

COVID-19 RE-OCCUPATION RISK ASSESSMENT FLOWCHART

*Use this flowchart to help plan your Covid-Secure activity/ work task. Please note that working through this flowchart does not amount to a completed risk assessment. A risk assessment form must be completed, as per the Health & Safety Policy.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity / Task:** |  | **Completed By:** |  |
| **Department:** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **CAN THE ACTIVITY BE CARRIED OUT REMOTELY, AVOIDING FACE TO FACE CONTACT?** | | | |
| **YES** *(please move to section 8)*  ***RISK LEVEL LOW! ACTIVITY CAN BE CARRIED OUT*** | | | **NO**  *Please go to section 2* |
| 1. **DOES THE ACTIVITY INVOLVE ONLY ONE PERSON?** | | | |
| **YES** *(please consider which controls below you will use and move to section 8)* | | | **NO**  *Please go to section 3* |
| Worker in good health, free from symptoms of illness and not shielding or self-isolating | | Worker disinfects their working area, equipment and tools after the activity has finished |
| Worker’s health & wellbeing monitored during activity | | Lone working risk assessment carried out |  |
| **RISK LEVEL LOW! ACTIVITY CAN BE CARRIED OUT** | | |
| 1. **CAN SOCIAL-DISTANCING [2m] BE MAINTAINED AT ALL TIMES THROUGHOUT THE ACTIVITY (INCLUDING ANY PREP WORK)?** | | | |
| **YES** the activity will be carried out whilst maintaining social distancing.  *(please consider which controls below you will use and move to section 7)* | | | **NO**  *Please consider which control measures listed to the left you will implement and then go to section 4* |
| Floor markings or barriers are in place | | One-way route through work area in place |
| Workstations are positioned at intervals of 2m | | Restricted use of passenger lifts to one person at a time |
| Tools and equipment are not shared | | Restricted access to areas not essential for activity or welfare |
| Shifts / start and finish times are staggered | | Fire evacuation procedure reviewed, including PEEPS |
| Persons have received instruction about how to maintain social distancing | | Sufficient rest break and welfare facilities available to maintain social distancing |
| Restricted entry to work area by others not involved in activity | | Item drop off / collection points in place |
| **RISK LEVEL LOW! ACTIVITY CAN BE CARRIED OUT** | | |
| 1. **WHERE SOCIAL-DISTANCING CANNOT BE MAINTAINED AT ALL TIMES THROUGHOUT THE ACTIVITY, CAN ANY EQUIPMENT-BASED CONTROL MEASURES BE IMPLEMENTED?** | | | |
| **YES** equipment-based control measures can be implemented where social-distancing is not possible. *(please consider which controls below you will use and move to section 5)* | | | **NO**  *Go to section 5* |
| Protective screens in place | Local exhaust ventilation is used | |
| Air handling system is used with HVAC advice taken about adjustments needed | Plant and/ or powered ventilation is in good working order | |
| Windows and/ or doors open | Activity takes place outdoors | |
| Additional storage for personal items provided (eg coats and bags) | Sufficient number of tools and equipment provided to prevent sharing between workers | |
| 1. **WHERE SOCIAL-DISTANCING CANNOT BE MAINTAINED AT ALL TIMES, CAN ANY PEOPLE-FOCUSSED CONTROLS BE IMPLEMENTED?** | | | |
| **YES** people-focused control measures can be implemented where social-distancing is not possible. *(please consider which controls below you will use and move to section 6)* | | | **NO**  **RISK LEVEL HIGH! ACTIVITY MUST NOT BE CARRIED OUT** |
| Training / instruction given to persons about how to complete activity safely | Persons monitored throughout activity – consider Covid Marshall role | |
| Cohorts / bubbles in place | Cohort/ bubble shifts rotated | |
| Welfare facilities allocated to workers / cohorts / bubbles | Cohort/ bubble breaks staggered | |
| Hygiene and cleaning training and instruction given to workers | Equipment use restricted to cohorts/ bubbles | |
| Hand washing and hand sanitization facilities available | Information about hand washing and hand sanitization facilities given to persons | |
| Workers work side by side or back to back, rather than face to face | Worker disinfects their working area, equipment and tools after the activity has finished | |
| Worker in good health, free from symptoms of illness and not shielding or self-isolating | Worker’s given instruction about how to report illness or incidents | |
| Worker’s health and wellbeing monitored during activity | Fire evacuation procedure reviewed, including PEEPS | |
| 1. **WILL PERSONS HAVE SUSTAINED STATIC FACE TO FACE CLOSE CONTACT AT ANY TIME DURING THE ACTIVITY?[[1]](#footnote-1)** | | | |
| **YES** *Please move to section 7* | | | **NO**  **RISK LEVEL LOW! ACTIVITY CAN BE CARRIED OUT** |
| 1. **WHERE THE RISK OF SUSTAINED STATIC FACE TO FACE CONTACT CANNOT BE AVOIDED, CAN RPE BE USED?** | | | |
| **YES** *(please consider which controls below you can use and move to section 8)* | | | **NO**  **RISK LEVEL HIGH! ACTIVITY MUST NOT BE CARRIED OUT** |
| Workers to wear RPE | Workers trained in safe use of RPE | |
| Waste disposal units in place for used RPE | RPE stored in securely in sterile environment | |
| Hand washing and hand sanitization facilities available | Information about hand washing and hand sanitization facilities given to workers | |
| **RISK LEVEL MEDIUM! ACTIVITY CAN BE CARRIED OUT BUT FURTHER CONTROLS MUST BE CONSIDERED - PLEASE CONTACT THE HEALTH AND SAFETY DEPARTMENT.** | | |
| 1. **PLEASE LIST ANY OTHER COVID-19 CONTROL MEASURES THAT YOU ARE CONSIDERING FOR THIS ACTIVITY, AND/ OR ANY FURTHER INFORMATION** | | | |
|  | | | |

1. Longer than a minute or two [↑](#footnote-ref-1)