**COVID-19 Health & Safety Risk Assessment**

**General Information**

|  |  |
| --- | --- |
| Date of assessment |  |
| Date of next review |  |
| Person(s) conducting assessment |  |

**COVID-19 Risk Assessment**

| **What is the risk or hazard identified?** | **Who might be harmed and how?** | **What is the potential impact? (High / Medium / Low)** | **What is the likelihood of the risk occurring? (High / Medium / Low)** | **What is the overall risk level? (High / Medium / Low)** | **What is the firm already doing to control the risks?** | **What steps should be put in place to avoid or mitigate the risks?** | **By whom?** | **By when?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Spread of COVID-19 to Staff from working at their workstations | Staff likely to be affected? | High / Medium / Low | High / Medium / Low | High / Medium / Low |  | This may necessitate a number of different measures |  |  |
| Spread of COVID-19 to staff from use of toilets | Who will likely be affected? | High / Medium / Low | High / Medium / Low | High / Medium / Low |  |  |  |  |
| Spread of COVID-19 to staff from use of kitchen space | Who will likely be affected? | High / Medium / Low | High / Medium / Low | High / Medium / Low |  |  |  |  |
| Spread of COVID-19 to staff from gaining access to workstation (communal areas / reception etc) | Who will likely be affected? | High / Medium / Low | High / Medium / Low | High / Medium / Low |  |  |  |  |
| Spread of COVID-19 to Visitors to your premises | Who will likely be affected? | High / Medium / Low | High / Medium / Low | High / Medium / Low |  |  |  |  |
| Spread of COVID-19 to Cleaners | Who will likely be affected? | High / Medium / Low | High / Medium / Low | High / Medium / Low |  |  |  |  |
| Spread of COVID-19 to  contractors |  | High / Medium / Low | High / Medium / Low | High / Medium / Low |  |  |  |  |
| Spread of COVID-19 to  Vulnerable groups – Elderly, Pregnant workers, and those with existing underlying health conditions |  | High / Medium / Low | High / Medium / Low | High / Medium / Low |  |  |  |  |
|  |  | High / Medium / Low | High / Medium / Low | High / Medium / Low |  |  |  |  |
|  |  | High / Medium / Low | High / Medium / Low | High / Medium / Low |  |  |  |  |

**COVID-19 Health & Safety Action List (in order of priority):**

***[As a result of its risk assessment, a firm may consider that it needs to prioritise some more urgent actions and these could be documented here]***

The following priority actions are planned commencing [DATE]:

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **By whom** | **Start date** | **Review Date** |
|  |  |  |  |
|  |  |  |  |
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