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| **Coronavirus Risk Assessment for Working or Travelling to High/Very High COVID Alert Areas** | | | | | | | | | | |
| **This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Business Continuity Plan.**  **You must modify this risk assessment to ensure it reflects your activities and the specific risks and controls you have in place.** | | | | | | | | | | |
| **Location/Dept:** | | | | | | **Date Assessed:** | **Assessed by:** | | | |
| **Task/Activity:** Working or travelling to a high/very high COVID alert area | | | | | |  | **Reference Number:** | | | |
|  | | | **Risk rating before implementing control measures** | | |  | **Risk rating after implementing control measures** | | |  |
| **Activity/ Task** | **Hazard/Risk** | **Persons at Risk** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Controls Measures in Place** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Additional Controls Measures Required** |
| Working around the site in a high/very high COVID alert area | Contact with persons suffering from coronavirus – moving around buildings and worksites | Employees Contractors | 5 | 5 | 25 | We will check local restrictions before completing the work task and follow the government advice regarding work.  We will look to reduce contact with others by:   * Reducing movement by discouraging non-essential trips within buildings and sites, for example restricting access to some areas, encouraging the use of radios or telephones, where permitted, and cleaning them between use; * Restricting access between different areas of a building or site; * Reducing job and location rotation; * Introducing more one-way flow through buildings; * Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging the use of stairs wherever possible; * Making sure that people with disabilities are able to access lifts; and * Regulating the use of high-traffic areas, including corridors, lifts turnstiles and walkways, to maintain social distancing. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  [https://www.gov.uk/government/publications/guidance-to-employers-and-care provideres-about-covid-19](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Working in the office area in a high/very high COVID alert area | Contact with persons suffering from coronavirus – workstations | Employees | 5 | 5 | 25 | We will ask anyone who can work from home to do so.  We will check local restrictions before completing the work task and follow the government advice regarding work.  We will look to reduce contact with others by:   * Using remote working tools to avoid in-person meetings; * Allowing only necessary participants to attend meetings and maintaining two-metre separation throughout; * Avoiding transmission during meetings, for example by avoiding sharing pens and other objects; * Providing hand sanitiser in meeting rooms; * Holding meetings outdoors or in well-ventilated rooms whenever possible; and * For areas where regular meetings take place, using floor signage to help people maintain social distancing. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  [https://www.gov.uk/government/publications/guidance-to-employers-and-care provideres-about-covid-19](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Working in a high/very high COVID alert area | Contact with persons suffering from coronavirus – wearing of PPE | Employees  Contractors  Members of the public | 5 | 5 | 25 | Existing PPE worn in a work activity as advised by Public Health England.  Existing COVID-19 risk assessment will be reviewed in line with local restrictions.  Staff have been instructed in the Control of Infection Policy.  Suitable PPE is provided, free of charge, as per Public Health Guidelines.  Employees using face coverings will be encouraged to:   * Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. * When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands. * Change their face covering if it becomes damp or if they have touched it. * Continue to wash their hands regularly. * Change and wash face coverings daily. * If the material is washable, wash in line with manufacturer’s instructions. If it is not washable, dispose of it carefully in the normal waste. * Practise social distancing wherever possible. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  [https://www.gov.uk/government/publications/guidance-to-employers-and-care provideres-about-covid-19](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Travel to and working in a high/very high COVID alert area | Contact with persons suffering from coronavirus – shift patterns and travel to work | Employees  Contractors  Members of the public | 5 | 5 | 25 | We will:   * Check local restrictions before completing the work task and follow the government advice regarding travel and work. * Complete a pre-site risk assessment. * Only complete the work task if it is essential and cannot be postponed to another time. * As far as possible, where employees are split into teams or shift groups, fix these teams or shift groups so that, where contact is unavoidable, this happens between the same people. * Minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation where possible and avoiding sitting face-to-face. * Clean shared vehicles between shifts or on handover. * Where workers are required to stay away from their home, centrally log the stay and make sure any overnight accommodation meets social distancing guidelines. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  [https://www.gov.uk/government/publications/guidance-to-employers-and-care provideres-about-covid-19](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Contractors | Contact with delivery drivers / contactors / visitors to site from high/very high COVID alert areas | Employees  Contractors  Members of the public | 5 | 5 | 25 | A separate visitor risk assessment has been completed.  All visitors, including contractors and members of the public, will be required to wear a face covering when entering the premises unless medically exempt or exempt under the regulations. Anyone who refuses to follow this will be requested to leave the premises unless there is an acceptable reason why they cannot wear one. Social distancing and personal hygiene measures will be followed by employees who are around anyone that is not wearing a face covering.  All contractors / delivery drivers / suppliers expected to complete the Contractor Checklist found on the Ellis Whittam Coronavirus Advice Hub.  Contractors only allowed on site if the work cannot be completed at another time.  Contractors and delivery drivers instructed to keep two metres away from all other persons at all times.  Contractors and delivery drivers provided with handwashing facilities.  Contractors and delivery drivers supervised at all times. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  [https://www.gov.uk/government/publications/guidance-to-employers-and-care provideres-about-covid-19](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)  Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |

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| **Risk/Priority Indicator Key** |

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| **Likelihood** |  | **RISK / PRIORITY INDICATOR MATRIX** | | | | | | |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| **Severity (Consequence)** |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | **Summary** | | **Suggested Timeframe** | | | | |
| 3. Moderate (lost time injury, illness, damage, lost care provider) |  | 12-25 | High | As soon as possible | | | | |
| 4. High (major injury / damage, lost time care provider interruption, disablement) |  | 6-11 | Medium | Within the next three to six months | | | | |
| 5. Very High (fatality / care provider closure) |  | 1-5 | Low | Whenever viable to do so | | | | |

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| **Review Record** |

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| **Date of Review** | **Confirmed by** | **Comments** |
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I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

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| **Employee Name (Print)** | **Employee Signature** | **Date** |
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