

Risk assessment template

Company name: DATEVH

Assessment carried out by: P. LILL

Date of next review: 14/9/2020

Date assessment was carried out: 7/9/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
COVID-19	CUSTOMERS STAFF COMMITTEE MEMBERS	CLEANING, SANITISING, DISINFECTING, SIGNAGE, SOAP SANITISERS, PAPER TOWELS, ONE WAY SYSTEM, LOCKING DOORS IF NEEDED, VERBAL INSTRUCTIONS PREPARED STAFF UP PACKAGE	ASK ALL USERS TO COMPLY, CO-OP. CREATE CONTINUE GOOD PRACTICE SOCIAL DISTANCING REMINDERS	CUSTOMERS HALL USERS STAFF COMMITTEE MEMBERS	DAILY BASIS	✓

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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