

Covid-19 Risk Assessment - Working practices

*The intention of this document is to help you plan and record preparations and measures taken at your centre for adaptations to enable compliance with operating under Government Covid-19 guidance. This can be used in conjunction with the BHS Covid-19 Risk Assessment Guidances and the information supplied below is for example purposes only. It is important to ensure content reflects the adjustments and actual working practice at your centre.*

Centre Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assessment undertaken by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed?**  *Fill the section below with who may be at risk* | **How might they be harmed?** | **What are you already doing (or have done)?**  *Fill the section below with the measures being taken by you to reduce risk of harm* ***– below are non-complete examples*** | **Do you need to do anything else to manage this risk?**  *Fill the section below with how you will implement your measures* ***- below are non-complete examples*** | **Action by whom?**  *Record below who is responsible for each* | **Action by when?**  *Record below when each must be done by* | **Done**  *Date below (initial) when checked* |
| Transmission of Covid-19 | All | *Become infected* | *Review of premises re essential and non-essential access needs* | *Restrict access for essential needs only*  *Inform all in advance*  *Erect and display signage*  *Implement regular checks for misplacement of signs*  *Regular monitoring of adherence to requirements* |  |  |  |
| Transmission of Covid-19 | Staff | Become infected | *Adapting routine working practise*  *(list adaptations)*  *Provision of PPE equipment to include training upon correct fit, use and application*  *(list PPE)*  *Supervision and training upon minimising contamination*  *(keep records of training)* | *Regular monitoring of adherence to practise*  *Maintain supply levels and instigate regular checks on equipment re application and possible faults or misuse*  *Implement mentoring system to ensure competency and compliance* |  |  |  |
| Transmission of Covid-19 | Volunteers | Become infected | *Adapting routine working practise*  *(list adaptations)*  *Provision of PPE equipment to include training upon correct fit, use and application*  *(list PPE)*  *Supervision and training upon minimising contamination*  *(keep records of training)* | *Regular monitoring of adherence to practise*  *Maintain supply levels and instigate regular checks on equipment re application and possible faults or misuse*  *Implement mentoring system to ensure competency and compliance* |  |  |  |
| Transmission of Covid-19 | Clients | Become infected | *Reviewing preparatory arrangements for clients when attending Centre*  *Informing of pre-attendance requirements and implemented changes at the Centre*  *(list what and how you are informing them)*  *Supervision whilst on site*  *(list here how this can be done, keeping any relevant records)* | *Hold regular briefings and updates with staff/volunteers*  *Ensure information is accurate, up to date and accessible e.g. keep website updated* |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |