**Guidance for writing a risk assessment - Covid19 course**

**Remember if in doubt ask!**

**What is a risk?**

The risk is the chance or probability that someone may be harmed by the hazard.

**What is a hazard?**

A hazard is the thing that may cause injury or death e.g a hurricane, driving a car, using a ladder

* Elimination - ideally we eliminate the risk entirely
* Substitute - if we can’t eliminate the risk can we put a safer substitute in?
* Engineering - can we design something that makes it safer?
* Administrative - often cost effective
* PPE - the last measure

When you write a risk assessment, go through every part of the work you carry out from start to finish and think about the areas which need to be addressed.

Your risk assessment should include:

* A clear title and the scope of the assessment
* Who it is written by
* The date of creation and a review date

Each line of the risk assessment should look at the:

* Hazard - Who could be harmed and how?
* What’s the likelihood of it happening
* Controls required
* How will controls be checked
* Confirmed all in place or further action needed?

Think about everything you do in the business and where you need to put in the following measures

* Social Distancing
* Ventilation
* Face coverings
* Hand washing
* Cleaning - particularly high touch points
* Team working including team welfare and health declarations
* Testing - will you have a policy?
* Contact tracing
* Signage

**Useful links**

<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>