COVID19
Return to Work
Risk Assessment

General Details

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COVID-19 Risk Assessment Checklist

1. Return to Work Planning	Yes	No	N/A
Has the HR Department compiled a list of workers identified as high risk/ vulnerable/ shielded?	✓		
Has the HR Department identified any employee or service user of Black, Asian, Minority or Ethnic (BAME) background, and/or anyone under 28 weeks pregnant? *https://gov.wales/covid-19-workforce-risk-assessment-tool*	✓		
Have you requested employees body temperature checks for two weeks before returning, with compulsory checks at the start of every shift?			✓
Have you Identified employees/ job roles that are at increased risk of contracting coronavirus (close contact etc.)?	✓		
Will you allow some employees to continue to work from home with regular contact and a review of circumstances?	✓		
Have you consulted with employees to provide information in relation to COVID-19, prior to them attending the workplace? Have you requested declarations of agreement which are signed and dated?	✓		
Have you provided training and briefings for Managers to support staff with any anticipated fear and anxiety of employees of contracting the virus?	✓		
Will the Senior Management Team plan to review the coronavirus status and control measures on a regular basis?	✓		
2. Workplace Preparation	Yes	No	N/A
1. Hygiene and cleaning – have the following processes been established?			
Daily cleaning commonly used surfaces with disinfectant?	✓		
Alcohol hand sanitiser (minimum 60%) provided (and checked/ restocked daily) and located at strategic positions?	✓		
Hand wash/ soap provided in kitchens and toilets and checked and/or restocked daily?	✓		
Provide tissues and empty bins daily into dedicated waste receptacles by trained, authorised staff?	✓		
Display posters and notices promoting handwashing, social distancing and respiratory hygiene?	✓		
2. **Entry and exit points of the building** - has the following been established?			
Will all non-essential visitors be prohibited entering the building where practicable?	✓		
Will Start and finish times be staggered or a shift system established, to reduce congestion and contact?	✓		
Is there a building access and egress point plan to enable social distancing?	✓		
Have you completed a review of the number of access points to reduce congestion or decrease pedestrian interaction?	✓		

Will you introduce a one-way pedestrian flow in walkways and/ or stairs? *In communal buildings this is an area for responsibility for the landlords.* *In Calan buildings and offices, this has been introduced and implemented.*	✓		
Will floor markings be provided to ensure two metre distance is maintained between people when queuing to enter the building?	✓		
Will you remove or disable entry systems that require skin contact (e.g. fingerprint scanners/number pads)? *Due to the nature of the organisation, this is not possible however,* *Calan have provided anti-bacterial spray, wipes and hand sanitiser.*			✓
Have you developed Instructions for all workers to sanitise/ wash their hands for 20 second when entering and leaving the building? *Signage and specific instructions*	✓		
Is there a plan for deliveries to be pre-arranged and left in a safe place and decontaminated before being brought into the building?	✓		
3. Facilities and Utilities Start up Procedure	Yes	No	N/A
1. Work Equipment (including ventilation systems, compressors, roller doors, machinery, electric gates etc.) The following must be considered:			
Has assurance been gained from the landlord that all water supplies, fire safety systems and any safety critical facilities have been subject to continued inspection and monitoring during the C19 lockdown period?	✓		
Will air conditioning and ventilation systems be operating before, during and after the building is occupied by staff, to ensure air flow is refreshed regularly?	✓		
2. Site specific arrangements (such as traffic management systems or pest control, for example).			
Have you ensured that specific operations, equipment or process provided to protect employees is reviewed prior to recommending work activities in the building?	✓		
Have risk assessment records been reviewed to reflect any change and communicated to those affected?	✓		
3. Site Security Systems (CCTV, Automated door entry systems, for example).			
Have you removed or disabled entry systems that require skin contact (e.g. fingerprint scanners/number pads) unless they are cleaned between each individual use? *Due to the nature of our organisation we need to maintain all security processes like security keypads. We have however provided disinfecting facilities for use where these common use areas are located.*			✓
Have you ensured that automatic entry systems and emergency release functions will be tested and operating correctly before repopulating the building?			✓
4. Segregation and Social Distancing	Yes	No	N/A
Each workplace and location may have different requirements for employees working in close proximity. The following must be considered and implemented where reasonably practicable:			

1. Elimination (removing close contact) - Have you planned to:			
Avoid close working?	✓		
Avoid non-essential physical work that requires close contact?	✓		
Avoid skin-to-skin contact?	✓		
Plan in place for work activities to minimise contact between workers.	✓		
Avoid using passenger lifts and use stairs where possible? *Where applicable, Calan will minimize the use of lifts and restrict capacity to one person at a time use*	✓		
Introduce a one-way pedestrian system and/or single file walking routes (stairs etc.)? *Calan have introduced this in own buildings and Landlords have introduced in communal buildings.*	✓		
Provide alternative or additional mechanical aids (trollies etc.)?			✓
Avoid meetings in enclosed rooms - technology must be considered (Skype etc.)? *Large training rooms are allocated for face to face meetings with service users only.* *All team meetings and partner meetings will continue via online platforms.*	✓		
2. Reduce close contact (Where the social distancing measures (2 metres) cannot be applied) Have you planned to:			
Provide physical barriers (screens etc.) between workers			✓
Reduce the numbers of workers in the building at any one time – consider shift work?	✓		
Reduce the frequency and time workers are within 2 metres of each other?	✓		
Reduce the number of workers involved in these tasks?	✓		
Only allow working side by side, or facing away from each other, rather than face to face?	✓		
Passenger lifts only used where no alternative is possible – workers must be encouraged to use stairs in a controlled way?	✓		
Increase ventilation in enclosed spaces?	✓		
Ensure workers wash their hands before and after using any common equipment?	✓		
3. Isolation (minimise where close contact cannot be avoided) Will you ensure:			
The same team members working together (cohorting) – do not swap/alternate workers in/out of a team?	✓		
Teams are kept as small as possible?	✓		
Close contact work is carried out away from others where possible?	✓		
4. Control (Where face to face working is essential to carry out a task when working within 2 metres) will you:			
Ensure a maximum of 15 minutes or less where possible?	✓		
Establish an enhanced authorisation process for these activities?	✓		
Provide additional supervision to monitor and manage compliance?	✓		
5. Personal Protective Equipment (PPE/RPE). Will you ensure:			

(PPE should not be used where the two metre social distancing guidelines are met).	✓		
All other controls measures are considered before PPE needs are assessed?	✓		
Any Re-usable PPE is thoroughly cleaned after use and not shared between workers?	✓		
Single use PPE should be disposed of after use and not reused?	✓		
Face fit testing is completed for all half face masks used by workers?			✓
Training is provided to all PPE users on the safe use, cleaning, storage and disposal of PPE?	✓		
6. Behaviours and training			
Reliance on all persons involved to work together to minimise the risk of spread of infection. Will you provide:	✓		
Open and collaborative approach between employees is encouraged?	✓		
Training, briefings and toolbox talks are delivered and refreshed on a regular basis and records maintained?	✓		
5. Welfare and Rest Facilities	Yes	No	N/A
Each workplace and location may have different facilities. The following must be considered and implemented where reasonably practicable:			
1. Wash facilities			
Additional time provided to wash hands if operating time sensitive shifts or processes?	✓		
Additional hand washing facilities (e.g. pop ups) to the usual welfare facilities provided?			✓
Additional supplies of soap and fresh water made available and regularly topped up?	✓		
Hand sanitiser (minimum 60% alcohol based) provided at strategic locations (entry points for example), where hand washing facilities are unavailable?	✓		
All washing facilities cleaned regularly using disinfectant/ approved products?	✓		
2. Toilet Facilities			
Numbers of people using toilet facilities restricted and signage and floor markings, to ensure 2 metre distance is maintained?	✓		
All workers instructed to wash or sanitise hands before and after using the facilities?	✓		
All workers informed to close the toilet lid when flushing to avoid spraying of water droplets?	✓		
Enhanced cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush?	✓		
Additional enclosed rubbish bins for hand towels provided with regular removal and disposal?	✓		

Ensure toilet ventilation/ extraction systems run continuously during occupation of the building, to improve air flow?	✓		
Are all hand dryers removed from the toilets to avoid the spread of potential air-bourne virus?	✓		
3. Canteens and Rest Areas (including Kitchens)			
Workers encouraged to bring their own food and to stay on site once they have entered it and avoid using local shops?	✓		
Canteens may remain open to provide food to staff with appropriate adjustments for social distancing, where no alternative is available?			✓
Canteens provide a takeaway service providing pre-prepared and wrapped food only?			✓
An increased number or size of canteen/ rest facilities provided if possible?			✓
The capacity of each canteen or rest area is clearly identified at the entry to each facility?			✓
Staggered break times to reduce congestion and contact between workers?	✓		
Enhanced cleaning measures introduced for drinking water stations and taps?			✓
More frequently clean of surfaces that are touched regularly, using standard cleaning products (e.g. kettles, refrigerators, microwaves)?	✓		
Hand cleaning facilities or hand sanitiser available at the entrance to any room where people eat?	✓		
Enforcement of the 2-metre rule between users of rest/ break facilities, wherever possible?	✓		
All workers guided to put straight in the bin and not leave it for cleaners?	✓		
Tables and chairs cleaned between each use?	✓		
Encourage workers to use disposable or personal crockery, eating utensils, cups etc. shared equipment washed and dried between each use?	✓		
Payments for beverages and food taken by contactless card wherever possible?			✓
All canteen staff will wash their hands often with soap and water for at least 20 seconds before and after handling food?			✓
Canteen staff and workers can use rest areas if they apply the same social distancing measures?			✓
Additional inspection systems are in place to monitoring compliance?	✓		
4. Changing Facilities, Showers and Drying Rooms			
The number and/or size of facilities available will be increased if needed during the pandemic?			✓
Clear instructions provided on how many people can use it at any one time to maintain 2 metres?			✓
Restrictions established to limit numbers of people using these facilities at any one time?			✓
Staggered shift start and finish times introduced to reduce congestion and contact at all times?			✓

Enhanced cleaning frequencies of all facilities throughout the day and at the end of each day?			✓
Additional enclosed rubbish bins provided with regular removal and disposal?			✓
Additional storage facilities provided for staff clothes to avoid cross-contamination?			✓
6. Cleaning Workspaces	Yes	No	N/A
The following considered:			
Specific COVID-19 arrangements instructions must be agreed If contract cleaners are used and a risk assessment requested for approval?	✓		
All high use/populated areas cleaned with household disinfectant or similar approved products, following agreed frequencies?	✓		
Cleaners will wear disposable or washing-up gloves and aprons for cleaning?	✓		
Reusable PPE cleaned after use with disinfectant?	✓		
Used disposable PPE is double-bagged, stored securely for 72 hours then disposed of following local procedures?	✓		
Specific PPE provided and procedures established to clean where a person was located, who was suspected to have coronavirus (COVID-19)?	✓		
Disposable cloths or paper roll and disposable mop heads used, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings?			✓
Approved detergent disinfectant solution used to clean all areas?	✓		
COSHH assessments completed prior to any mixing of products and SDS obtained from suppliers?			✓
Cleaners instructed to avoid creating splashes and spray when cleaning?			✓
Items heavily contaminated with body fluids and cannot be cleaned by washing to be disposed of?	✓		
Cleaners follow the same rules for washing hands frequently, particularly after removing PPE?	✓		
7. First Aid and Emergency Response	Yes	No	N/A
The company First Aid risk assessment and current provision must be reviewed and the following considered:			
First aid resources are reviewed to ensure sufficient numbers of qualified staff are present during the pandemic?	✓		
HSE guidance will be followed, which recommends sharing first aid provisions in these exceptional times If qualified first aider ratios are low?	✓		
Shared first aiders are instructed on facilities and activities on your/shared site?	✓		
3-month extension provided for expired trained first aiders during the pandemic (evidence required of attempts to retrain if they were unsuccessful)?	✓		

Additional PPE provided (enclosed eye protection, FFP3 mask, nitrile/latex gloves, disposable plastic apron) for administering first aid during the pandemic?	✓		
Close contact with airways avoided when assisting the casualty?	✓		
Waste from the treatment (dressings etc.) following the same procedures for contaminated waste disposal during the pandemic?	✓		
Emergency plans and contact details kept up to date during the pandemic?	✓		
Consideration given to potential delays in emergency services response, due to the current pressure on resources?	✓		
Plans for high risk activities rescheduled during the pandemic or additional competent first aid or trauma resources made available?	✓		
Workers displaying coronavirus symptoms in the workplace are instructed follow NHS advice and self-isolate and seek medical assistance if symptoms worsen?	✓		
Workers are Instructed to stay at home to recover and follow NHS advice?	✓		
Workers instructed to inform their manager if there are confirmed as having COVID-19 (provided they are well enough to make such contact)?	✓		
Any work area (office, vehicle cab and similar) used by a worker confirmed to have contracted COVID-19 is thoroughly cleaned before reuse?	✓		
Deep cleaning procedures followed to dispose of waste following COVID-19 guidance?	✓		
8. Use of Vehicles and Travelling to Work	Yes	No	N/A
1. Commuting to work			
Wherever possible workers/service users should travel to work alone, using their own transport. If workers have no option but to share transport (with non-household members). Wil you ensure:			
All employees guided to share journeys to work with the same individuals and with the minimum number of people at any one time?	✓		
Employees are encouraged to ensure good ventilation (i.e. keeping the windows open) in vehicles and face away from each other in cars/ cabs?	✓		
Company vehicles are cleaned regularly with particular emphasis on handles and other areas where passengers may touch surfaces?	✓		
Parking arrangements reviewed for any additional vehicles and bicycles?	✓		
All staff/service users encouraged to consider alternative means of transport such as cycling and to avoid public transport?	✓		
2. Public Transport			
Staggered work times allowed, where public transport is the only option for workers to avoid congestion on public transport?	✓		
Workers/service users discouraged from using public transport during peak times (05:45- 7:30 and 16:00-17:30).	✓		
3. Driving at Work			
Workers only travel alone when travelling at work or between site locations?	✓		

If shared vehicles cannot be avoided, employees will share with the same individuals and with the minimum number of people at any one time?	✓		
A distance of two metres is maintained in vehicles where possible, and employees reminded to avoid touching their faces?	✓		
Good ventilation is encouraged (i.e. keeping the windows open) and face away from each other during the journey?	✓		
All employees wash their hands for 20 seconds using soap and water or hand sanitiser, before entering and exiting the vehicle?	✓		
All vehicles are cleaned regularly, with particular emphasis on handles and other areas commonly touched?	✓		
All vehicle cabs provided with alcohol or soap-based cleansing and/or wipes for all surfaces, and will be cleaned through the day and at the end of each shift?	✓		
Cleaning will specifically include door-handles, hand holds/rails, dashboards, steering wheels, hand-brake levers, gearbox and other controls and indicator stalks etc?	✓		
Where a vehicle has been used by someone with COVID-19 symptoms, or a confirmed case, the vehicle should be decontaminated thoroughly?	✓		