



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 and Safety Policy.

1) CAN THE ACTIVITY BE CARRIED OUT REMOTELY, AVOIDING FACE TO FACE CONTACT?	
YES (move to section 8) RISK LEVEL LOW! ACTIVITY CAN BE CARRIED OUT	NO Go to section 2
2) DOES THE ACTIVITY INVOLVE ONLY ONE PERSON?	
YES (consider which controls below you will use and move to section 8)	
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 and wellbeing monitored during activity	Lone working risk assessment carried out
RISK LEVEL LOW! ACTIVITY CAN BE CARRIED OUT	
3) 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. (consider which controls below you will use and move to section 7)	
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	
4) 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. (consider which controls below you will use and move 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
NO Go to section 5	

5) 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. <i>(consider which controls below you will use and move to section 6)</i>		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	
6) WILL PERSONS HAVE SUSTAINED STATIC FACE TO FACE CLOSE CONTACT AT ANY TIME DURING THE ACTIVITY? ¹		
YES <i>move to section 7</i>		NO RISK LEVEL LOW! ACTIVITY CAN BE CARRIED OUT
7) WHERE THE RISK OF SUSTAINED STATIC FACE TO FACE CONTACT CANNOT BE AVOIDED, CAN RPE BE USED?		
YES <i>(consider which controls below you can use and move to section 8)</i>		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 - CONTACT THE HEALTH AND SAFETY DEPARTMENT.		
8) USE THIS SPACE TO 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