

A practical guide to conducting a risk assessment for COVID-19

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COVID-19 Risk assessment considerations



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Topics

- Scottish Government Routemap
- Requirements for risk assessment
- Risk assessment basics
- Covid-19 specific risk assessment considerations
- Example Covid-19 hazards/risks/controls
- Your next step...



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Lockdown	Phase 1	Phase 2	Phase 3	Phase 4
<p>Lockdown restrictions:</p> <p>Closure of non-essential workplaces.</p> <p>Social distancing requirements for essential businesses.</p> <p>Remote working is the default position.</p>	<p>As with previous phase but with the following changes:</p> <p>Remote working remains the default position for those who can.</p> <p>For those workplaces that are reopening, employers should encourage staggered start times and flexible working.</p> <p>Non-essential outdoor workplaces with physical distancing resume once relevant guidance agreed.</p> <p>Construction – Phases 0-2 of industry restart plan can be implemented. Industry to consult government before progressing to phase 2.)</p> <p>Preparing for the safe reopening of the housing market.</p> <p>Workplaces resuming in later phases can undertake preparatory work on physical distancing and hygiene measures.</p>	<p>As with previous phase but with the following changes:</p> <p>Remote working remains the default position for those who can.</p> <p>Non-essential indoor, non-office-based workplaces resume once relevant guidance agreed – including factories & warehouses, lab & research facilities – to re-open with physical distancing.</p> <p>Construction sector to implement remaining stages of phased return. Relaxation of restrictions on housing moves.</p>	<p>As with previous phase but with the following changes:</p> <p>Remote working remains the default position for those who can.</p> <p>Non-essential indoor office workplaces can open, once relevant guidance agreed, including contact centres with physical distancing.</p>	<p>As with previous phase but with the following changes:</p> <p>Remote and flexible working remains encouraged.</p> <p>All workplaces open with improved hygiene and in line with public health advice.</p>



COVID-19 Routemap

Currently in Phase 1

- Remote working
- Staggered times
- Flexible working
- Physical distancing
- Construction Phase 0-2
- Housing market
- Preparatory work for re-opening



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<https://www.gov.scot/coronavirus-covid-19/>

Sector specific guidance and support

[construction sector guidance](#)
[culture and creative sector support](#)
[sea fisheries support](#)
[aquaculture support](#)
[caravan sites and holiday parks](#)
[SME housebuilders support](#)
[manufacturing sector guidance](#)
[retail sector guidance](#)
[household waste recycling centre guidance](#)



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Requirements

Legislation - The Management of Health and Safety at Work Regulations 1999
Regulation 3 Risk assessment
Applicable to Every employer and self-employed person
Regulation (3) states any assessment shall be reviewed by the employer or self-employed person who made it if—
(b) there has been a significant change in the matters to which it relates, i.e. COVID-19.

Where the employer employs five or more employees, he shall record—
(a) the significant findings of the assessment; and
(b) any group of his employees identified by it as being especially at risk.



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Risk assessment basics

Fundamental definitions

Hazard - Something with the potential to cause harm – **Covid-19**

Risk - The Likelihood of harm arising from the particular hazard - **Infection**

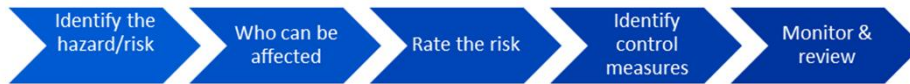
Level of Risk – The Likelihood X Severity = **Risk Rating**

Controls – Action taken to reduce/minimise likelihood and severity - **PPE**

RISK = SEVERITY x LIKELIHOOD

	(1) INCIDENTAL	(2) MINOR	(3) SERIOUS	(4) MAJOR	(5) CATASTROPHIC
FREQUENT (5)	5	10	15	20	25
OCCASIONAL (4)	4	8	12	16	20
SELDOM (3)	3	6	9	12	15
REMOTE (2)	2	4	6	8	10
UNLIKELY (1)	1	2	3	4	5

LIKELIHOOD (vertical axis)
CONSEQUENCES/SEVERITY (horizontal axis)



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Risk assessments

- Consult with your staff about a return to work
- Workplace needs to be Covid-19 safe
- Review existing assessments
- Make changes to accommodate Covid-19
- Consider the new and varied hazards
- Determine how to control these
- Seek further support from e.g. HSE website on Covid-19

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Example template

Covid-19 is a virus which can cause illness affecting your lungs and airways. Symptoms can be mild, moderate, severe or fatal.
 This is a Generic Risk Assessment designed to assist organisations of all sizes plan and prepare for managing risks and hazards relating to Covid-19. Control measures for consideration are also provided. Whilst not every type of business and scenarios can be covered in a Generic assessment, each business should consider their own unique circumstances. A more specific risk assessment may be necessary for certain types of business and these can be developed in conjunction with you. Please contact enquiries@argomas.co.uk or call 07735818611.

OFFICE or SITE LOCATION:	JOB REFERENCE (if applicable):
CLIENT SITE (if applicable):	RISK ASSESSMENT COMPLETED BY:
PERIOD OF EMPLOYMENT (if applicable):	DATE:
WORK DESCRIPTION:	APPROVED SIGNATURE:

HOW TO COMPLETE LIKELIHOOD AND SEVERITY- PLEASE REFER TO THE RISK MATRIX TAB. THE SPREADSHEET WILL AUTOMATICALLY CALCULATE THE INITIAL AND RESIDUAL RISK RATING AND COLOUR CODE AS FOLLOWS: RED FOR 15+ AMBER FOR 5-12 AND GREEN FOR 1-4. INSERTED BELOW ARE FOR EXAMPLE PURPOSES

REF	TASK/ACTIVITY <small>The steps involved in the job (if applicable)</small>	HAZARD <small>What could go wrong and what the effect would be</small>		INITIAL RISK			CONTROLS & MITIGATION <small>How can the hazard be prevented?</small>	RESIDUAL RISK			ALARP? (✓)
		Hazard Description and Effect	Who is at risk	Likelihood	Severity	INITIAL RISK RATING	Required Controls	Likelihood	Severity	RESIDUAL RISK RATING	
1				1	5	5		0	5	0	
2				2	2	4		0	2	0	
3				3	3	9		0	3	0	
4				4	3	12		0	3	0	
5				5	4	20		0	4	0	



Compiling your risk assessment

Example tasks/activity to consider

TASK/ACTIVITY

- Workplace exposure to Covid-19
- Hygiene in the workplace
- Use of PPE
- Training on revised working practices
- Social distancing
- Use of facilities/welfare
- Use of office/workshop equipment
- Working area
- Working in other peoples homes
- Transportation
- Cleaning
- Driving

WHO CAN BE AFFECTED

- Workers; Visitors; Cleaners;
- Contractors; Drivers; Public;
- Vulnerable groups; Anyone;



Compiling your risk assessment

Example hazards/risks and controls

HAZARD/RISK

Travel
Infection

Access/Entrance points/doors
Poor hygiene
Office/Shared equipment
Visitors/reception area
Goods in/out
Kitchen/welfare
Meetings
Use of Lifts
Processing payments

CONTROLS

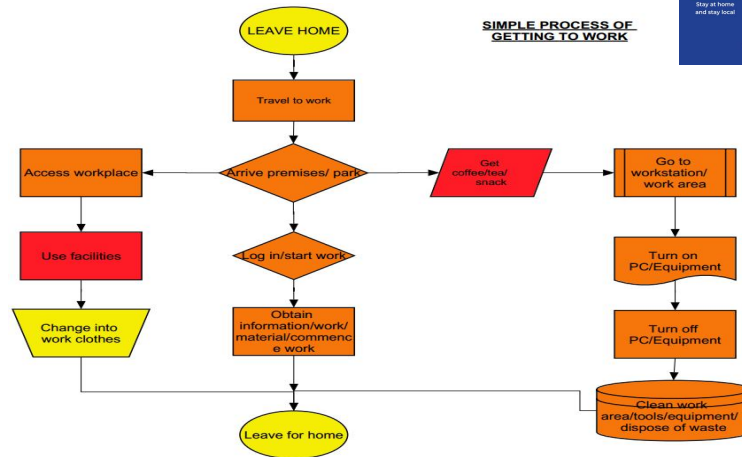
Walk, cycle, no sharing
Social distancing
PPE
Staggered shift time/start
Increase cleaning regime
Sanitisation
Screens/hygiene station
Designated drop points
No communal food prep
Virtual meets/2m rule
Limit numbers
Contactless

What can affect likelihood & severity of risks/hazards?

- Numbers of persons involved
- Age
- Competence/experience
- Access/egress
- Location(s)
- Equipment/sharing
- Nature of the work
- Environmental conditions/outdoors
- Wearing PPE
- Social distancing

Travel to work

What happens when we arrive?



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Access arrangements


- Review current entry/exit routes
- Consider one-way system at entry and exit points if possible
- Stagger arrival and departure times
- Reduce the potential crowding of people, e.g. more entry points or change opening hours
- Identify high risk pinch-points like entrances or stairs where close physical contact is likely and/or obstructions force close physical contact.
- Take measures to reduce risk for deliveries including using drop-off points or transfer zones for goods in/out
- Consider use of touch-based security devices such as keypads for entry or implement enhanced cleaning regime or seek alternatives

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Kitchens/Welfare/Hygiene

- Kitchens, tea-shack, rest rooms, canteens should be cleaned more frequently between uses.
- A cleaning schedule should be designed and staff trained to implement the schedule.
- Frequent touch points should be identified and disinfected regularly including all objects and surfaces that are touched regularly e.g. doors, handles, switches, balustrade, kettles, microwaves, hand dryers.
- Adequate disposal arrangements should be made available for additional waste created though enhanced cleaning regimes.
- Improve signage and cleaning guidance for toilets to ensure they are kept clean.
- Ensure staff have access to and are able to regularly wash their hands.
- Provide hand sanitiser if hand washing is not practical.



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Example risk assessment

Any workplace exposure to Covid-19

ANY COMPANY LTD
HEALTH AND SAFETY


RISK ASSESSMENT/BRIEFING RECORD

OFFICE or SITE LOCATION:		JOB REFERENCE (if applicable):	
CLIENT SITE (if applicable):		RISK ASSESSMENT COMPLETED BY:	
PERIOD OF DEPLOYMENT (if applicable):		DATE:	
WORK DESCRIPTION:		APPROVED SIGNATURE:	

Covid-19 is a virus which can cause illness affecting your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

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		What could go wrong and what the effect would be <small>Hazard Description and Effect</small>	Who is at risk	Likelihood	Severity	INITIAL RISK RATING	Required Controls	Likelihood	Severity	RESIDUAL RISK RATING							
1	Any workplace exposure to Covid-19	Infection; Serious illness; Death; Recuperation period; Legislation; Timeframes; Social distancing; Vulnerable groups; Travel-not essential; Physical and mental health;	Workers; Visitors; Cleaners; Contractors; Drivers; Vulnerable Groups; Public; Anyone else	3	4	12	Employers to have systems in place to ensure that if someone becomes unwell in the workplace with a new, continuous cough or a high temperature, they should be sent home and advised to follow the advice to self-isolate Employers need to keep aware of the local, regional, and Government guidance regarding COVID-19 Employers to educate their workers on the spread of the disease in the geographic areas they serve. Obey Covid-19 golden rules for site Employers should monitor mental health	2	4	8							
2																	
3																	
4																	
5																	
6	Hygiene in the workplace	Infection; First aid; Passenger lifts; Payments; Use of own cleaning products; Communal areas; Communal equipment; Access/egress points;	Workers; Visitors; Cleaners; Contractors; Drivers; Vulnerable Groups; Public; Anyone else				Provide increased signage on good hygiene practices Workers should be reminded to wash their hands regularly throughout the day for at least 20 seconds on each occasion (suitable washing facilities with soap and warm water or hand sanitiser must be provided);										
7																	



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Next steps

- If not already returned to work – when will this be?
- Risk assessment planning for your business – what are the hazards/risks?
- What controls will you need to consider?
- How will you consult/communicate with your employees?
- If necessary, where will you seek further guidance?



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Business Gateway East Dunbartonshire

- Offices in Kirkintilloch and Milngavie
- Here to support both people planning on setting up their own business and existing companies within East Dunbartonshire
- We provide practical assistance, training workshops, networking opportunities and information on the support available throughout the enterprise network and beyond
- Call 0141 578 8530 to arrange to meet a Business Adviser



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