres distance? |  |  |  |
| 4b | Are you able to limit the amount of contact staff have with each other to 15 minutes or less within two metres. |  |  | *Example:*  *Where social distancing guidelines cannot be followed in full*   * *consider whether that activity needs to continue* * *keep activity time as short as possible* * *Consider using screens or barriers to separate people from each other* * *Consider using back-to-back or side-to-side working (rather than face-to-face) whenever possible* * *Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ to reduce number of contacts* * *If face-to-face work is needed for a sustained period with more than a small group of fixed partners, you should assess whether the activity can safely go ahead* |
| 4c | Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, and flow system markers) for maintaining two metres distance? |  |  |  |
| 5. | Have staff been trained / notified before returning to work on any new procedures? |  |  |  |
| 6. | Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices? |  |  | *Example: Provide adequate hand washing facilities, supplement handwashing stations with hand sanitiser stations, frequently promote hand washing as being a key infection control measure to staff, volunteers and members of the public* |
| 7. | Have staff been instructed on social distance where practicable while at work? |  |  | *Frequently promote social distancing as being a key infection control measure to staff, volunteers and members of the public* |
| 8. | Have staff been trained on what to do if they are experiencing COVID-19 symptoms? |  |  | *Government guidelines say that individuals must be sent home, encouraged to book a test and follow all advice re. self-isolation for 14 days, declare contacts (work and social).* |
| 9. | Is your organisations ensuring that they are aware of current Government Guidance (e.g. Public Health England and sharing this with staff, volunteers and beneficiaries? |  |  |  |
| 10. | Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers? |  |  |  |

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| --- | --- | --- | --- | --- |
| **B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.** | | | | |
| **No** | **Issues** | **Y/N/**  **NA** | **Rating**  **R/A/G** | **Comments** |
| 1. | Are you able to implement sufficient parking restrictions to maintain social distancing measures? |  |  |  |
| 2. | Are workers using their own transport for work activities? |  |  |  |
| 3. | Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work, etc.)? |  |  | *Reccomendation: -*   * *staff must follow Government guidelines when using public transport must use a face mask unless exempt* * *think about flexible arrival and finish times to enable staff that use public transport to travel off-peak, as per current government advice. Guidance available here* [*https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport) |
| 4. | Have you considered staff that are required to car share for their role and whether this could continue? |  |  | *Consideration: - car sharing does not allow for social distancing in most cases* |
| 5. | Has the entry and exits to the building been limited to the minimum number of points required? |  |  | *Consider in line with current guidelines* |
| 6. | Has access to the building/site been restricted to visitors and contractors etc? |  |  | *Consider in line with current guidelines* |
| 7. | Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building? |  |  | *Consideration: - does reception area allow for socially distanced conversations; how will you manage multiple visitors* |
| 8. | Have appropriate hand sanitiser pump action containers been made available in every work area and on main travel routes through the building including access and egress area? |  |  |  |
| 9. | Is advisory hand washing signage displayed throughout the building, especially at entrances and exits and where people congregate? |  |  |  |
| 10. | Are the signs displayed reviewed and replaced as necessary? |  |  |  |

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| **C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.** | | | | |
| **No** | **Issues** | **Y/N/**  **NA** | **Rating**  **R/A/G** | **Comments** |
| 1. | Have you completed a deep clean of the property / site before returning? |  |  |  |
| 2 | Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when premises are occupied? |  |  | *Recommendation: staff and volunteers contribute to maintaining cleaning – encourage disinfecting work stations at start and finish of a ‘shift’, remind people of their responsibilities* |
| 3. | Are all hand contact points are cleaned on a frequent basis throughout the day including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas? |  |  | *Recommendation:*  *Ensure frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards. Don’t forget bathrooms!*  *Limit or restrict use of high-touch items and equipment, for example, printers*  *Introduce daily surface cleaning of workstations by user with anti-bacterial products.*  *Keep the building well-ventilated, open windows and doors frequently.*  *No communal use of pens etc.* |
| 4. | Are appropriate cleaning products being used during daily preventative clean regime? |  |  |  |
| 5 | Have persons undertaking the cleaning been instructed with clear safe usage instructions? |  |  |  |
| 6 | Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove? |  |  |  |
| 7 | Can blinds be kept opened and locked if they cannot be removed? |  |  |  |
| 8 | Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier? |  |  |  |
| 9 | Is it practicable to introduce a daily steam cleaning procedure for washrooms? |  |  | *Recommendation: thorough cleaning of wash rooms daily and wipe down of handles, taps and frequently touched surfaces after use by staff member/volunteer* |
| 10 | Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day? |  |  |  |

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| **D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.**  Guidance on a suitable inspection can be [found here](https://www.alcumusgroup.com/guidance-health-safety-inspection-checklist). | | | | |
| **No** | **Issues** | **Y/N/ NA** | **Rating**  **R/A/G** | **Comments** |
|  | **Has your responsible person carried out checks on your building in the following areas:** |  |  |  |
| 1. | Fire Safety Systems / Emergency Lighting. |  |  |  |
| 2. | Ventilation / Humidity / Lighting & Heating. |  |  |  |
| 3. | Gas Installations. |  |  |  |
| 4. | Legionella Controls  <https://www.hse.gov.uk/legionnaires/legionella-landlords-responsibilities.htm> |  |  |  |
| 5. | Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance. |  |  |  |
| 6 | Lift Statutory Inspections. |  |  |  |

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| **E: Other Issues** | | | | |
| **No** | **Issues** | **Y/N/**  **NA** | **Rating**  **R/A/G** | **Comments** |
| 1 | Occupational Stress. Do managers have a good awareness of potential risk factors? Is there good management recognition? Are staff given the necessary support as required? |  |  |  |
| 2 | Violence towards staff from visitors. |  |  |  |

**Inspection undertaken by:**

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| --- | --- | --- | --- |
| Signed: |  | Date: |  |

# Workplace Health & Safety Inspection Action Summary

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Point Ref** | **Details of Corrective Action Required** | | | | | **Timescale** | **Responsible Person** | | **Closed Out** |
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|  |  | | | | |  |  | |  |
| Additional Comments | |  | | | | | | | |
| Signed: |  | Date: |  | | |

**Covid – 19 Workplace and Workforce Risk Assessment**

**Organisation and address**

| **Hazard** | **At Risk** | **Control Measures** | **Probability of Worst Case Outcome** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consider:** premises work, equipment, specific tasks etc. | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc. | **EXISTING/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome**  Negligible  Minor  Moderate  Major  Fatality | **Likelihood**  Very unlikely, Unlikely, Possible, Likely, Very Likely | **Risk rating:** High  Medium  Low | **Proposed Timescale** | **Action Completed Date/Initial** |
| **Employee and Volunteers** | | | | | | | | |
| Psychological well being  Psychological wellbeing cont’d | Staff  Staff | *Regular communication is in place (individual and group) to ensure staff/ volunteers are not ill-informed about returning to work safely.*  *New workplace controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees/ volunteers through line managers and HR.*  *Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect employees/ volunteers mental health and wellbeing.*  *Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.*  *Concerns re workload issues or support needs are escalated to line manager.*  *Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.*  *Staff/ volunteers who are in vulnerable groups themselves or caring for others should be assessed for their individual risk and measure put in place to ensure that risks are managed (please refer to Salford CVS Guidance and Individual Risk Assessment template embed link here)*  *Officer/ Trustee responsible for H and S to undertake a review of stress risk assessment to reflect new working arrangements.*  *Employees/ volunteers are made aware of support available to them (e.g. emotional wellbeing and mental health support).* |  |  |  |  |  |  |
| Virus transmission in the workplace  Virus transmission in the workplace cont’d  Virus transmission in the workplace cont’d | Staff, volunteers members of the public    Staff, volunteers members of the public    Staff, volunteers members of the public | *Specific individual worker risk assessments (change this to our link) been undertaken for those who have a self-declared health condition which could increase their risk profile.*  *An inspection checklist has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.*  *Staff/ volunteers are requested to work remotely where possible (provided it does not interfere with workload commitments), until guidance changes.*  *Training arrangements to be developed including refresher sessions to ensure staff/volunteers have been trained before returning to work on any new procedures.*  *Work has been arranged so that teams are able to maintain government guidelines for social distancing*  *Activities are segregated to promote 2 metres distance*  *A one-way flow system is implemented and visual aids are used for maintaining distance.*  *Employees are educated on preventative care*  *Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.*  *Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.*  *Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen.*  *Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.*  *Soap and water and alcohol-based hand sanitisers are provided and adequate supplies are maintained*  *Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime*  *Staff/ volunteers bring their own provisions in for lunch and eat at desk or outside*  *Staff/ volunteers requested to keep in touch through remote technology such as phone, internet and social media.*  *Staff/ volunteers have been separated into teams to reduce contact between employees (where practical)*  *Desks are arranged to help maintain 2m distancing rules*  *Appropriate PPE is considered for work processes where close contact is required* [(refer](file:///\\cvs-dc\9refer) *to guidance), adequate training has been made where needed*  *The government’s Covid 19 guidance is updated with latest guidance and advice* <https://www.gov.uk/coronavirus>  *Advice is shared with staff and volunteers who are briefed and kept up to date with current advice on staying protected through your organisation (i,e line managers, HR, e bulletins)*  *All non-essential meetings have been changed to digital where practical with essential face to face meetings following government social distancing guidelines.*  *Employees/ volunteers are made aware of the impact of COVID 19 on their job/change of working environment.* |  |  |  |  |  |  |
| Someone entering the workplace with COVID-19  Someone entering the workplace with COVID-19 | Staff, volunteers members of the public | *Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.*  *Work with our suppliers to ensure that they’re adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.*  *Staff are made aware of COVID-19 symptoms via staff briefing and visual aids such as posters in key locations*  *Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations*  *Staff will be informed to self-isolate if they have a person living in the same household or if they’ve been in contact with someone displaying COVID-19 symptoms; they will also be asked to get tested if the develop symptoms* |  |  |  |  |  |  |

| **Hazard** | **At Risk** | **Control Measures** | **Probability Worst Case Outcome** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consider:** premises work, equipment, specific tasks etc. | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc. | **EXISTING/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome**  Negligible, Minor, Moderate, Major,  Fatality | **Likelihood**  Very unlikely, Unlikely, Possible, Likely, Very Likely | **Risk rating: High Medium Low** | **Proposed Timescale** | **Action Completed Date/Initial** | |
| Travel and Access | | | | | | | | | |
| Travelling to work | Staff, volunteers | *Workers will be instructed to use their own transport for work activities.*  *Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc.* |  |  |  |  |  | |  |
| Driving at work | Staff, volunteers | *Staff roles that car share are considered to establish when this could continue.* |  |  |  |  |  | |  |
| Entry and exit to building | Staff, volunteers members of the public | *Entry and exits to the building/ are limited to the minimum number of points required.*  *Access to the offices been restricted to visitors and contractors by appointment only, where practical*  *Visitors confined to strictly defined areas and unnecessary movements around the building avoided.*  *Hand sanitiser pump action containers are available in every work area and on main travel routes through the building including access and egress areas*  *Advisory hand washing signage displayed throughout the building*  *Signs displayed are reviewed and replaced as necessary.* |  |  |  |  |  | |  |

| **HAZARD** | **AT RISK** | **CONTROL MEASURES** | **PROBABILITY WORST CASE OUTCOME** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consider:** premises work, equipment, specific tasks etc. | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc. | **EXISTING/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome**  Negligible, Minor, Moderate, Major,  Fatality | **Likelihood**  Very unlikely, Unlikely, Possible, Likely, Very Likely | **Risk rating: High Medium Low** | **Proposed Timescale** | **Action Completed Date/Initial** | |
| Cleaning and hygiene measures | | | | | | | | | | |
| Environmental Cleaning | Staff, volunteers members of the public | *A deep clean of the property / site before returning is performed if required* |  |  |  |  |  | |  | |
| Cleaning Frequency | Staff, volunteers members of the public | *The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken when premises are occupied.* |  |  |  |  |  | |  | |
| Commonly touched surfaces | Staff, volunteers members of the public | *All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, bathroom fittings, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.*  *Appropriate cleaning products are used during daily preventative clean regime.*  *Staff/ volunteers avoid touching common pieces of equipment such as printers/scanners/faxes if possible. Any use of common work equipment is managed.* |  |  |  |  |  | |  | |
| Use of cleaning products | Staff, volunteers members of the public | *Persons undertaking the cleaning have been instructed with clear safe usage instructions. The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use.*  *Correct PPE is provided for the use of cleaning materials* |  |  |  |  |  | |  | |
| Housekeeping | Staff, volunteers members of the public | Appropriate cleaning products are provided, so that staff/ volunteers can frequently clean their work stations during the day.  *Waste bins are lined with a plastic bag so that they can be emptied without touching the contents.*  *Emptying of bins and wastepaper baskets should be followed by hand washing.* |  |  |  |  |  | |  | |

Work must continue alongside COVID-19 and you still have a duty to ensure a safe place of work for your staff, visitors etc. If you’re intending to bring your staff and volunteers back to your workplace after a period where it has been closed, we would suggest giving some consideration to the following topics:

| **HAZARD** | **AT RISK** | **CONTROL MEASURES** | **PROBABILITY WORST CASE OUTCOME** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consider:** premises work, equipment, specific tasks etc. | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc. | **EXISTING/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome**  Negligible, Minor, Moderate, Major,  Fatality | **Likelihood**  Very unlikely, Unlikely, Possible, Likely, Very Likely | **Risk rating: High Medium Low** | **Proposed Timescale** | **Action Completed Date/Initial** |
| Fire Safety Systems / Emergency Lighting - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here | | | | | | | | |
| Fire, heat, burns, smoke inhalation | Staff, volunteers members of the public | *Ensure the responsible person for H&S has carried out checks on your building in the following areas:*  *Emergency lighting suitable, sufficient and maintained.*  *Suitable number fire extinguishers available in required locations.*  *Fire hoses available and operational (If installed).*  *Fire blankets available in required location.*  *Fire alarm and detection system for the building tested, inspected and maintained.*  *Means of escape clear.*  *Fire doors provided and maintained in good working order.*  *Building has suitable lightening conductors / protection.*  *The fire risk assessment suitable & sufficient / current.* |  |  |  |  |  |  |

| **HAZARD** | **AT RISK** | **CONTROL MEASURES** | **PROBABILITY WORST CASE OUTCOME** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consider:** premises work, equipment, specific tasks etc. | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc. | **EXISTING/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome**  Negligible, Minor, Moderate, Major,  Fatality | **Likelihood**  Very unlikely, Unlikely, Possible, Likely, Very Likely | **Risk rating: High Medium Low** | **Proposed Timescale** | **Action Completed Date/Initial** |
| Ventilation / Humidity / Lighting & Heating Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here | | | | | | | | |
| Temperature / Humidity | Staff, volunteers members of the public | *Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).* |  |  |  |  |  |  |
| Ventilation | Staff, volunteers members of the public | *Natural ventilation is available in the workplace, e.g.*  *windows or open doorways.* |  |  |  |  |  |  |

| **HAZARD** | **AT RISK** | **CONTROL MEASURES** | **PROBABILITY WORST CASE OUTCOME** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consider:** premises work, equipment, specific tasks etc. | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc. | **EXISTING/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome**  Negligible, Minor, Moderate, Major,  Fatality | **Likelihood**  Very unlikely, Unlikely, Possible, Likely, Very Likely | **Risk rating: High Medium Low** | **Proposed Timescale** | **Action Completed Date/Initial** |
| Legionella/Water Systems/Hygiene - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here | | | | | | | | |
| Water outlets  Legionella | Staff, volunteers members of the public | *Tanks, taps and shower outlets inspected and maintained.*  *Suitable controls in place to reduce the risk of Legionnaires disease.* |  |  |  |  |  |  |
| Drinking water | Staff, volunteers members of the public | *Drinking water facilities safe for use i.e. provided at refreshing temperatures (not warm).*  *Drinking water should ideally be “live” from the potable water main or from storage that is properly designed, sealed from ingress of dirt, vermin etc. and with good circulation.* |  |  |  |  |  |  |

| **HAZARD** | **AT RISK** | **CONTROL MEASURES** | | | **PROBABILITY WORST CASE OUTCOME** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consider:** premises work, equipment, specific tasks etc. | **People at risk** | **Control By:** guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc. | | | **EXISTING/ PRPOSED ‘E’ or ‘P’** | **Possible Outcome**  Negligible, Minor, Moderate, Major,  Fatality | | **Likelihood**  Very unlikely, Unlikely, Possible, Likely, Very Likely | **Risk rating: High Medium Low** | **Proposed Timescale** | **Action Completed Date/Initial** |
| Routine Inspections e.g. Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here | | | | | | | | | | | |
| Statutory Inspections | Staff, volunteers members of the public | *Responsible person has carried out checks on your building in the following areas:*  *Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises* | | |  |  | |  |  |  |  |
| Lift Statutory Inspections | Staff, volunteers members of the public | *The thorough examination, inspection, testing and maintenance records for the lifts in date.* | | |  |  | |  |  |  |  |
| Plant and Equipment | Staff, volunteers members of the public | *There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date*  *All fixed guards on machinery in place, secure and well maintained.*  *The safety devices and controls e.g. emergency stops, light guards etc. been checked to ensure safe operation.*  *Defective equipment been taken out of service awaiting repair.*  *Enough space is available for personnel to undertake their tasks safely and comfortably.*  *Personnel have the appropriate competences and/or trained to use work equipment.* | | |  |  | |  |  |  |  |
| Signed:  Name: |  | | Assessment Date: | Further action required:  NO | | | Action Review Date(s):  Next Review Date: | | | | |
|  |  | |  |  | | |  | | | | |

