**Covid-19 Risk Assessment Example**

**Overview**

This document is an example risk assessment developed to support you and your Council as you assess the risks of COVID-19 for your organisation and your people.

Ensure worker consultation as you develop your own COVID-19 risk assessments and documentation. You may also consider:

* ensuring your risk assessments are developed as living documents; given the uncertainty surrounding COVID-19 and the regularly changing advice, it will be important to ensure these documents are maintained and current
* the impact any identified controls have on both the physical and mental health of your workers.

Please note that the red text below indicates example text and should be changed for your Council.

WHS Risk Assessment Form

| **Area / Activity assessed:** | **EXAMPLE: *Covid***  | **Assessment date:**  | ***29/09/2021*** |
| --- | --- | --- | --- |
| **Facilitated by:** | *Sam Smith* | **Other persons involved:** | 1. 1.
 |
| **Signature:** |  |  |
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| **Activity / Task** | **Hazards**Identify the hazard and describe how it could cause harm | **Current controls**List the current controls in place to reduce risk | **Risk level with current control** | **Possible further controls**Determine additional suggested controls using the hierarchy of controls | **Risk rating with further controls** |
| --- | --- | --- | --- | --- | --- |
| *Working at Council**WHS Risk* | *Worker contracts Covid-19 while at work, potentially causing severe health injury* | *Voluntary vaccinations - currently 30% workforce vaccinated**Guidance provided to maintain good personal hygiene - email advice - signage**Guidance provided to maintain 2m social distancing - email advice – signage**Sneeze screens**Separated work teams**QR Code sign in - - alternative sign in for those without digital devices**One person per vehicle* | *Extreme**Extreme* | ***Example – Voluntary vaccination****Development of a Health Monitoring / Immunisation Policy that encourages vaccination against covid-19 but does not make it mandatory.* | *High* |
| *Wherever possible workers will be required to work from home.* |
| *4sqm rule to apply to all Council workplace buildings, 2m social distancing to apply at all times, and masks to be worn when indoors or when social distancing is not possible (masks may be removed to eat or drink, however 2m distancing must be maintained).* |
| *Council recreation facilities will only be open to double Covid-19 vaccinated members of the public. MoPs must show evidence prior to entry. Until Dec 1.* |
| *Increased supervision to ensure compliance with social distancing and mask wearing, and disciplinary action implemented for breaches. (Three strike rule will apply).* |
| *Fourteen day mandatory isolation of infected workers and their immediate work contacts.* |
| *Continue with sanitisation of frequently touched surfaces / vehicle controls, sanitising of shared tools.* |
| *Working at Council**WHS Risk* | *Potential for unvaccinated worker to sustain psychological injury due to being subjected to additional controls.* | *Supervision and EAP* | *High* | *Engage an Occupational Psychologist to counsel and provide support to unvaccinated workers on a regular basis.* | *Medium* |
| *Working at Council**WHS Risk* | *Potential for unvaccinated worker to sustain psychological injury due to being pressured by workmates to be vaccinated* | *Code of Conduct* *Bullying and Harassment Policy**Communication and Consultation Policy* | *Medium* | *Managers to regularly engage with their teams through face-to-face team meetings / toolbox talks and encourage inclusive attitudes, listen to concerns and take every reasonable step to managing any harassing behaviour.* | *Medium* |
| *Public facing departments required to exclude non-vaccinated users (e.g. gym, swimming pool, café, Council Offices)* | *Hostility/ aggression/ violence from MoP if asked to prove vaccination status* | *Preventing and esponding to Workplace Aggression and Violence Procedure implemented and followed.* | *Medium* | *Additional security.**Signage to inform members of the public about public health regulations.**Signage to prewarn public about acts of aggression and violence.**Install duress alarms.**Install security.* | *Medium* |

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| **Further controls to be actioned (these three columns must be copied onto Corrective Action Register)** |
| **Corrective Action** | **Allocated To (Person)** | **Due By (Date)** |
| *Development of a Health Monitoring / Immunisation Policy* | * *Bob Jones*
 | *1/12/2021* |
| *Engage an Occupational Psychologist* | * *Sam Smith*
 | *15/12/2021* |
| *Communicate the agreed controls in this Risk Assessment to all workers* | * *GM*
 | *19/11/2021* |
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| **Management agreement to Corrective Actions** |
| Name: |  | Date: |  |
| **Follow up and review** |
| Reviewed date: |  | Review completed by: |  | Date: |  |

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| --- | --- |
| ***Council Name* Risk Matrix** |  |
| **Consequences** | **Consequences** |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Health**Risks that could lead to injury or fatality of Council workers, including contractors and volunteers. | Reversible health effects of little concern, requiring first aid treatment at most. | Reversible health effects of concern that would typically result in medical treatment. | Severe, reversible health effects of concern that would typically result in a lost time illness. | Single fatality or irreversible health effects or disabling illness. | Multiple fatalities or serious disabling illness to multiple people. |
| **Safety** Risks that could lead to injury or fatality of Council workers, including contractors and volunteers. | Low level short term subjective inconvenience or symptoms. Typically a first aid and no medical treatment. | Reversible injuries requiring treatment, but does not lead to restricted duties. Typically a medical treatment. | Reversible injury or moderate irreversible damage or impairment to one or more persons. Typically a lost time injury. | Single fatality and/or severe irreversible damage or severe impairment to one or more persons. | Multiple fatalities or permanent damage to multiple people. |
| **Environment** Risks relating to potential release of pollutants or damage to the natural environment. | Minimal environmental impact; isolated release only. | Minor environmental impact; on-site release immediately controlled. | Significant environmental impact; on-site release contained with assistance. | Major environmental impact; release spreading off-site; contained with external assistance. | Fatalities occur; extensive release off-site; requires long term remediation. |
| **Financial** Risks relating to financial losses that impact on Council programs and business operations. | <$5K | <$50K | >$50K & <$500K | >$500K & <$5M | >$5M |
| **Political, Reputation and Image**Risks that result in community concern or criticism and/or negative media attention. | Isolated, internal or minimal adverse attention or complaint. No impact on funding or political support. | Heightened local community concern or criticism. Possible minor impact on funding and political support at local level. | Significant public criticism with or without media attention. Significant impact on funding and/or political support at local level. | Serious public or media outcry, broad media attention. Major impact on funding and/or political support at local and state level. | Extensive public outcry; potential national media attention. Complete removal of funding source and/or political support at local, state and federal level. |
| **Likelihood** | **Certain to occur**The event is expected to occur in normal circumstances.The event has occurred frequently in the past. | Medium | High | High | Extreme | Extreme |
| **Very likely**Event that may occur frequentlyduring the life-time of anoperation/project. | Medium | Medium | High | Extreme | Extreme |
| **Possible**The event may occur sometime.There have been warning signs the event might occur. | Low | Medium | Medium | High | Extreme |
| **Unlikely** The event could occur in some circumstances.No past event history. | Low | Low | Medium | Medium | High |
| **Rare**May happen only in exceptional circumstances. | Low | Low | Low | Medium | High |

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| Use the Risk Matrix to estimate a Risk Rating: * 1. estimate the most likely potential severity of the consequences
	2. estimate the likelihood that the hazard could cause that consequence
	3. find the cell of the matrix where the row corresponding with the likelihood intersects with the column corresponding to the consequence, read the risk level written in that cell, and record it in the Risk Rating column.
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