ORGANISATION NAME

# Coronavirus (COVID-19) Risk Assessment

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| **Division/Directorate:** |  | **Date:** |  |

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| **Prepared by:** | **Name:** | **Position:** | **Signature:** | **Date:** |
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| **Background info:**  Coronaviruses are a large family of viruses that can make humans and animals sick. They cause illnesses that can range from the common cold to more severe diseases.  The new coronavirus is named SARS-CoV-2 and is responsible for the Coronavirus Disease 2019 (COVID-19) outbreak. It was first reported in December 2019 in Wuhan City in China.  Other coronaviruses include Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).  The status of the Coronavirus pandemic is currently being monitored by ORGANISATION NAME, as we act in accordance with the advice provided by the Australian Government Department of Health and SA Health.  Other sources that are currently being monitored include [list all other sources here – these may include places such as SA Health, the Communicable Diseases Network Australia, the Australian Health Protection Principle Committee, the World Health Organisation, SA Health and other relevant state and national Australian Government departments, such as Department of Foreign Affairs and Trade, Australian Border Force, and South Australian Tourism Commission].  **ORGANISATION’s responses are guided by the advice and instruction provided by the Department of Health and SA Health.** |

## Risk Assessment

Hazard types

Operational (OPS) – may impact the organisation’s ability to conduct essential operations

Reputational (REP) – may impact negatively or positively on the organisation’s reputation

Financial (FIN) – may have significant financial impact on the organisation

Health and Safety (WHS) – may impact on the physical health or wellbeing of persons association with the organisation

| **ID** | **Hazard Type** | **Hazard Description** | **Task/Item** | **Existing Hazard Controls** | **Controls / Treatments to be implement** | **Residual Risk Level**  **- After C/A implemented** | | | **Comments** | **Residual Risk Acceptance (initial and sign)** |
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| **L** | **C** | **R** |
| *0* |  | *Detail the hazards identified in the checklist on page 2* | *Describe the situation which results in the hazard* | *For each hazard list the existing measures to be applied* |  |  |  |  |  | *CEO to sign* |
| 1 | OPS  FIN  REP  WHS | Spread of COVID-19 at ORGANISATION sites or associated with ORGANISATION’s workers (staff/volunteers/etc) | SARS-CoV-2 Virus spreading between workers/visitors on site or between persons | *List things you have in place that might lessen the impact, should this scenario be realized* | *List any things you do not have in place but will put in place as a way to reduce the impact of this scenario* |  |  |  | **Existing or proposed controls might include things like:**  Display of signage re: hand hygiene in toilets and public areas  Provision of soap and water facilities  Provision of alcohol-based hand sanitizers  Note: Surgical masks are currently not recommended or considered effective when used by healthy persons. |  |
| 2 | OPS | Loss of Business Continuity  Loss of significant number of key a*dministration* staff/productivity or inability to complete key business objectives due to staff absence | Increase in staff illness or absence due to illness (including non-COVID-19)  Staff requiring absence to care for family members  Staff requiring to self-isolate as per government advice | *List things you have in place that might lessen the impact, should this scenario be realized* | *List any things you do not have in place but will put in place as a way to reduce the impact of this scenario* |  |  |  | Existing or proposed controls might include things like:   * Remote access (eg checking emails from phones etc * Guides for how to log in remotely/access emails from home * Working from home arrangements * Audit who has portable hardware (eg laptops, iPads, phones etc) and consider how you might get this equipment to people if they can’t come into the office * Creation of a Business Continuity Plan * Outsourcing tasks or finding an alternative workforce |  |
| 3 | OPS  FIN  REP | Loss of Business Continuity  Loss of significant number of key front-line staff/productivity or inability to complete key business objectives due to staff absence | Increase in staff illness or absence due to illness (including non-COVID-19)  Staff requiring absence to care for family members  Staff requiring to self-isolate as per government advice | *List things you have in place that might lessen the impact, should this scenario be realized* | *List any things you do not have in place but will put in place as a way to reduce the impact of this scenario* |  |  |  | Existing or proposed controls might include things like:   * Large pool of back up workers * Use of casual / contract staff * Partnering with other community groups to share resources * Increased training for staff on how to operate front of house * Planned reduced hours (identify your busy times and prepare for fewer staff) |  |
| 4 | REP | Loss of trust from SA public | Appearing unprepared for COVID-19 – not being proactive about preventative measures or not responding quickly should a link be made to the site.  Over-preparing and inciting a panic in the community. | *List things you have in place that might lessen the impact, should this scenario be realized* | *List any things you do not have in place but will put in place as a way to reduce the impact of this scenario* |  |  |  | Existing or proposed controls might include things like:   * Rely on guidance and updates from Australian Government on how to respond * Keep in communication with other similar organisations locally and within your sector * Create a trigger action plan * Create a communication plan * Monitor the situation daily |  |
| 5 | FIN  REP | Low visitation, site closure, loss of finances, financial impact from using alternative staff arrangements | Drop in visitor numbers due to travel restrictions, public fear, avoidance of public places. | *List things you have in place that might lessen the impact, should this scenario be realized* | *List any things you do not have in place but will put in place as a way to reduce the impact of this scenario* |  |  |  | Existing of proposed controls might include things like:   * Having a good communication plan for public messaging * Conduct a financial review/audit and identify the minimum operational costs * Consider budget saving measures and/or postponing non-essential or large project spending in order to meet minimum financial needs |  |
| 6 | OPS  WHS  FIN | Loss of contract services / key supplies | Contractor staff unavailable / key supplies are unable to be purchased | *List things you have in place that might lessen the impact, should this scenario be realized* | *List any things you do not have in place but will put in place as a way to reduce the impact of this scenario* |  |  |  | Existing of proposed controls might include things like:   * Conduct a review to identify which contractors and/or supplies are essential for operations * Plan alternate providers for essential suppliers * Ensure enough supply on stock to meet loss of supply for minimum period (as per risk assessment) |  |
| 7 | REP  WHS  FIN | Customer communications including dealing with difficult customers | Visitors not observing social distancing  Guidance to front of house staff for customer interactions  Hostile customer interactions | *List things you have in place that might lessen the impact, should this scenario be realized* | *List any things you do not have in place but will put in place as a way to reduce the impact of this scenario* |  |  |  |  |  |
| 8 |  | Include any hazards specific to your organisation here |  |  |  |  |  |  |  |  |
| 9 |  | Include any hazards specific to your organisation here |  |  |  |  |  |  |  |  |
| 10 |  | Include any hazards specific to your organisation here |  |  |  |  |  |  |  |  |
| 11 |  | Include any hazards specific to your organisation here |  |  |  |  |  |  |  |  |

