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Risk solutions for a changing world

Covid-19 Assessment Checklist



COVID-19 Risk assessment checklist

Making sure we are managing businesses to prevent the risk of infection and spread of COVID-19 virus is currently a critical focus for many businesses. The food sector is no different, yet it may have increased risks if this isn't done adequately. Apart from the obvious risks relating to the health of staff and customers, there are also reputational risks brought about through adverse publicity.

As we progress through the cycles and changes that are being implemented following Government guidelines and restrictions within our different States and Territories in response to COVID-19, it is important to review what we are doing and how we are doing it, to manage and protect both people and business.

Riskcom has created a COVID-19 risk assessment checklist as a tool for your food business to utilise and build on to enable you to confidently manage COVID-19 risks within your business. The risk assessment checklist is to be used in conjunction with and **does not replace any Government and Health Department guidelines**. Those guidelines must be adhered to at all times.

How to complete the risk assessment

Undertake the attached risk assessment with two or three members of staff to ensure you are getting different opinions and thoughts. Depending on the size of the business there may be different areas that should be risk assessed separately such as office areas and food preparation or kitchen areas.

The COVID-19 risk assessment is broken down into four sections of review:



1. Wellbeing of staff, customers and contractors



2. Physical distancing



3. Hygiene and cleaning



4. Record keeping and communication

Each section provides examples of an area, location, task or issue and the associated hazards. The examples are broad and may require amendment based on your business. A list of risk controls is then provided, some of which you may already have in place and others may not be relevant; it will depend on your business. Tick the controls you have in place.

Once you have completed your initial risk assessment to understand what your COVID-19 hazards are and what controls you have in place, go back through and determine what other risk controls you need to put in place. You will then be able to identify the resources and timelines for the risk controls to be implemented. The COVID-19 risk assessment checklist includes an action plan to assist you to track your actions.

You will need to communicate changes and reinforce workplace procedures as you implement the risk controls and set examples of the behaviour you expect. For example, if someone comes into work and is obviously unwell with symptoms of COVID-19 they must be sent home and restricted from the workplace. Strict adherence to personal hygiene and cleaning requirements must also be monitored and maintained at all times. Additionally, it is important that you are aware of circumstances that may affect them and their ability to come to work. If they are a vulnerable person or care for someone who is vulnerable you should be aware of this and work with them to try and achieve appropriate solutions. This is a stressful time for everyone and requires flexibility and understanding.

Keeping up to date

As situations change over the coming months, we are likely to face different phases of restrictions which may include greater or fewer restrictions being required. As these change, it is important to review your COVID-19 risk assessment and make changes to ensure you are meeting your State and Government requirements. It may be appropriate to nominate someone in your business to focus on those requirements including monitoring changes that are required for your business based on State and Government requirements, as well as industry requirement such as [FSANZ](#) Food Standards Australia and New Zealand. Other sites that may assist you in your planning are provided below for your reference.

- Safe Work Australia – www.safeworkaustralia.gov.au
- Department of Health and Human Services – DHHS or equivalent health department in your State or Territory
- State Governments: www.vic.gov.au ; www.nsw.gov.au; www.qld.gov.au; www.sa.gov.au; www.tas.gov.au; www.nt.gov.au; www.wa.gov.au; www.australia.gov.au

[FSANZ](#) – Food Standards Australia and New Zealand

PROTECT YOURSELF & THOSE AROUND YOU



STAY AT HOME IF YOU'RE UNWELL



AVOID TOUCHING YOUR FACE, NOSE AND MOUTH



STAY 1.5 METRES AWAY FROM PEOPLE WHO ARE COUGHING OR SNEEZING



COVER COUGHS AND SNEEZES



WASH HANDS REGULARLY