Coronavirus (COVID-19) Generic Risk Assessment Template

The following template provides generic illustrative examples to be used as an aid when conducting your coronavirus (COVID-19) risk assessment. Please amend the details according to official guidance; your own observations/information; and stakeholder consultations based upon the actual expected use of your workplace. The examples are not exhaustive.

What hazard?	Who might be harmed?	How might they be harmed?	Safety measures required:	Completed by: (Initials & date)
Insufficient physical distance: infection due to close contact (from air-borne droplets)	Staff Volunteers Contract cleaner Committee members Public Other contractors/visitors	1. Close proximity upon entering building. 2. Close proximity within rooms 3. Close proximity using facilities (toilets, kitchen, stores etc.) 4. Close proximity in other communal areas 5. Close proximity during activities	1. Queuing system upon entry, and 2m spacing marked on floors 2. Maximum capacity of x people in main reception. 3. Maximum capacity of y people in meeting room. 4. Maximum capacity of z people in kitchen/store room/other etc. 5. Limit of x persons in toilets at a time. 6. Put up signage to warn of requirement for physical distancing. 7. Monitor and supervise compliance with measures and report serious breaches. 8. Wearing of face coverings by all in certain areas (e.g. reception) 9. Installation of plastic screens to form barriers	

What hazard?	Who might be harmed?	How might they be harmed?	Safety measures required:	Completed by: (Initials & date)
Insufficient cleaning: hand to mouth infection from contaminated surfaces	Staff Volunteers Contract cleaner Committee members Public Other contractors/visitors	1. Touching door handles, tables, chairs, taps, worktops, toilets and other surfaces. 2. Using equipment at the workplace. 3. Sharing other items brought into the workplace.	1. Ensure all floors, table-tops, door handles, toilets and other regularly used surfaces are cleaned daily with a suitable disinfectant. 2. Ensure that rooms are cleaned between meetings. 3. At regular intervals, conduct a deep clean of the premises, including walls, floors, doors, windows, rails, dispensers, toilets, sinks etc. 4. Insist that key equipment (e.g. photocopier) is cleaned after use with a suitable disinfectant. 5. Where food and drink (such as bottled water) is allowed, insist individuals bring and remove all their own provisions, cups, plates and utensils 6. Provide clear instructions to individuals/cleaners on how to conduct cleaning to required standard. 7. Wedge open internal doors to reduce touching of handles (not fire doors) 8. Monitor compliance and report breaches.	

What hazard?	Who might be harmed?	How might they be harmed?	Safety measures required:	Completed by: (Initials & date)
Infection arising from the poor personal hygiene of others	Staff Volunteers Contract cleaner Committee members Public Other contractors/visitors	Touching surfaces and equipment that have been handled by others who have not washed their hands properly.	1. Make 70% alcohol-based hand sanitiser available at entrances and elsewhere; and encourage their use. 2. Make liquid soap and hand towels available at all sinks. 3. Display posters encouraging proper and regular hand-washing 4. Monitor compliance and report breaches	
Increased infection risk to vulnerable people; or to those with certain disabilities (e.g. sight, hearing or mobility impairment, mental health conditions)	1. Anyone in a vulnerable social, age, medical group. 2. Anyone with certain disability 3. Those speaking little or no English	1. As above hazards. 2. Unclear signage or information. 3. Lack of awareness from others	1. Identify vulnerable individuals, consult and introduce any specific measures (e.g. as in this list). 2. Raise awareness among other staff etc. 3. Insist that those in proximity to vulnerable people wear face coverings. 4. Consider specific workplace bubbles (after consultation). 5. Signage in other languages/braille 6. Individuals to continue working from home	
Increased infection risk from recycled air	All	Re-breathing the same air, especially for prolonged periods	1. Increase ventilation by opening windows and doors	

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Responding to suspected cases of COVID-19	All who might be in contact with any visitor showing symptoms	Infection from a person suspected of having COVID-19	1. Ensure groups have collected contact details for Test and Protect/Trace 2. Ask anyone with symptoms to leave immediately	
Stress and anxiety due to COVID-19	Potentially anyone	Worry/concern that they will not be safe due to: Media hype Lack of awareness Lack of trust Poor previous safety record of organisation Belonging to a vulnerable group	1. Provide safety briefing to all staff and volunteers 2. Effective consultation with all stakeholders and their representatives 3. Provide safety briefing or information sheet to visitors 4. Phase the return, increasing staff numbers gradually 5. Concerned staff/those from vulnerable groups to continue working from home 6. Provide clear information and instruction 7. Monitor and review	
All above	All	As above	1. Stagger start, finish and break times	

Note: Please amend in accordance with your organisation's circumstances, based on official guidance, reliable information, observations, and consultations with staff (or their representatives) and other stakeholders