

What is a risk assessment?

A risk assessment is the identification of hazards and the application of practical control measures to eliminate or minimise risk of injury, so far as is reasonably practical.

Who can complete a risk assessment?

Anyone can complete a risk assessment, as long as they are competent. This means they may have knowledge of the task the risk assessment is being written about or has training and experience of completing a comprehensive risk assessment.

Why is a risk assessment required for a business?

Carrying out a risk assessment will help to ensure that a business runs as safely as possible. It is also a legal requirement under the Management of Health and Safety at Work Regulations 1999. It is the responsibility of the business to ensure a suitable and sufficient Covid-19 risk assessment is completed to identify who might be harmed, hazards which could cause harm, to assess the risks which may arise from those hazards and decide on and implement suitable control measures to eliminate, or control the risks to ensure the risk is as low as reasonably practicable.

Identify the hazards

A hazard is anything with the potential to cause harm. The first step of a risk assessment is to identify the hazards associated with the running of the business e.g.:

- Unable to maintain social distancing
- Member of staff has Covid-19 but no symptoms
- Unable to be cashless
- Unable to stagger breaks, start, finish times
- Interaction with public
- Chemicals or other substances hazardous to health, e.g. dust or fumes

How to complete a Covid-19 Risk Assessment

This list isn't exhaustive; ensure you identify any other hazards as they relate to your particular business.

Identify who could be harmed and how

For each hazard identified, think about the people who could potentially be affected and how they might be harmed. People at risk may include:

- the public i.e. children, elderly, disabled, residents
- Staff and contractors

Types of harm may include:

- Contracting Covid-19
- Stress
- Chemical burns

Evaluate the risks

The risk is the likelihood of someone being harmed by the hazard and risks need to be evaluated to determine whether enough has been done to control those risks as 'far as reasonably practicable'. Think about all the controls that have already been put in place and their effectiveness.

Controls may include:

- Specific safe working procedures
- Suitable traffic management arrangements
- Cashless payments where possible
- The provision of safe entry and exit routes around the site, maintaining social distancing
- Screens provided at counter
- Any staff with Covid-19 symptoms to not go in to work, as per the NHS Inform guidance <https://www.nhsinform.scot/coronavirus>
- Return to work questionnaire completed
- Any information/instruction/training provided, including the competence of key members of the team
- Use of personal protective equipment (PPE)

Record your findings

Record the findings on a risk assessment form so that you have a record of all significant hazards, the people at risk and the controls required to minimise the risks. Examples of how to record significant findings for various activities are detailed below to give you an idea of what you should be looking at. You can opt to use this format or one of your own choice.

If using the template(s) below, please ensure that you also consider and record any **significant hazards specific to your business**. Also, if the template does not fully explain/detail your controlling measures, detail them separately.

Don't worry too much about the format so long as you have considered the hazards, identified the significant ones and detail how you are controlling them.

Useful Information

The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020
<http://www.legislation.gov.uk/ssi/2020/103/contents/made>

HSE Information

<https://www.hse.gov.uk/news/coronavirus.htm>

SCOTTISH Guidance

<https://www.gov.scot/collections/coronavirus-covid-19-guidance/>

PLEASE ENSURE THAT YOU CONTACT ENVIRONMENTAL HEALTH ON 01851 822694 (LEWIS & HARRIS) OR 01870 604990 (UIST & BARRA) TO DISCUSS WITH AN OFFICER WHAT MEASURES YOU HAVE IN PLACE AT YOUR PREMISES

| | Risk Assessment for: | |
|----------------------------------|--|---|
| <input type="checkbox"/> | What are the hazards? | What measure we have in place to control the risks (to members of the public and staff) <input type="checkbox"/> tick if applicable and add you own items |
| General <input type="checkbox"/> | <p>Unable to maintain social distancing E.g. lack of space in premises</p> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Prior to opening your business check to see what measures you can put in place to meet current social distancing requirements <input type="checkbox"/> Is there sufficient space within premises to allow members of the public inside safely whilst maintain social distancing requirements <input type="checkbox"/> Emergency routes to be of adequate width and kept clear at all times. <input type="checkbox"/> If members of the public are accessing premises can it be done safely, is there a queuing system outside, how is it being managed <input type="checkbox"/> Deliveries only or phone orders and collection at pre-arranged time <input type="checkbox"/> Have staff been trained in the new way of working <input type="checkbox"/> When re-opening businesses anticipate demand and have a graduated opening process to minimise risk of business being overwhelmed. Only take orders that can be reasonably delivered/collected at time allocated. Have contingency plans if large queues start forming. <input type="checkbox"/> <input type="checkbox"/> |
| General <input type="checkbox"/> | <p>Unable to have 2m separation between staff:</p> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Is your business permitted to be open and listed in Part 3 of Schedule 1 of the Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 http://www.legislation.gov.uk/ssi/2020/103/contents/made <input type="checkbox"/> Have you considered all reasonably practicable measures to ensure 2m separation (change workflow/practices/activities) <input type="checkbox"/> What measures do you have in place to ensure social distancing is adhered to for staff whenever possible; staggered breaks, minimising staff numbers, staggered start and finish times etc. <input type="checkbox"/> Drivers working on their own in company vehicles <input type="checkbox"/> Appropriate PPE available if required <input type="checkbox"/> Handwashing facilities and hand sanitiser available <input type="checkbox"/> If certain staff cannot maintain social distancing then consider social network of these staff - i.e. staff work in defined teams all the time. List what reasonably practicable measures that you have in place, if unable to have measures in place consider whether your premises should close <input type="checkbox"/> |
| General <input type="checkbox"/> | <p>Member of staff has Covid-19 symptoms</p> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Ensure staff are advised of the symptoms to look out for and if feeling unwell to follow advice on NHS Inform website https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19 <input type="checkbox"/> Before returning to work ensure 'Return To Work' Questionnaire is completed and person deemed fit to return. <input type="checkbox"/> Have other members of staff come into contact with staff member with symptoms? Do they need to isolate? Toolbox talk available for staff on HSE website <input type="checkbox"/> Does premises need deep clean? <input type="checkbox"/> If an employee contracts virus at work it is reportable under RIDDOR https://www.hse.gov.uk/riddor/report.htm |

| Risk Assessment for: | | |
|----------------------------------|---|---|
| <input type="checkbox"/> | What are the hazards? | What measure we have in place to control the risks (to members of the public and staff) <input type="checkbox"/> tick if applicable and add you own items |
| General <input type="checkbox"/> | Premises has been closed for a number of weeks <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Premises checks required prior to opening, including; is equipment safe to use, Legionella checks and procedures in place, does system need flushed? <input type="checkbox"/> Are staff able to and happy to go back to work with certain measures in place? <input type="checkbox"/> |
| General <input type="checkbox"/> | Access/ egress Safe system for entering/exiting the premises, Emergency access <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> If public accessing building is the entry supervised by identifiable members of staff where appropriate <input type="checkbox"/> Are instructions/information given to members of public on how to queue safely maintaining 2m separation and also how and when to enter premises, posters on display <input type="checkbox"/> Is the entrance large enough to allow people both in and out or will there need to be a one in and one out system to prevent crossover. <input type="checkbox"/> There a one-way system around premises, floor stickers marking out 2m distance. If this is not possible how are customers being directed around the premises to maintain social distancing; limiting numbers allowed in at any one time or arranging for only telephone orders and deliveries <input type="checkbox"/> |
| General <input type="checkbox"/> | Staff are self-isolating or furloughed <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Is the premises able to open with limited staff <input type="checkbox"/> Are there arrangements/changes to the business with less staff available; reduced opening hours, telephone orders only, deliveries etc <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| General <input type="checkbox"/> | Handling cash <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Business does not have the capacity to go cashless, what measures are in place to protect staff; hand washing facilities available and hand sanitiser, PPE, screens up at till to add barrier between customers and staff, hand sanitiser available for customers too <input type="checkbox"/> Cashless systems available and preferred option for payment; orders only taken over phone and payment by card only <input type="checkbox"/> |
| General <input type="checkbox"/> | Crowd intensity & pinch points <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Numbers allowed on the premises strictly monitored <input type="checkbox"/> Have sufficient members of staff to manage crowds and queues. <input type="checkbox"/> Entrances and exits wide enough to accommodate numbers safely or only permit one in and one out policy with no cross over <input type="checkbox"/> Potential points have been identified and the following additional measures are in place <input type="checkbox"/> |

| Risk Assessment for: | | |
|--|---|--|
| <input type="checkbox"/> | What are the hazards? | What measure we have in place to control the risks (to members of the public and staff) <input type="checkbox"/> tick if applicable and add you own items |
| General <input type="checkbox"/> | Chemical Usage <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Has appropriate COSHH assessment been carried out https://www.hse.gov.uk/coshh/basics/index.htm <input type="checkbox"/> Have you considered what cleaning chemicals are appropriate for use on your premises, suitable contact time etc <input type="checkbox"/> Have staff been trained to use the chemicals properly <input type="checkbox"/> Is there a cleaning schedule in place for regular cleaning and disinfection of hand contact surfaces and other areas of the premises, who is checking and monitoring this <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Vehicles <input type="checkbox"/> | Vehicles: Do you have work vehicles, delivery vans etc <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> Number of staff with access to vehicles, cleaning regime in place for inside vehicles, hand contact surfaces; door handles steering wheel etc what checks are in place for ensuring this has been done <input type="checkbox"/> Is hand sanitiser available or PPE for staff, have they been trained in its use? Who is responsible for ensuring vehicles have adequate supplies <input type="checkbox"/> What measures are in place to ensure social distancing in place inside the vehicle? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Business Specific <input type="checkbox"/> | Hazards: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

| | Risk Assessment for: | |
|--|---|--|
| <input type="checkbox"/> | What are the hazards? | What measure we have in place to control the risks (to members of the public and staff) <input type="checkbox"/> tick if applicable and add you own items |
| Business Specific <input type="checkbox"/> | Hazards: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Business Specific <input type="checkbox"/> | Hazards: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Business Specific <input type="checkbox"/> | Hazards: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

DRAFT

| | Risk Assessment for: | |
|--|---|--|
| <input type="checkbox"/> | What are the hazards? | What measure we have in place to control the risks (to members of the public and staff) <input type="checkbox"/> tick if applicable and add you own items |
| Business Specific <input type="checkbox"/> | Hazards: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| Business Specific <input type="checkbox"/> | Hazards: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |

DRAFT