**COVID-19 Risk Assessment**

Use this form to help you complete the risk assessment. Discuss these questions with your employees. Think about what the work tasks look like for a typical day or week. Identify the risk rating indicated alongside each risk factor. There are likely to be other questions specific to your work that you should also ask. Where a situation is not black and white, a judgement call will need to be made. Advice from a health and safety professional may help you do that.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation name** |  | **Assessment date** |  |
| **Assessment completed by** |  | **Assessment completed by** |  |
| **Signed** |  | **Signed** |  |
| **Dated** |  | **Dated** |  |

|  |  |
| --- | --- |
| Description of Role and Work requirements  |  |

**Risk Scoring Matrix:**

This scoring matrix should be used to determine the level of risk in relation to the factors set out in the risk assessment table below.

|  |  |
| --- | --- |
| **Individual Risk Scores** | **Final Risk Score** |
| **Score** | **Descriptor** | **Score** | **Descriptor** |
| 1 | Low Risk | 7  | Low Risk |
| 2 | Medium Risk | 8 - 14 | Medium Risk |
| 3 | High Risk | 15 - 21 | High Risk |

|  |  |  |  |
| --- | --- | --- | --- |
| **Factors** | **Assessment of Risk Level**  | **Details of what controls you will put in place to ensure all workers are able to keep themselves safe from exposure to COVID-19?****The Ministry of Health has detailed information here** | **Comments** |
| How many people does the employee carrying out that work come into contact with? (Very few = lower risk, Many = higher risk) |  |  |  |
| How easy will it be to identify the people who the employee comes into contact with? (Easy to identify, such as co-workers = lower risk, Difficult to identify, such as unknown members of public = higher risk) |  |  |  |
| How close is the employee carrying out the tasks in proximity to other people?(2 metres or more in an outdoor space = lower risk, Close physical contact in an indoor environment = higher risk) |  |  |  |
| How long does the work require the employee to be in that proximity to other people?(Brief contact = lower risk, Lengthy contact = higher risk) |  |  |  |
| Does the work involve regular interaction with people considered at higher risk of severe illness from COVID-19, such as people with underlying health conditions? (Little to none = lower risk, Whole time = higher risk) |  |  |  |
| What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside work? (Equal to outside work = lower risk, Higher than outside work = higher risk) |  |  |  |
| Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level? (No = lower risk, Yes = higher risk) |  |  |  |

**Final Risk Score: [*to insert*]**

Assess the results of your risk factor discussion and the impact of any extra controls you will implement.

Additional controls to reduce risk could include:

* Regular (weekly, fortnightly) testing or surveillance testing
* Limiting access to workplace
* Personal protective equipment e.g. mask wearing
* Hand sanitiser available throughout the workplace
* Regular cleaning schedules for shared areas, surfaces and equipment
* Maintaining bubbles
* Scanning and signing in procedures
* Encouraging employees to stay home if unwell
* Assigned workspaces
* Employees to use own (not shared) equipment wherever possible
* Information on cough etiquette and hand washing
* Adequate ventilation (air conditioning systems or opening windows)
* Physical distancing

If your risk ratings tend toward higher risk and you are not able to reduce that risk by implementing more controls, you should be consulting with your workers, unions and health and safety representatives to consider whether the work should be performed by a vaccinated employee.