**Risk Assessment Template**

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| **COMPANY NAME:** | **DEPARTMENT:** | **LOCATION:** | |
| **DATE OF NEXT REVIEW** | **ASSESSMENT CARRIED OUT BY:** | **ASSESSMENT DATE:** | **ASSESSMENT REFERENCE:** |

To help you decide which actions to take, you need to carry out an appropriate COVID-19 risk assessment, just as you would for other health and safety related hazards. This risk assessment must be done in consultation with unions or workers.

This simple Risk Assessment template can be used in conjunction with the UK Government guidance on helping to ensure workplaces are as safe as possible from the effects of coronavirus. The guide relevant to your workplace can be downloaded from the Jersey Safety Council website <https://www.jsc.je>. Many businesses operate more than one type of workplace, such as an office, factory and fleet of vehicles. You may need to use more than one of these guides as you think through what you need to do to keep people safe.

| **What are the hazards?** | **Who might be harmed & 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 action needed by?** | **Done** |
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