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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **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* |   |   |   |
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