**What to include in your COVID-19 risk assessment**

# Company name: Assessment carried out by:

**Date assessment was carried out:**

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a COVID-19 risk assessment and it’ll help you manage risk and protect people. You must:

* identify what work activity or situations might cause transmission of the virus
* think about who could be at risk
* decide how likely it is that someone could be exposed
* act to remove the activity or situation, or if this isn’t possible, control the risk

When completing your assessment make sure you talk to your workers and their representatives to explain the measures you are taking. They can also provide valuable information on how you could control the risks.

You can use this document to help you make sure you have covered what you need to keep workers and others safe. Once you have completed your risk assessment you will also have to monitor to make sure that what you have put in place is working as expected.

More information on [working safely during the coronavirus outbreak.](https://www.hse.gov.uk/coronavirus/index.htm) HSE’s [core guidance on managing risk.](http://www.hse.gov.uk/simple-health-safety/risk/)

In the UK some rules such as social distancing may be different in each of the devolved nations. However, HSE regulates in all of these countries. You should check the public health guidance for the country you are in:

* [Wales](https://gov.wales/coronavirus-social-distancing-guidance)
* [England](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing)
* [Scotland](https://www.gov.scot/coronavirus-covid-19/)

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| **What are the hazards?** | **Who might be harmed and how?** | **Controls** | **What further action do you need to consider to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** |
| Getting or spreading coronavirus by not washing hands or not washing them adequately | Workers Customers ContractorsDrivers coming to your business | Follow our guidance on [cleaning, hygiene and](https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm) [hand sanitiser](https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm)* Provide water, soap and drying facilities at wash stations
* Provide information on how to wash hands properly and display posters
 | * Put in place monitoring and supervision to make sure people are following controls
* Put signs up to remind people to wash their hands
* Provide information to your workers about when and where they need to wash their hands
* Identify if and where additional hand washing facilities may be needed
* If people can’t wash hands, provide information about how and when to use hand sanitiser
* Identify how you are going to replenish hand washing/sanitising facilities
* Make sure people are checking their skin for dryness and cracking and tell them to
 |  |  |
|  | Drivers going out for your businessVisitors | * Based on the number of workers and the number of people who come into your workplace decide:
	+ how many wash stations are needed
	+ where wash stations need to be located You may already have enough facilities
 |
|  |  | - Provide hand sanitiser for the occasions when people can’t wash their hands |
|  |  | - There’s a legal duty to [provide welfare facilities and washing facilities for visiting drivers](https://www.hse.gov.uk/coronavirus/drivers-transport-delivery.htm) |
|  |  | - You should talk to managers at any sites your drivers are visiting to ensure they are provided with hand washing facilities |

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