What to include in your COVID-19 risk assessment

Company name: LCN Performing Arts   **Assessment carried out by: Laura Joyes & Arthur Jones**

Date assessment was carried out: April 9

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.

HSE's core guidance on managing 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
- England
- Scotland

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
	
	Contractors
	
	Drivers coming to your business
	
	Drivers going out for your business
	
	Visitors
		Follow our guidance on cleaning, hygiene and hand sanitiser
		
		- Provide water, soap and drying facilities at wash stations
		
		- Provide information on how to wash hands properly and display posters
		
		- 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
		
		- You should talk to managers at any sites your drivers are visiting to ensure they are provided with hand washing facilities
			- 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
			
			- Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem		

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 in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Workers Customers Visitors Contractors Drivers coming to your business	Follow our guidance on welfare facilities, canteens etc: Identify: ➢ areas where people will congregate, eg rest rooms, canteens, reception, kitchens etc ➢ areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways* storage areas ➢ areas and equipment where people will touch the same surfaces, such as in kitchens, classrooms ➢ areas and surfaces that are frequently touched but are difficult to clean ➢ communal areas where air movement may be less than in other work areas	- Put in place monitoring and supervision to make sure people are following controls put in place, eg following hygiene procedures, washing hands, following one-way systems - Dettol wipes and sprays in bathrooms and photocopier - Near-miss reporting may also help identify where controls cannot be followed or people are not doing what they should		
		Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to: ➢ limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for classrooms ➢ reorganise facilities in communal areas such as spacing out tables so social distancing rules can be met ➢ put in place one-way systems in corridors or regularly used pedestrian	-		

		traffic routes to manage the flow of people moving around and to allow social distancing rules to be met ➢ leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation			
		➢ keep surfaces, such as tables, in communal areas clear for people to sit and eat at to make cleaning easier ➢ provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit to canteens ➢ put signs up to remind people to wash and sanitise hands and not touch their faces ➢ put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it	-		
Getting or spreading coronavirus through workers living together and/or travelling to work together	Workers	– Identify groups of workers who live together and group them into a work cohort Identify groups of workers who travel to work together and group them into a work cohort	- Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus		

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 cleaning surfaces, equipment and workstations	Workers Customers Visitors Contractors Drivers coming to your business Drivers going out for your business	Use the guidance on cleaning and hygiene during the coronavirus outbreak - Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom - Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean - Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces - Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user - Identify where you can reduce the contact of people with surfaces, eg by leaving open doors	- Put in place monitoring and supervision to make sure people are following controls, ie are implementing the cleaning regimes implemented - Provide information telling people who needs to clean and when - Doors left open where possible - Provide instruction and training to people who need to clean. Include information on: ➢ the products they need to use ➢ precautions they need to follow ➢ the areas they need to clean - Identify how you are going to replenish cleaning products		

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?
		that are not fire doors, using electronic documents rather than paperwork			
		- Identify other areas that will need cleaning to prevent the spread of coronavirus, eg canteens, rest areas, welfare facilities, and level of cleaning and who will do it			
		- Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes in vehicles, water and detergent on work surfaces etc			
		- Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects			
		- Provide more bins and empty them more often			
		- Provide areas for people to store personal belongings and keep personal items out of work areas			
		- clean things like reusable boxes regularly			

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?
		- Put in place arrangements to clean if someone develops symptoms of coronavirus in work			
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	Follow our guidance on stress and mental health - Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through - Involve workers in completing risk assessments so they can help identify potential problems and identify solutions - Keep workers updated on what is happening so they feel involved and reassured	Further advice and support - Share information and advice with workers about mental health and wellbeing - Consider an occupational health referral if personal stress and anxiety issues are identifie		
Contracting or spreading the virus by not social distancing	Workers Customers Contractors Delivery drivers to/from your workplace Visitors	Follow our guidance on social distancing. - Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules Identify how you can keep people apart in line with social distancing rules in the first instance.	- Put in place arrangements to monitor and supervise to make sure social distancing rules are followed - Provide information, instruction and training to people to understand what they need to do		

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?
		- This may include: ➢ using marker tape on the floor ➢ one-way systems ➢ staggering start/end times ➢ limiting the number of people on site at one time ➢ rearrange work areas and tasks to allow people to meet social distancing rules ➢ using empty spaces in the building for additional rest break areas where safe to do so ➢ implementing 'drop zones ' for passing materials between people ➢ providing more parking areas or controlling parking spaces ➢ providing facilities to help people walk or cycle to work, eg bike racks	Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing		

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?

		- Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people. This can include:
		  ➢ place markers on the floor (eg in lifts) to indicate where people should stand and the direction they should face
		
		- If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include:
		  ➢ enhanced cleaning regimes
		  ➢ increase in hand washing
		  ➢ limiting the amount of time people spend on the task
		  ➢ placing workers back-to-back or side-by-side rather than face-to-face when working
		  ➢ cohorting' work teams so they consistently work together
		  ➢ improving ventilation
		  ➢ Display signs to remind people to socially distance			

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?
Poor workplace ventilation leading to risks of coronavirus spreading	Workers Customers Contractors	Follow our guidance on heating ventilation and air conditioning (HVAC) - Identify if you need additional ventilation to increase air flow in all or parts of your workplace - Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help - If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc - Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air	- maintain air circulation systems in line with manufacturers' recommendations		
Increased risk of infection and complications for vulnerable workers	Workers	- Identify who in your work force fall into one of the following categories: ➢ Clinically extremely vulnerable ➢ People self-isolating ➢ People with symptoms of coronavirus	- Put systems in place so people know when to notify you that they fall into one of these categories, eg they start chemotherapy or are pregnant		

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?
		- Discuss with employees what their personal risks are and identify what you need to do in each case - Identify how and where someone in one of these categories will work in line with current government guidance - If they are coming into work identify how you will protect them through social distancing and hygiene procedures			
Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)	Workers	Follow our guidance on PPE during the outbreak There are a very limited number of settings where PPE is needed for protection from coronavirus, eg healthcare. This line only considers PPE for workplaces that don't need it for protection from coronavirus - Identify tasks where exposures to hazardous workplace substances may happen and put in place measures to protect people – PPE should not be the first choice, it should be the last. Substitution or engineering controls should be put in place in the first instance	- Put systems in place to keep PPE supplies under review so you can take action if necessary before you run out		

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?
		- Identify which tasks you need PPE for and specify the right protection factor needed for those tasks - Provide the right protection factor for each task rather than the highest protection factor respiratory protective equipment (RPE) for all tasks - Where required, ensure that those using RPE are face-fit tested. - Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace (Please note – face coverings are not PPE and are not required to be worn in the workplace. Where people choose to wear them you should support them)			

Further information

HSE's latest advice on coronavirus

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk

You can order HSE priced publications. HSE priced publications are also available from bookshops.

This document is available at: www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf

© *Crown copyright* If you wish to reuse this information visit www.hse.gov.uk/copyright for details. First published 07/20.

Published by the Health and Safety Executive 07/20