

RETURN TO WORK COVID-19 RISK ASSESSMENT

Site Address / Name / Location	
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Assessor	Job Title	Signature	Date
Last Assessment By	Date of Last Assessment	Review Date	

Assessment Based on / Property Description	
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Persons at risk	Details	Frequency	Are any disabled?	Comments
Contractors			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Staff / employees			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Gen. Public / Others			<input type="checkbox"/> Yes <input type="checkbox"/> No	

FACTORS CAUSING SPREAD OF VIRUS												
		Existing Controls in Place	Current Risk			Further Measures	Action Required	Action by and when	Done	New Risk		
			P	S	R					P	S	R
1	Contact with infected persons											
2	Proximity to other staff or customers											

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3	Contamination and potential contamination of surfaces												
4	Overcrowding												
5													
6													

Additional Notes and Info

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WORKPLACE PREMISES

		Existing Controls in Place	Current Risk			Further Measures	Action Required	Action by and when	Done	New Risk		
			P	S	R					P	S	R
1	Entrance											
2	Staircase											
3	Lift											
4	Open Office Layout											
5	Individual Offices											
6	Meeting Rooms											

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7	Kitchen / Canteen											
8	Toilets											
9	Work Shops											
10	Car Parking											
11	First Aiders / Fire Marshals											
12												

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Workplace Tasks												
		Existing Controls in Place	Current Risk			Further Measures	Action Required	Action by and when	Done	New Risk		
			P	S	R					P	S	R
1	Deliveries to Office / Post											
2												
3												
4												
Additional Notes and Info												

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Assessors Signature		Date	
Approved By		Approvers Job Title	

All staff **listed and signed** below have read and been informed about the Return to Work COVID-19 Site - Risk Assessment

Name	Signature	Date

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Date of Review	.
Significant Findings	
Action Required	

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ADDITIONAL NOTES:

Factors Causing Spread of Virus

Exposure from others due to:

- 1) Living with someone with a confirmed case of COVID-19.
- 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.
- 3) Being advised by a public health agency that contact with a diagnosed case has occurred.

Note A: General

- To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise; and for essential works including those deemed 'key workers' or those unable to work from home.
- Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.
- Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance.
- Travel is only required for essential travel or for those who are unable to work from home reduce the amount of time using public transport and to implement social distancing where possible 2m (6.5 foot) gap recommended by the Public Health Agency by the Public Health Agency
- To continue following ongoing government guidance
- Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required
- Follow good NHS hygiene measures at all times.
- Avoid all visitors to your home unless they are providing a medical requirement.
- Do not approach delivery staff, allow packages to be left on the doorstep.

Additional controls

- Encourage staff to report any problems and carry out skin checks as part of a skin surveillance program
- <https://www.hse.gov.uk/skin/professional/health-surveillance.htm>
- To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirusskin>

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Note B: Suspected case while working on site

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately.
- Avoid touching anything.
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.
- The management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.

Reference: <https://www.publichealth.hscni.net/>

Additional controls

- Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.
- Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.

Note C: General Travel including foreign travel

- Do not travel unless you cannot work from home or deemed a key worker – implement teleconferencing for meetings.
- Where an individual has recently visited these countries, they should self / home isolate themselves until further notice from the government (lockdown measures continue to apply).
- Please continue to follow any further national government advice provided.
- Where an occupational health (OH) service provider has been appointed, please seek additional advice or concerns through this service.
- All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible.

Note D: Access / Egress to site

- Where possible, please consider and implement the following practices:

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- Stop all non-essential visitors.
- Introduce staggered start and finish times to reduce congestion and contact at all times to reduce number of workers on site at any one time. Also relocating workers to other tasks.
- Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners.
- Require all workers to wash or clean their hands before entering or leaving the site.
- Allow plenty of space (2 metres) between people waiting to enter site.
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.
- Procedures in place to ensure adequate welfare facilities available during their work.
- Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.

Additional Controls

- Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.
- Management checks to ensure this is adhered to.

Reference: <https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm> COVID-19-guidance on freight transport.

Note E: Personal Protective Equipment

Wearing of Gloves

- Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.

Respiratory Protective Equipment (RPE)

- Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviors.
- Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed.
- Appropriate RPE (respiratory protective equipment) masks to be considered as last resort however face fit test (FFT) must be completed to ensure mask

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effectiveness. It is advised to speak to your H&S competent person on these matters and supplies should be reserved for medical staff as it has been documented that supplies have been difficult to procure.

Additional Controls

- Staff to be reminded that wearing of gloves is not a substitute for good hand washing.
- To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out.
- Both the fit tester and those being fit tested should wash their hands before and after the test.
- Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).
- Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.
- Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)

Reference: <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>

Note F: Poor Hygiene

- Wash your hands thoroughly and regularly adopting the handwashing technique as directed by NHS. Use soap and water for at least 20 seconds. Then proper drying of hands with disposable towels. Use alcohol-based hand sanitiser if soap and water is not available
- Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.
- Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site
- Regularly clean the hand washing facilities and check soap and sanitiser levels.
- Staff encouraged to protect the skin by applying emollient cream regularly.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
- Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.
- Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant. Wash hands before and after using the facilities. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush. Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently.

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Additional Controls

Reference:

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<https://www.nhs.uk/conditions/emollients/>

<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>

Note G: Canteen – exposure from large number of persons

- The workforce should also be required to stay on site once they have entered it and not use local shops.
- Dedicated eating areas should be identified on site to reduce food waste and contamination.
- Break times should be staggered to reduce congestion and contact at all times.
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area.
- Provide disposable towels for kitchen areas.
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home.
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact.
- Employees can eat at their desks, in cars or outside.
- Where catering is provided on site, it should provide pre-prepared and wrapped food only. Payments should be taken by contactless card wherever possible and crockery, eating utensils, cups etc. should not be used.
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.
- Tables should be cleaned between each use.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- Increase cleaning schedule. All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

Additional Controls

- Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.

Note H: Use of changing facilities, showers and drying rooms

- Introduce staggered start and finish times to reduce congestion and contact at all times.

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- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
- Consider increasing the number or size of facilities available on site if possible
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of 2 metres.
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal

Note I: Use of building and facilities

- Internal doors – entry doors, various office doors, staff canteen door could any of these be removed or propped open (temporarily) to reduce the need for touch (fire prevention measures must continue to be adhered to).
- Consider staggering starting and finishing times.
- Limit numbers in lifts.
- If staff travel by car instead of public transport, ensure suitable consideration is made for additional parking.

Note J: First Aid and Fire

- Fire alarm testing, PEEPs, evacuations, assembly points – what does your current Fire Risk Assessment say and based on your new risks do you need to review it?
- If there is phased return or a form of job sharing or job rotation, then adequate cover for first aiders and fire wardens must be considered and provided.
- Testing of fire alarms and all associated equipment must continue
- Personal Emergency Evacuation Plans (PEEPs) must continue to be put in place.
- Provide sanitisers and wipes with first aiders and first aid kits.
- Ensure first aiders know how to manage suspected cases of COVID-19 as per government advice.

Note K: Homeworkers

- Consideration should be made for homeworkers.
- New DSE workstation layouts
- Consider a worker questionnaire to understand any staff concerns.

Additional Controls

HR:4UK Home Working Policy https://www.hr4uk.com/news/118/latest_coronavirus_guide_for_employers#Homeworking%20Policy

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Note L: Mental Health

Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.

Additional Controls

Regular communication of mental health information and open-door policy for those who need additional support.

Reference:

- <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>
- www.hseni.gov.uk/stress

Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures.

- <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>
- <https://www.gov.uk/government/publications/coronavirus-action-plan>

H&S Law and Obligations

[Health and Safety at Work Act 1974](#)

All reasonably practicable steps to safeguard employees and non-employees.

[Management of Health and Safety at Work Regulations 1999](#)

Suitable and sufficient risk assessment.

[HSWA Personal Protective Equipment at Work Regulations 1992](#)

Duty to provide suitable PPE.

[DSE \(Display Screen Equipment\) Regulations 1992](#)

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.

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- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- It is a good idea to check your workplace's policy on absence from work. Employers might need to be flexible if asking for self-isolation notes. Assessments to be reviewed every 6 months or where significant change has occurred

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, If in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs.

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