**Risk Assessment Template\* – Reopening Workplace During COVID-19 Pandemic**

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| Organisation Name: |  |
| Site Details/ Address:  |  |
| Risk Assessor’s Name: |  |
| Risk Assessment Date: |  |

**\*Please note that this is a model risk assessment and the list of hazards and control measures in this template are not exhaustive and are for guidance only and should be used as a base for your own risk assessment. You should also refer to the Government guidance most relevant to your workplace/ work activities when completing your risk assessment. See** [**https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19**](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)**.**

**Assessment**

| **Description of Hazard** | **Who could be harmed and how?** | **Existing Control Measures** | **Additional Action Required? (Yes / No)** | **Action Ref. No.** |
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| *Direct transmission of the COVID-19 virus between occupants (e.g. through coughing or sneezing when near to others).*  | *Any person on the premises may be at risk of contracting COVID-19 as a result of being in close proximity to others who may be carrying the virus.*  | *Considerations:* *The primary aim should be to maintain adequate social distancing (i.e. two metres separation between members of different households). This may require changes to the layout of your workplace (e.g. re-positioning workstations, changing seating arrangements in rest areas, etc.). If appropriate distances cannot be maintained, other control measures will need to be implemented. These may include engineering controls (e.g. the erection of physical barriers), administrative controls (e.g. limiting the number of people present), or personal protective equipment (PPE).* *Potential control measures may include:* * *Adjusting the layout of the workplace to ensure that distances of at least two metres can be maintained between occupants.*
* *Using floor markings, tape, and signage to illustrate appropriate distances.*
* *Adjusting the position/ layout of workstations so that employees are back to back or side to side rather than face to face.*
* *Making the use of face coverings mandatory for specified areas/ activities where social distancing cannot be achieved.*
* *Installing plexiglass barriers between workstations/ at points of regular interaction where social distancing cannot be achieved.*
* *Using shifts to limit the number of employees present at any given time.*
* *Keeping the same employees on the same shifts to minimise the number of different people coming into contact with each other.*
* *Requiring employees to continue to work from home where possible to do so.*
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| *‘Pinch points’ and areas where queues may form.*  | *The transmission of the virus is more likely to occur at ‘pinch points’ and areas where queues form as it will be harder to achieve social distancing.*  | *Considerations:* *There are likely to be some ‘pinch points’ in your workplace where social distancing will be difficult to achieve. This may include corridors, toilets, lifts, reception areas, etc. There are also likely to be some areas where groups of employees would normally congregate, such as rest areas and near to drinks making facilities.**Any areas where queues are likely to form will also need to be carefully considered. This may include external areas (e.g. queuing to enter buildings) or internal areas (e.g. queuing for food/ drink or use of equipment).* *Potential control measures may include:* * *Limiting the number of people permitted in restricted spaces at any one time..*
* *Implementing a one-way system so that people to do not have to pass in corridors/ walkways.*
* *Staggering break times to limit the number of people present in rest areas.*
* *Encouraging staff to take breaks in alternative locations (e.g. meeting rooms, outdoor spaces, at their desks, etc.) rather than in designated rest areas.*
* *Restricting the use of lifts (e.g. one person at a time).*
* *Encouraging the use of stairs instead of lifts..*
* *Making a larger number of entrance/ exit points available.*
* *Staggering employees start and finish times to minimse queues at entrances/ exits and the number of people in reception areas.*
* *Using floor markings to illustrate adequate distancing where queues are likely to form.*
* *Staggering break times to minimise queues for food/ drinks.*
* *Installing plexiglass screens at manned reception points.*
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| *Indirect transmission of the virus through contract with contaminated surfaces/ equipment.*  | *Any person on the premises may contract the virus through contact with contaminated surfaces/ equipment.*  | *Considerations:* *Tests have shown that the virus can survive on surfaces for periods of days, depending on the surface material and environmental conditions. It is therefore imperative that surfaces that occupants may touch are regularly cleaned. Particular attention should be given to common touch points such as door handles, lift buttons and commonly used equipment (e.g. printer/ copiers, coffee machines, etc.) and the frequent cleaning of common touch points should form part of an enhanced cleaning regime.* *Suitably located appropriate hand cleaning facilities will also need to be made available and good hand hygiene practices should be actively promoted.* *Potential control measures may include:* * *Implementing an enhanced cleaning regime, with a particular focus on the frequent cleaning of common touch points.*
* *Providing disinfectant wipes near to commonly used equipment.*
* *Restricting the sharing of equipment and avoiding hot desking.*
* *Keeping doors open where possible and safe to do so (i.e. do not leave doors open required for fire safety, security or safeguarding purposes).*
* *Making hand sanitiser available throughout the premises, including in rest areas, meeting rooms, and near to common touch points.*
* *Briefing staff on the need to practice good hand and respiratory hygiene and displaying appropriate* [*posters*](https://coronavirusresources.phe.gov.uk/)*/ signage.*

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| *Employees attending work when potentially infected with COVID-19.*  | *Infected employees may transmit COVID-19 to other employees, or any other persons on site.*  | *Considerations:* *It remains Government guidance that any person with symptoms of COVID-19 self-isolates for a period of 7 days, and any person with a member of their household displaying symptoms self-isolated for a period of 14 days, see* [*here*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)*. It should be ensured that all employees follow this guidance. As an extra precaution you may choose to extend this guidance to all symptoms of cold/ flu.**If a member of staff, visitor or contractor becomes unwell with a new, continuous cough, high temperature, or a loss of, or change in, their normal sense of taste or smell whilst on site; they must be sent home and advised to follow the* [*stay at home guidance*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)*. They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999.* *If a member of staff is diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work, this must be reported to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 as an exposure to a biological agent using the* [*case of disease report form*](https://notifications.hse.gov.uk/riddorforms/Disease)*. Further information is available from the* [*Health & Safety Executive (HSE).*](https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm)*If a member of staff dies as a result of exposure to COVID-19 from their work and this is confirmed as the likely cause of death by a registered medical practitioner, then this must be reported to the HSE under RIDDOR 2013 as a death due to exposure to a biological agent using the* [*case of disease report form*](https://notifications.hse.gov.uk/riddorforms/Disease)*. Workplace fatalities must be reported to the HSE by the quickest practicable means without delay, and a report of that fatality must be sent within 10 days of the incident. Further information is available from the* [*Health & Safety Executive (HSE).*](https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm)*If an unintended incident at work has led to someone’s possible or actual exposure to COVID-19. This must be reported to the enforcing authority under RIDDOR 2013 as a* [*dangerous occurrence*](https://notifications.hse.gov.uk/riddorforms/DangerousOccurrence)*. Further information is available from the* [*HSE.*](https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm)*If a member of staff has helped someone who was unwell with a new, continuous cough, high temperature, or a loss of, or change in, their normal sense of taste or smell; they do not need to go home unless they develop symptoms themselves or the individual subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.**Potential control measures may include:** *Instructing all employees that they should not attend work with symptoms of COVID-19, or a cold/ flu.*
* *Reminding employees that they should self-isolate for 7 days if they are displaying symptoms, or 14 days if a member of their household is displaying symptoms.*
* *Insisting that any employee who attends work with symptoms returns home immediately and follows the* [*stay at home guidance*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)*.*
* *If there is a suspected or known case of COVID-19 in the workplace, carrying out cleaning in accordance with the specific Government guidance available* [*here*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)*.*
* *Ensuring that any confirmed cases of COVID-19 are reported to the enforcing authority where required under RIDDOR 2013.*
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| *Vulnerable persons.*  | *Vulnerable employees are at risk of severe ill-health if they are exposed to COVID-19 at work.**Vulnerable members of employee’s households are also at risk of serious illness if an employee contract the virus at work.*  | *Considerations:* *There are several health conditions and other characteristics that have been identified as putting people at increased risk of serious illness if they contract the virus. These have been separated into two categories, moderate risk (*[*clinically vulnerable*](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing)*) and high risk (*[*clinically extremely vulnerable*](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) *– i.e. those in the ‘shielding’ group). Employees in the moderate risk category that are unable to work from home may still attend work, subject to appropriate measures being in place, but those in the high-risk category should be ‘shielding’ and should not attend work. You may also have employees who fall into neither category but have been advised by a medical professional that they should not attend work, and this advice should be followed.* *It is Government guidance that employees with members of their household who are in the high-risk category and ‘shielding’ may attend work. However, depending on the level of risk in your workplace you may decide that it is not reasonable to expect employees to return to work if they have members of their household who are shielding.* *Potential control measures may include:* * *Asking employees to confirm whether they have any health conditions that put them at greater risk of serious illness if they contract the virus. A template ‘Returning to Work Questionnaire’ is available from Hettle Andrews* [*here*](https://hettleandrews.co.uk/wp-content/uploads/2020/05/Template-Returning-to-Work-Questionnaire.docx)*.*
* *Asking employees to confirm whether a member of their household is ‘shielding’ due to being in the high-risk category and determining (via completion of a risk assessment) whether it is appropriate and reasonable to ask them to return to work if they are unable to work from home (N.B. all risk assessments should be recorded).*
* *Risk assessing whether it is appropriate and safe for employees in the moderate risk category that are unable to work from home to return to work (N.B. all risk assessments should be recorded).*
* *Insisting that employees in the high-risk category do not return to work.*
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| *Employees contracting the virus when commuting to or from the workplace.*  | *Employees may be at risk of contracting the virus on their commute, especially if using public transport.* | *Considerations:* *Employee’s returning to the workplace may be at risk of contracting the virus on their commute, particularly if they need to use public transport. Your responsibility for ensuring that employees can commute into work safely is limited as there are many factors that are outside of your control; however, it is recommended that you promote safe travel and make reasonable adjustments to facilitate this wherever possible. The government has produced a guidance document on* [*safer travel guidance for passengers*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)*.* *Potential control measures may include:* * *Asking employees who cannot commute to and from work without using public transport to continue working from home if possible.*
* *If employees must use public transport, adjusting their hours of work to allow them to travel outside of peak times.*
* *Reminding employees to practice social distancing when commuting, and to try to avoid contact with common touch points (N.B. you may wish to direct your employees to read the government guidance document* [*safer travel guidance for passengers*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)*, or provide them with a briefing covering the key points).*
* *Encouraging employees to walk, run or cycle into work if possible and providing additional bike racks and storage for bags/ clothes to facilitate this.*
* *Providing additional parking facilities to enable more employees to drive into work.*
* *Providing hand washing facilities or hand sanitiser at entry points and instructing employees to thoroughly clean their hands when they enter the workplace.*
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| *Visitors/ contractors attending the workplace.*  | *Visitors/ contractors may transmit the virus to employees or others in the workplace.*  | *Considerations:* *You should continue to restrict access to your workplace to only those persons who are ‘essential’. This may include contractors required for maintenance/ repair services, deliveries and in some cases professional visitors. Where contractors/ visitors are required to enter your workplace, you should ensure that reasonable precautions are taken to prevent them potentially transmitting the virus to your employees or other persons in the workplace.* *A template induction checklist for contractors/ visitors, specific to COVID-19, is available* [*here*](https://hettleandrews.co.uk/wp-content/uploads/2020/05/COVID-19-Visitor-and-Contractor-Induction-Checklist.docx)*. This form may be used to help ensure that all reasonable precautions are taken and to provide a record of the measures agreed. If you choose to use this induction checklist, it should be in addition to any existing health and safety induction you provide, not in place of.* *Potential control measures may include:* * *Holding meetings with would be visitors remotely (i.e. video-calls/ conferencing) where possible.*
* *Limiting the number of visitors/ contractors on site at any one time.*
* *Limiting the areas of the workplace that visitors/ contractors are permitted to access.*
* *Rescheduling the times that visitors/ contractors attend to minimise interaction with employees (e.g. can routine maintenance be carried out at weekends or outside of core hours?).*
* *Insisting that visitors/ contractors practice social distancing while on site or implement alternative controls if this is not possible (e.g. use of face masks, physical barriers, etc.).*
* *Obtaining confirmation from visitors/ contractors that they do not have symptoms of COVID-19, or other cold/ flu symptoms prior to them attending site.*
* *Arranging for deliveries to be left in a designated area, near to the entrance of the workplace to prevent the need for couriers to move throughout the workplace.*
* *Providing hand washing facilities or hand sanitiser at entry points and insisting that visitors/ contractors thoroughly clean their hands before entering.*
* *Obtaining copies of contractors COVID-19 risk assessments and ensuring that they comply with the specified control measures.*
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| *Employees continuing to work from home.* | *Prolonged working from home increases the likelihood of issues arising from use of temporary workstations (e.g. aches and pains) and may have a negative impact on employee’s mental health.*  | *Considerations:* *As well as considering the risks to employees who may be returning to the workplace, if you have employees who will still be working from home you will need to continue to assess the associated risks. These include the physical risks associated with prolonged DSE use at temporary workstations, and risks to mental health (e.g. caused by loneliness, isolation, lack of support, etc.). You can download our guidance document ‘*[*Working from Home: A Brief Guide for Employers’*](https://hettleandrews.co.uk/wp-content/uploads/2020/03/Working-from-Home-Guide-for-Employers-2.pdf) *here.**The HSE have confirmed that there is no increased risk for DSE work for those working at home temporarily. So in that situation employers do not need to do home workstation assessments. However, you could provide workers with advice on completing their own basic assessment at home and we have produced a* [*Temporary Home Worker Self-Assessment Checklist.*](https://hettleandrews.co.uk/wp-content/uploads/2020/03/Temporary-Home-Wokers-Self-Assessment-Checklist.docx)*If you have employees that are likely to be working from home on a long term basis then you must ensure that a suitable home worker risk assessment is carried out (including a home workstation assessment where necessary), and that any issues identified are addressed within a reasonable timeframe, including the provision of work equipment where necessary. Further information is available from the* [*HSE*](https://www.hse.gov.uk/toolbox/workers/home.htm)*.* *Potential control measures may include:* * *Asking employees working from home to complete a self-assessment form and acting on any issues identified. A ‘Temporary Home Worker Self-Assessment Checklist’ is available* [*here*](https://hettleandrews.co.uk/wp-content/uploads/2020/03/Temporary-Home-Wokers-Self-Assessment-Checklist.docx)*.*
* *Providing employees working from home with guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing (you can download our guidance document ‘Working from Home: A Brief Guide for Employees’* [*here*](https://hettleandrews.co.uk/wp-content/uploads/2020/03/Working-from-Home-Guide-for-Employees-2.pdf)*).*
* *Ensuring that line managers continue to communicate regularly with employees working from home (e.g. weekly check-ins as a minimum) to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have.*
* *If temporary home working arrangements become long-term, completing full DSE assessments and workplace assessments, and ensuring that all necessary equipment and resources are provided.*
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| *Fear/ anxiety caused by returning to the workplace.*  | *Employees may suffer negative mental health effects as a result of fear/ anxiety about returning to the workplace.*  | *Considerations:* *Different employees will respond in different ways to being asked to return to the workplace. Some may have little or no concerns, but for others it may cause high levels of fear and anxiety and have a negative impact on their mental health. It is important that you try to establish the likely impact that returning to work will have on employee’s mental health and take steps to alleviate worries or concerns where possible.* *Potential control measure may include:* * *Holding conversations with employees or using questionnaires to identify those who have serious concerns about returning to the workplace and may suffer negative mental health effects if asked to do so.*
* *Providing employees with details of the measures that you will be taking to minimise the risk of them contracting the virus in the workplace.*
* *Identifying any specific concerns that employees have (e.g. certain work activities or areas of the workplace) and addressing these concerns on a case by case basis.*
* *Making reasonable adjustments where possible to alleviate concerns (e.g. adjusting work hours, re-locating employees to other parts of the workplace, providing physical barriers and/ or PPE, etc.).*
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| *Failure to complete adequate cleaning and safety checks prior to reopening.*  | *Various issues could arise as a result of not completing the necessary checks.* | *Considerations:**Whether your workplace has been open, partially closed, or fully closed during the initial lockdown period, unless you have kept up with all of your compliance checks then there are likely to be some additional checks that need to be undertaken prior to reopening. Depending on the state of the building, you may also need to arrange for a deep clean and/ or maintenance to be undertaken prior to reopening.* *Legionella is an area of particular concern. Where water systems have been completely taken out of use, partially used for an extended period of time (which could be as little as two weeks), or have been infrequently used; there is an increased risk that Legionella bacteria could have multiplied to hazardous concentrations; and so you will need to ensure that appropriate measures are taken to mnimise the risk prior to reopening and water systems being reinstated or returned to use. The HSE has produced some guidance available* [*here*](https://www.hse.gov.uk/news/legionella-risks-during-coronavirus-outbreak.htm)*.* *Potential control measures may include:** *Completing a walkthrough of site to identify any safety concerns, damage/ defects and to assess levels of cleanliness. This should include ensuring that all escape routes are unobstructed and checks on emergency exits.*
* *Arranging for cleaning to be completed prior to re-opening if necessary.*
* *Reviewing routine maintenance and servicing requirements for all relevant items of plant and equipment and identifying if they have been completed at the required internals. If not, arrangements will need to put in place for maintenance/ servicing to be completed at the earliest opportunity. This should include any requirements for specialist cleaning (e.g. deep cleaning of kitchen extraction systems).*
* *Reviewing the maintenance and servicing requirements for any safety systems (e.g. fire alarm, emergency lighting, intruder alarm, etc.) and identifying if they have been completed at the required internals. If not, arrangements will need to put in place for maintenance/ servicing to be completed at the earliest opportunity.*
* *Completing functional tests of the fire alarm system, emergency lighting and automatic door hold-open devices, a visual inspection of fire extinguishers, and checks on any other relevant fire safety systems or equipment.*
* *Identifying all items of plant/ equipment that require statutory inspections (e.g. pressure systems, lifting equipment, LEV) and identifying whether inspections have been completed at the required intervals. In general, where inspections are overdue the plant/ equipment should be taken out of use until an inspection can be completed. However, in some cases equipment may be used outside of its test regime if it is critical for essential work and can be operated safely. Information on the HSE’s enforcement approach for statutory inspections during the COVID-19 pandemic is available* [*here*](https://www.hse.gov.uk/news/work-equipment-coronavirus.htm)*.*
* *Reviewing your legionella risk assessment/ written control scheme and determining what action (if any) is required prior to reopening and water systems being reinstated or returned to use (if in any doubt as to what is required, you should consult with your water hygiene/ legionella contractor for advice).*
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| *Reduced number of first aiders.* | *There is a greater likelihood of accidents or medical emergencies resulting in negative outcomes if there is inadequate first aid provision.*  | *Considerations:* *As your workplace re-opens you may still have a reduced number of employees and this may include a reduced numbers of trained first aiders. It is important that your first-aid provision is appropriate for the number of employees you have in the workplace, taking account of shift patterns and the level of risk associated with the work activities.* *You should also provide first aiders with guidance on how to reduce the risks of contracting the virus when providing first aid. A Hettle Andrews guidance document on providing first aid during the pandemic is available* [*here*](https://hettleandrews.co.uk/wp-content/uploads/2020/05/Covid-19-First-Aid-During-the-Pandemic.docx)*.* *Potential control measures may include:* * *Reviewing your first aid needs assessment and completing further reviews as more employees return to work over the coming weeks/ months.*
* *Ensuring that you have an appropriate number of trained first aiders and first aid equipment available.*
* *Considering any changes in shift patterns, work locations or working practices when reviewing your first aid requirements.*
* *Providing first aiders with guidance on reducing the risk of contracting the virus when providing treatment (see above).*

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| *Inability to implement normal emergency procedures (e.g. fire evacuations).*  | *Employees and any other occupants are at risk of serious injury if emergency procedures cannot be implemented effectively.*  | *Considerations:* *As your workplace re-opens, you may still have a reduced number of employees and this may include those who have responsibilities for implementing emergency procedures (such as fire evacuations). Your existing emergency procedures may also be incompatible with social distancing and this may lead to occupants failing to respond appropriately to emergencies.* *Potential control measures may include:* * *Reviewing your emergency procedures to ensure that they remain appropriate for the number of people on site, taking into account any changes in shift patterns, work locations and working practices.*
* *Ensuring that you have an appropriate number of employees trained to implement your emergency procedures, providing additional information, instruction, and training where necessary.*
* *Reviewing your emergency procedures to ascertain whether they are compatible with social distancing (e.g. size of assembly points, amount of people using escape routes, etc.) and making adjustments where safe and reasonable to do so. NB. No steps should be taken to ensure social distancing that will otherwise compromise the safety of occupants.*
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| *Inadequate ventilation.* | *Poor ventilation may result in droplets containing the virus to remain in the air for longer, thereby increasing the risk of infection.* *Recirculation of air may also spread the virus throughout the workplace.*  | *Considerations:* *The general aim should be to supply as much outside air as possible, with a high air change rate. For buildings with mechanical ventilation systems this may be achieved by adjusting the system settings. Windows and doors may also be used to create additional air flow.* *The recirculation of air should be prevented, and the settings of any heating and ventilation systems should therefore be adjusted accordingly.* *Further COVID-19 specific guidance is available from the Federation of European Heating, Ventilation and Air Conditioning Associations* [*here*](https://www.rehva.eu/activities/covid-19-guidance)*.**Potential control measures may include:* * *Changing system timers to start ventilation at nominal speed at least 2 hours before the building is occupied, and to switch to lower speed 2 hours after building is vacated.*
* *Keeping ventilation systems on 24/7, including at weekends.*
* *Closing recirculation dampers.*
* *Turning off any systems that work with local (room level) circulation.*
* *Opening windows where possible and safe to do so. If this results in thermal discomfort encourage the wearing of additional clothing and/ or use of heaters rather than closing windows. NB. If controls are still required in late Autumn/ Winter, this measure will need to be reviewed.*
* *Keep doors leading to fresh air open where safe to do so. NB. Fire doors should not be propped open, nor should doors that are required for security/ safeguarding purposes.*
* *Keeping toilet ventilation in operation 24/7.*
* *Avoiding opening windows in toilets to prevent ventilation in the wrong direction (e.g. air flowing from the toilet into other parts of the buildings).*
* *Informing all occupants to flush toilets with the lid down, to prevent the release of droplets contained in plumes created by flushing.*
* *Ensuring that heating and ventilation systems are serviced and maintained in accordance with manufactures recommendations so that they operate effectively.*
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| *Employees working at third party premises.* | *Employees are at risk of contracting the virus when visiting third-party premises.* *There is also a risk of employees transmitting the virus to third parties while on their premises.*  | *Considerations:**The same safety principles apply when working in third party premises as in the workplace. Social distancing guidelines should be adhered to wherever possible and appropriate alternative measures should be implemented if a distance of at least 2 metres cannot be achieved. Employees should also be reminded of the need to practice good hand hygiene when working at third party premises.* *All workplaces should have measures in place to prevent the risk of transmission of the virus and your employees should work in accordance with the measures implemented by third parties for their premises. If working in domestic properties the basic principles of social distancing and robust hygiene procedures should be followed.* *Potential control measures may include:** *Avoiding the need to visit third party premises wherever possible by using technology to hold meetings remotely.*
* *Meeting with as few people as possible when at third party premises and avoiding areas that are likely to be busy, adhering to social distancing guidelines at all times.*
* *Discussing and agreeing the precautions that will be taken prior to arriving at third party premises.*
* *Meeting third parties in large, well ventilated rooms/ areas where social distancing can be practiced.*
* *Practicing good hand hygiene while at third party premises (i.e. regularly washing hands or using hand sanitiser), including on arrival, before eating, after touching common touch points (e.g. door handles, handrails, taps, etc.) and when leaving.*
* *Adhering to the measures put in place at third party premises, paying attention to floor markings, signage, one-way systems for social distancing etc.*
* *Arranging to visit third party premises outside of core hours and avoiding peak start/ finish times at the premises.*
* *Providing employees that need to visit third party premises with a suitable hand sanitiser, which may be used in the event that hand washing facilities or sanitisers are not made available by the third party.*
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| *Failure to implement and adhere to the latest government advice/ guidance.* | *Failure to adhere to government advice/guidance resulting in increased risk of infection.* | *Considerations**As the pandemic evolves together with scientific knowledge of the virus, advice is being issued and amended regularly. It is imperative that you keep up to date with the latest advice on COVID-19 available at websites such as:** [*https://www.gov.uk/coronavirus*](https://www.gov.uk/coronavirus)
* [*https://www.nhs.uk/conditions/coronavirus-covid-19/*](https://www.nhs.uk/conditions/coronavirus-covid-19/)
* [*Stay at home: guidance for households with possible coronavirus (COVID-19) infection*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)
* [*Working safely during coronavirus (COVID-19)*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)
* [*COVID-19: cleaning in non-healthcare settings*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)
* [*Coronavirus (COVID-19): safer travel guidance for passengers*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)
* [*Coronavirus (COVID-19): safer transport guidance for operators*](https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators)

*Potential control measures may include:** *Nominate a member of staff (or number of staff) to complete a daily/ weekly review of the above and any other key information channels and feedback key points to senior management.*
* *Senior management to review key points and decide on any actions required.*
* *Develop action plans with SMART targets to implement any changes to operations, with periodic monitoring by senior management.*
* *Ensure that this risk assessment and any related procedures are reviewed and updated in line with any changes to the guidance, and that updates are communicated to all staff.*
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| *Other hazards identified…* |  | *Considerations:**There may be additional hazards or considerations specific to your workplace or work activities that are not adequately covered in the text above. Please add additional rows as necessary to provide details of any such hazards and the measures you will be implementing to address them.* |  |  |

**Action Plan**

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| **Action Ref. No.** | **Action Required**  | **Completion Deadline**  | **Responsible Person(s)** | **Date Completed** |
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| **Next review due:** |  |