



Risk Assessment Checklist

20 May 2020

Updated: Friday 11 December 2020

The **Safety Reps and Safety Committees Regulations 1977** (SRSC) state that Safety reps should be involved in the process of risk assessment from the start.

The SRSC regs are sometimes referred to as the 'Brown Book'. These regulations also give safety reps the right to carry out inspections, attend safety committees and then report back to colleagues.

Our checklist is heret to support you through the risk assessment process

Click on each question to reveal information.

1. Re-establishing work

- Is a deep clean of the workplace needed before work restarts?
- Have lifts, escalators and lifting equipment been inspected and maintained?
- Have all potential sources of legionella, such as air conditioning systems, showers and water cooling towers been inspected and maintained?
- Is air conditioning set to only take air from outside rather than recirculating indoor air? If this is not possible it should be switched off.
- Are there signs up to inform staff / customers to keep windows and doors open (where safe to do so).

2. Access

- How will contact be reduced and controlled between:
 - Worker and worker
 - Public and public
 - Worker and public
- Deliveries- how will they be controlled?
- Use of PPE in public areas for all?

3. Cleaning & Welfare

- Handwashing facilities/sanitiser station?
- Enhanced cleaning of all touch points?
- Enhanced cleaning at end of day, regular cleaning during day, etc.?
- PPE availability, storage, guidance on use, disposal?
- Cleaning stations to enable safe waste disposal?
- Controlled use of toilet facilities, including access and reducing safe system of flushing toilets with seats down to reduce aerosol spread of Covid-19 infection?
- Controlled use of canteen/rest areas?
- Staggered breaks?
- Review of catering facilities and food preparation and distribution j. Review of first aid including update on training?
- Isolation area identified?
- Temporary removal or restriction on use of shared equipment?
- Review of COSHH assessments for all cleaning chemicals and appropriate PPE?
- No hot desking

4. Maintaining Social/Physical Distancing

- Review of all work activities to ensure social distancing?
- Signage increased?
- Route markings for one-way system around work premises?
- Supervisor enforcement?
- Operation of lifts – reducing numbers individuals who need to use them?
- Introduce screens/barriers?
- Marking floors for work areas?
- Close some workstations/desks
- Appropriate PPE for risks that cannot be eliminated or controlled to safe levels as a last resort?

5. Work Areas

- No hot desking?
- Desks, floors and signage to maintain social distancing?
- Max number of people allowed in rooms?
- Minimise number of people in workspaces?

6. Support for Workers

- Review of stress risk assessments and mental health support?
- Regular communications?
- Is there any requirement for additional training or mentoring?
- Staffing levels/workloads need to be monitored and temporary replacement of workers who are sick or in self-isolation?
- Workers self-isolating may need support to maintain skills, contacts, training and communication?
- Homeworkers need equipment provided and DSE checks?
- Review need for additional supervision/security in public areas?
- Review of all lone-working?

7. Emergency

- How will an emergency evacuation be carried out safely, maintaining social distancing?
- Review and training of all emergency roles - first aid, fire warden etc.?

8. Reporting of Injuries, Diseases and Dangerous Occurrences

- Deaths of workers with Covid-19 who may have contracted the disease through work reported under RIDDOR?
- Covid-19 illness reported under RIDDOR if the disease was likely to have been contracted through work?

9. Travelling to and from Work

- Consideration needs to be made on safety of public transport, including use of PPE, changing and showering/cleansing facilities on arrival at work?
- Availability of car parking for workers?

10. Occupational Health



- What health and medical support is in place?
- How will testing be carried out?
- Are there facilities to check temperatures?
- Systems to report symptoms / illness, and isolation areas for any workers who develop symptoms?
- What about phased return to work for those off?