



Horsham  
District  
Council

# COVID-19 Aware Scheme

Risk Assessment template

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# Carrying out a Risk Assessment

Risk assessments are a legal requirement under the Management of Health & Safety at Work Regulations. This guidance document offers simple steps and examples to help you carry out a COVID-19 risk assessment and has a template form you can use.

## Stage 1 – Identify COVID-19 hazards

- Consider work practices and work area.
- Contact with people
- Equipment or structure used by many people
- Any variations in work practices or customer habits or occupation levels?

## Stage 2 – Identify persons at risk

- Guests and visitors
- Staff
- Contractors
- Special needs

## Stage 3 – Identify how infection might happen

- Cross contamination from equipment and/or structure
- Air borne, increased likelihood due to singing, shouting or increased numbers

## Stage 4 – Consider the likely risks

- Contamination to equipment
- Work Activity exposure to third parties/customer's
- External Factors
- Work Locations
- Other factors

## Stage 5 – Making the assessment; including identification of control measures

## Stage 6 – Recording the assessment

- Use our Risk Assessment Template on the next page, or a template of your own
- Complete a Safe Working Procedures form for activities high risk and above

## Stage 7 – Review after an incident and at six monthly intervals

### Key definitions

<b>Hazard</b>	Anything that can cause harm.
<b>Risk</b>	Is the likelihood that someone will be harmed by the disease.

# COVID-19 Aware Risk Assessment template

Company name:

Assessment carried out by:

Date assessment was carried out:

Date of next review:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>COVID-19 virus remaining in the air from coughing, sneezing, singing, or shouting.</b>	Employees and customers. Contractors.		Increased ventilation.			
<b>COVID-19 virus remaining on surfaces.</b>	Employees and customers. Contractors.		Increased more detailed cleaning schedule (example available).			
<b>COVID-19 transmission from person to person due to close contact.</b>	Employees and customers. Contractors.		NHS Test and Trace system in place, staff daily test prior to work.			