| COVID-19 – Risk assessment

This is not a definitive guide for your COVID-19 risk assessment but is instead designed to offer examples of the areas that should be assessed. Potential control measures can be found within the mia guidance document and your Environmental Health Officer or H&S Consultant will provide further support in the process of defining the risks and controls.

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| **Example points of customer contact** | **What is the risk?** | **Level (High, Medium, Low)** | **Controls already in place that would manage Coronavirus risk** | **Additional control measures to manage Coronavirus risk** | **Who will action?** | **When to be actioned by** | **Date completed  and initials** | **Update controls** |
| Booking |  |  |  |  |  | 00/00/2020 | 00/00/2020 |  |
| Showrounds |  |  |  |  |  |  |  |  |
| Supplier deliveries |  |  |  |  |  |  |  |  |
| Meeting room set up |  |  |  |  |  |  |  |  |
| Arrival (outside) |  |  |  |  |  |  |  |  |
| Entering the venue |  |  |  |  |  |  |  |  |
| Reception/welcome desk |  |  |  |  |  |  |  |  |
| Finding the meeting room |  |  |  |  |  |  |  |  |
| Inside the meeting room |  |  |  |  |  |  |  |  |
| Break-out areas |  |  |  |  |  |  |  |  |
| Lunch break food service |  |  |  |  |  |  |  |  |
| Evening meal service |  |  |  |  |  |  |  |  |
| Public toilet areas |  |  |  |  |  |  |  |  |
| End of meeting |  |  |  |  |  |  |  |  |
| Bedrooms |  |  |  |  |  |  |  |  |
| Delegate reporting COVID-19 symptoms  in-house |  |  |  |  |  |  |  |  |
| Delegate reporting COVID-19 symptoms after an event |  |  |  |  |  |  |  |  |
| Infection in local area with potential lockdown |  |  |  |  |  |  |  |  |
| National spike in infection rate with lockdown reintroduced |  |  |  |  |  |  |  |  |

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| **Example staff  risk areas** | **What is the risk?** | **Level (High, Medium, Low)** | **Controls already in place that would manage risk** | **Additional control measures to manage Coronavirus risk** | **Who will action?** | **When to be actioned by** | **Date completed  and initials** | **Update controls** |
| Before returning to work |  |  |  |  |  |  |  |  |
| Staff entrance |  |  |  |  |  |  |  |  |
| Uniform |  |  |  |  |  |  |  |  |
| Locker/toilet areas |  |  |  |  |  |  |  |  |
| Canteen |  |  |  |  |  |  |  |  |
| Breaks |  |  |  |  |  |  |  |  |
| Smoking area |  |  |  |  |  |  |  |  |
| Corridors |  |  |  |  |  |  |  |  |
| Storage rooms |  |  |  |  |  |  |  |  |
| Deliveries |  |  |  |  |  |  |  |  |
| Workflow in each department |  |  |  |  |  |  |  |  |
| Tasks defined as high risk in the main plan |  |  |  |  |  |  |  |  |
| Use of equipment – define for each department |  |  |  |  |  |  |  |  |
| General interaction with customers |  |  |  |  |  |  |  |  |
| Staff reporting symptoms of COVID-19 at work |  |  |  |  |  |  |  |  |
| Staff reporting symptoms of COVID-19 at home |  |  |  |  |  |  |  |  |