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[www.southlakeland.gov.uk](http://www.southlakeland.gov.uk)

Date: 10 June 2020

Dear Sir/Madam

**Health and Safety at Work etc. Act 1974  
Covid-19 Risk Assessment**

To operate your business during the Coronavirus pandemic you need to work in a way which stops the spread of the virus or reduces the risk of spread as a result of your work activities.

There are restrictions on what types of business are allowed to operate. Check the Gov.UK website for updates on what types of businesses can open.  
<https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance>

As an employer or a self-employed person you must protect people from harm. This includes taking reasonable steps to protect your workers and others from Covid-19. This is called a risk assessment and it'll help you manage risk and protect people.

We are writing to businesses in South Lakeland to help you to understand what you must consider in your Covid-19 risk assessment.

You have a duty to your employees, customers, contractors and any members of the public to ensure that your work activity does not increase their risk of Coronavirus infection.

You must:

- identify what work activity or situations might cause transmission of the virus;
- think about who could be at risk;
- decide how likely it is that someone could be exposed;
- act to remove the activity or situation, or if this isn't possible, control the risk.

Enclosed is an example of a risk assessment. This shows some of the types of things which you need to consider for your own work risk assessment. This is also available on our website.

As we learn more about how the virus spreads and guidance is updated, you may need to update your risk assessment accordingly.

You may find that in practice some new working arrangements are not practical or cause other safety issues.

It is important to involve Trade Unions (where applicable) and your employees in the risk assessment process. Their insight into how the new arrangements work in practice are very important. Joint problem solving will also help to develop a working relationship of trust and co-operation.

Further information is available from the HSE website, see:

<https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm>

You will also find useful advice on the following page:

<https://www.southlakeland.gov.uk/your-environment/coronavirus-covid-19-support-and-advice/>

If you require any further advice, please contact a member of the Health and Environment Team on 01539 733333.

Yours faithfully

The Health & Environment Team  
South Lakeland District Council