

Covid-19 Risk Assessment for Workplaces: CBT Business Operations

The Management of Health & Safety at Work Regulations 1999 places a legal duty on employers to carry out risk assessments, and to make a written record if there are more than 5 employees.

Risk Assessments should be carried out as usual during this Coronavirus pandemic, however there are additional considerations and risks that should be taken into account.

This risk assessment will be updated on a weekly basis.

Likelihood: how likely is it that the harm presented by the hazard will actually occur?	Severity: what impact or damage could the harm presented by the hazard have on a person or persons?
High (3): Harm is certain, or near certain, to occur	High (3): Death or major injury
Medium (2): Harm will often occur	Medium (2): 7-day injury or illness
Low (1): Harm will seldom occur	Low (1): All other injuries or illnesses

Risk rating: Once the likelihood and severity have been determined, the risk can be calculated as shown below:			
	Likelihood		
Severity	3	2	1
3	High	High	Medium
2	High	High	Medium
1	Low	Low	Low

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Haz No	Significant Hazards Look only for hazards which you could reasonably expect to result in significant harm	People affected	Risk rating L x S = R			Control measures e.g. physical safeguards, training, PPE etc	Residual risk rating L x S = R		
			L	S	R		L	S	R
1	Spread of Covid-19 in a workplace setting – spread from worker to worker.	Trainers (all other staff WFH) upon resumption of F2F	2	2	High	<ul style="list-style-type: none"> Guidance and advice document produced for Trainer and delegates Sessions planned and delivered to social distancing guidelines - and adhered to No one to attend if displaying ANY symptoms PPE supplied to Trainers and used as appropriate 	1	2	Med
2	Spread of virus from surfaces and equipment.	Trainers upon resumption of F2F	2	2	High	<ul style="list-style-type: none"> Surfaces to be cleaned by venues Equipment to be cleaned by Trainers Equipment use to be limited to essentials and nothing shared between delegates 	1	2	Med
3	Availability of adequate PPE.	Trainers upon resumption of F2F	3	2	High	<ul style="list-style-type: none"> Sessions would not proceed if appropriate PPE is not available All Trainers to be issued with the equipment they need 	1	1	Low
4	Ability of the business to adapt the environment for social distancing.	Trainers upon resumption of F2F	1	1	Low	<ul style="list-style-type: none"> OBM to liaise with training venues Government guidelines being followed in plans and guidance for delivery Trainer guidance produced and discussed at team meeting so expectations are clear 	1	1	Low
5	Mental health and stress risks related to workers operating in an altered workplace – e.g. reduced staff may mean increased workload; worry about contracting the virus.	MD, Admin Team, Trainers, Consultants	1	1	Low	<ul style="list-style-type: none"> Planning for the return to F2F Monitoring workloads of the team Additional admin support brought in Support for MD in place Guidance document produced for Trainers to support delivery of sessions Team encouraged to raise any concerns 	1	1	Low
6	Risk of contracting disease during commute to and from work.	Trainers upon resumption of F2F	1	2	Med	<ul style="list-style-type: none"> Use of own transport If public transport - avoid rush hour (can start/end sessions accordingly) and wear advised PPE 	1	1	Low

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7	Lack of information/communication to staff, leading to worry, stress or concern.	MD, Admin Team, Trainers, Consultants	1	1	Low	<ul style="list-style-type: none"> ● Regular team meetings ● Regular email communication ● Guidance document produced for Trainers ● What'sApp groups established ● Team encouraged to raise any concerns 	1	1	Low

CBT office only

Date of last assessment: 7/9/2020 / MDC