

This Assessment has been created as part of a company risk assessment and gap analysis process to ensure that as an employer, you are aligned with the current government guidance in relation to the control and management of Covid-19 (Coronavirus)

Assessment details

Company Name	
Name of person/s completing the assessment	
Job roles	
Date/s	
Review date	
Revision number	

What is the hazard?	Covid 19 (Corona virus)		
Scenario	Avoiding spread of the virus within company premises		
Who might be harmed and how?	Company Employees, other persons within company Premises		
What is the government advice?	What are we doing as a company?	What else can we do to make it safer?	Who in the company is going to manage this?
Wash hands with soap and water often – For at least 20 seconds			
Always wash your hands when you get home or into work			
Use hand sanitiser gel if soap and water are not available			
Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze			
Put used tissues in the bin immediately and wash your hands afterwards			
Avoid close contact with people who have symptoms of coronavirus			

Only travel on public transport if you need to			
Work from home if you can.			
Avoid social activities, such as going to pubs, restaurants, theatres, and cinemas			
Avoid events with large groups of people			
Use phone, online services, or apps to contact your GP surgery or other NHS services.			
DO NOT touch your eyes, nose or mouth if your hands are not clean			
DO NOT have visitors to your home, including friends and family			
Notes:			

What is the hazard?	Covid 19 (Corona virus)		
Scenario	Company Employee with Covid-19 symptoms at home		
Who might be harmed and how?	Company Employees, other persons within company Premises		
What is the government advice?	What are we doing as a company?	What else can we do to make it safer?	Who in the company is going to manage this?
If the company employee has symptoms of corona virus, they should stay at home for seven days			
If the company employee lives with somebody that has symptoms of corona virus, they should stay at home for 14 days from the date that the person first started with the symptoms			
Notes:			

What is the hazard?	Covid 19 (Corona virus)		
Scenario	Travel, including national and international travel		
Who might be harmed and how?	Company Employees		
What is the government advice?	What are we doing as a company?	What else can we do to make it safer?	Who in the company is going to manage this?
Avoid all essential travel worldwide.			
Notes:			

What is the hazard?	Covid 19 (Corona virus)		
Scenario	Company Employee with Covid-19 symptoms		
Who might be harmed and how?	Company Employees, other persons within company Premises		
What is the government advice?	What are we doing as a company?	What else can we do to make it safer?	Who in the company is going to manage this?
All persons to stay at home if they have a high temperature or a new, continuous cough			
Notes:			

What is the hazard?	Covid 19 (Corona virus)		
Scenario	Company Employee classed as 'high risk'		
Who might be harmed and how?	Company Employees, other persons within company Premises		
What is the government advice?	What are we doing as a company?	What else can we do to make it safer?	Who in the company is going to manage this?
Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19).			

Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible			
Work from home, where possible. Your employer should support you to do this.			
Avoid large gatherings, and gatherings in smaller public spaces such as pubs, cinemas, restaurants, theatres, bars, clubs			
Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media			
Use telephone or online services for communications.			
Notes:			

Struggling to complete any part of this document?

Acton Health and Safety are here for more help and support email, call or visit the website at: -

- info@actonhealthandsafety.co.uk
- **07956067812**
- www.actonhealthandsafety.co.uk

We are happy to help with specific queries and any support you may need.