Example Risk Assessment for Contact and Hand Hygiene

Remember to follow a set process for risk assessing the transmission of COVID-19 in the workplace.

Eliminating the risk should be your first option (for example by allowing home working) if this is not possible you need to reduce the risk (for example by reducing the time and frequency of tasks). You should redesign work to ensure that staff can maintain physical distancing. For more information about this go back to our 'Risk Assessment for COVID-19' guide.

What are the Hazards	Who might be harmed	Current controls	Additional controls required	Action by whom	Action by when	Done
Spread of COVID-19 Virus	Staff, visitors, contractors, service users, anyone who might be in physical contact with the business	**Workplace Hygiene** - Normal hand washing, welfare and sanitary facilities provided **Cleaning** - routine workplace cleaning in place **Access and egress points** – routine cleaning in place	You will need additional control measures, for examples see below.			

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Additional Control Measures

Consult with your employees to identify further controls and to decide on their implementation. These are some suggested control measures:

Access and Egress Points

Implement strict measures at entrance and exit points. The risk of transmission between individuals is high within these areas, for example if employees are queuing or interacting with reception staff. The risk of infection via contact is also high because of the number of people using entry systems, doors, and banisters and so on.

- Stagger start and finish times and provide enough time between shifts to ensure that there isn't physical contact.
- Consider whether handover between shifts can be done remotely or at safe distance.
- Provide signage and floor markings to ensure physical distancing is followed when queuing.
- Provide hand cleaning facilities at entrances and exits.
- Make sure that non-essential visitors are not allowed.
- Consider changing entry/exit systems that require skin contact, such as touch pads and key pads.
- All common contact surfaces in reception should be regularly cleaned (access control and delivery areas, scanners, turnstiles, screens, telephone handsets and desks).
- Reduce the number of attendees at workplace inductions and consider if this could be done remotely or outside.
- In shared premises you should cooperate and coordinate these activities with other employers to reduce the risk of infection.

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Workplace Hand Hygiene

Successfully reducing the transmission risk relies on everyone taking responsibility for their actions and changing behaviours.

- Deliver regular briefings to staff members on hand hygiene measures, consider using these videos on how to wash hands: alcohol-based rub and soap and water.
- Update staff on COVID-19 guidance from Health Protection Scotland and NHS Inform.
- Display public health posters on COVID-19 infection control in all areas of business premises.
- Provide hand cleaning facilities at entrances and exits and additional facilities throughout the workplace (such as pop ups). Soap and water should be used wherever possible, or hand sanitiser if soap and water is not available, non-touch dispensers are a better option.
- Encourage staff to take regular breaks to wash their hands.
- Make sure that hand sanitiser (alcohol-based) is issued to staff who may have difficulty accessing hand washing facilities.
- Make sure that hand creams are available alongside washing facilities to reduce skin related risks. Non-touch dispensers are a better option.
- Check that hand washing facilities are regularly cleaned and topped up.
- Paper towels are a better option than hand dryers. You shouldn't use fabric towels unless they are single use and are then laundered or disposed of.
- Ensure that sufficient rubbish bins are available for towels and other waste, and they are regularly removed and disposed.

Routine Cleaning

COVID-19 can be transmitted by contact with surface that acts as a vessel for the virus. For this reason it is important to enhance your routine cleaning measures to control the risk.

- Encourage staff to improve workplace cleaning and hygiene standards, and take responsibility for minimising and binning their waste.
- Increase waste collection and storage points, making sure that they are emptied regularly.
- Increase frequency of cleaning procedures and make sure that areas that need special attention are cleaned more often, such as in communal areas and at touch points (taps and washing facilities, toilets flush and seats, door handles and push plates, handrails, lifts and hoist controls, machinery and equipment controls, areas used for eating and resting, telephone equipment, keyboard, photocopiers and so on).
- Remind employees of their responsibly to minimise surface contact and waste generation with weekly reminders and signage.
- Ensure that cleaning staff are suitably trained and provided with the correct equipment to carry out their functions.
- Provide cleaning staff with the PPE required for the cleaning products they are using.
- Implement regular checks to ensure compliance with this arrangement.

Resources to Help with Risk Assessments

- Access our COVID-19 page to read more about how to implement a healthy return to work.
- Read more on how to carry out a risk assessment and use our template.
- Learn the risk assessment process by completing our online module 'Sensible risk assessment'.
- Become a Healthy Working Lives Approved trainer and deliver risk assessment training for your employees, read more about it here.