

**G**eneral **R**isk **A**ssessment and Covid-19 Adjustments

Employers have a legal duty to assess the risks to the health and safety of their employees and also the risks to the health and safety of persons not in employment but which may also be exposed to risks relating to the activities of the business and its employees in the course of their work. Employers with five or more employees have a legal duty to record risk assessments in writing.

In practice, most employers conduct a general assessment to identify **1/** the working environment key risks and their control measures. **2/** A further assessment of the risks by the employees about to embark on the job. **3/** Any additional risks brought about by adverse or unusual circumstance (such as Covid-19).

Involving staff who do the work and who know the risks involved is a valuable contribution to obtain an informed risk assessment evaluation. Employees are more likely to understand why procedures are put in place and to follow them if they have been involved in the process.

Risk assessments are a requirement under HSE legislation, inspections or investigations by the relevant Enforcement Authorities as a result of an incident may place the risk assessment methods being implemented and the competence of those persons conducting risk assessments under scrutiny.

**A Hazard** is anything that may cause harm, e.g. chemicals, electricity, working from ladders, noise, machinery etc. **A Risk** is the chance, high or low, of somebody being harmed by the hazard, and how serious the harm could be.

**The HSE suggests that risk assessments should follow five simple steps:**

**Step 1: Identify the hazards.**  
**Step 2: Decide who might be harmed and how.**  
**Step 3: Evaluate the risks and decide on precautions.**  
**Step 4: Record your findings and implement them.**  
**Step 5: Review your assessment and update if necessary.**

When conducting risk assessments, the assessor should consider the available **up to date** information for the type(s) of risks involved, including:

* Any HSE or Government Department procedures, guidance or risk assessment requirements due to a virulent disease ( such as Covid-19 )
* Regulations, e.g. Work at Height Regulations 2005
* Any associated Approved Code of Practice (ACoP), which provides practical interpretation of the legislation for employers
* Good practice guidance notes from the HSE, special interest groups and trade associations
* Company’s own health and safety policy and arrangements document (sometimes more exacting than the law itself)
* The people doing the job who know how things are actually done, rather than just how they should be done
* External consultants, e.g. specialist in their field.

A date should be set to review to check whether the risk assessment is still adequate, following any changes in working practices such as. New plant. Changes in legislation, and/or required working procedures As a result of an accident.

**Finally, it is most important to regularly get out into the workplace and ensure that risk control measures are in place and working effectively.**

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| BUSINESS ADDRESS |  | | |
| G.R.A. Activity/Location |  | REF/ | 1 |
| G.R.A. Activity/Location |  | REF/ | 2 |
| G.R.A. Activity/Location |  | REF/ | 3 |
| G.R.A. Activity/Location |  | REF/ | 4 |

( G.R.A. Activity/Location cells can be added or deleted according to individual business circumstances)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Person responsible for completing risk assessment | |  | | Date |  |
| Contact Details | Tel: | Mob: | Email: | | |

**Covid-19 RIDDOR reporting guidance can be found at** <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REF/** | **General Risk Assessment**  **What are the Hazards** | **Who might**  **be harmed** | **Control measures** | **Additional risk** | **Covid19 Additional risk control measures** | **Action by and**  **their position** | **Action Date**  **Review Date** | **Done**  **Y / N** |
| **REF/**  **No 1** |  |  |  | **COVID -19** | If an employee or anyone living in the employee’s household feels unwell with covid-19 symptoms the employee will notify the employer by phone and must self-isolate in accordance with current government guidelines.  . |  |  |  |
| **REF/**  **No 2** | **Area of risk** | **Who might**  **be harmed** | **Control measures** | **Additional risk**  **COVID-19** | **Covid19 Additional risk control measures** | **Action by and**  **their position** | **Action Date**  **Review Date** | **Done**  **Y / N** |
| **REF/**  **No 3** |  | **Who might**  **be harmed** | **Control measures** | **Additional risk**  **COVID-19** | **Covid19 Additional risk control measures** | **Action by and**  **their position** | **Action Date**  **Review Date** | **Done**  **Y / N** |
| **REF/**  **No 4** |  | **Who might**  **be harmed** | **Control measures** | **Additional risk**  **COVID-19** | **Covid19 Additional risk control measure** | **Action by and**  **their position** | **Action Date**  **Review Date** | **Done**  **Y / N** |
|  |  | **Who might**  **be harmed** | **Control measures** | **Additional risk**    **COVID-19** | **Covid19 Additional risk control measure** | **Action by and**  **their position** | **Action Date**  **Review Date** | **Done**  **Y / N** |