

R I S K A S S E S S M E N T - O c c u p a t i o n a l s a f e t y a t C O R O N A P A N D E M I E

An essential employer's obligation in occupational health and safety law is to determine through a risk assessment what health hazards employees are exposed to due to their work and how these can be reduced. The new SARS-CoV-2 Occupational Health and Safety Ordinance (Corona-ArbSchV) obliges companies to take extended occupational health and safety measures. In order to identify and reduce pandemic-related health hazards for workers, companies must also adapt their risk assessments at short notice (§ 2 para. 1 Corona-ArbSchV).

The following company is the subject of the risk assessment:

Name of the enterprise _____

Name of the enterprise _____

Date of assessment _____

Version _____

The template is based on federal requirements. Additional occupational health and safety regulations of individual federal states are not taken into account in this document. However, these must be complied with as far as they exist and are applicable.

The document only provides general minimum requirements for a risk assessment. Before using this document, it should therefore be checked whether special features of the company require a different focus or the consideration of further issues.

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1.
MEASURES FOR THE REDUCTION OF CONTACTS IN THE ENTERPRISE
(§ 1 CORONA ARBSCHV)

no.	measures	yes	no	notes
1.1	Is appropriate information technology available in the workplace to enable meetings to be held without physical presence? Has access been provided to all employees who are eligible?			z. e.g. software applications such as "Microsoft Teams" or "Zoom"
1.2	Has it been checked for all office workplaces in the company and for comparable workplaces whether these activities can also be carried out in the home office? Have all employees for whom there are no compelling reasons against transferring their work to the home office been proactively offered to work from the home office? Was the submission of these offers documented in writing?			Companies are obliged to offer home offices wherever possible (§ 2 para. 4 Corona-ArbSchV). However, employees do not have to accept this offer. Moreover, they can only accept the offer if their home offers the spatial and technical prerequisites to comply with the occupational health and safety regulations when setting up the home office workplace. This must be checked in each individual case.
1.3	Is a minimum area of 10 m ² available for each person working in all rooms used by several people at the same time? Is it ensured that a distance of at least 1.5 m can be maintained between persons?			The minimum area is determined in § 2 para. 5 Corona-ArbSchV. An exception is only permissible if the activity to be carried out does not permit anything else. The distance between workplaces should be at least 1.5 m (No. 4.2.1 of the SARS-CoV-2 occupational health and safety regulation).
1.4	<i>If in-house meetings cannot be replaced by information technology and/or if the minimum area and/or distance cannot be maintained:</i> Are there compelling reasons for this? Are these documented? Are suitable other protective measures taken, are employees instructed accordingly and is compliance monitored?			If the minimum area and distance cannot be maintained due to the spatial conditions or the type of activity, ventilation must be provided at least on a regular basis. In addition, a suitable partition (e.g. a sufficiently high Plexiglas pane) must be installed.

1.5	<i>If there are more than ten employees in the company:</i> Have all employees in the enterprise been divided into working groups that are as small as possible?			If more than ten workers are employed in the company, the workforce must be divided into work groups, § 2 para. 6 Corona-ArbSchV.
1.6	<i>If there are more than ten employees in the company:</i> Are there measures in place aiming to reduce contact between working groups to a necessary minimum?			Example: <ul style="list-style-type: none"> • Time-shifted work and time-shifted breaks. • Instruction on rules of conduct • Allocation of the rooms according to the working groups
1.7	What measures have been taken to reduce the risk of infection in activities with public access?			<ul style="list-style-type: none"> • Markings to maintain the minimum distance of 1.5m • Signs indicating that masks are compulsory • Spatial separation through Plexiglas panes

2.
MOUTH-NOSE PROTECTION (§ 3 CORONA-ARBSCHV)

no.	mesaures	yes	no	notes
2.1	Have all employees been required to wear medical face masks (not fabric masks), at least if <ul style="list-style-type: none"> • they work in a room with other employees and there is not a minimum area of 10 m² available per employee, • the minimum distance of 1.5 metres cannot be maintained, or • increased aerosol emission is to be expected during an activity carried out? 			Permissible are masks that at least meet the requirements of Directive 93/42/EEC and are CE-marked. FFP2 standard is not mandatory, but permissible (§ 3 para. 2 Corona-ArbSchV). The masks that can be marketed in Germany are listed in the appendix to § 3 para. 1 Corona-ArbSchV.
2.2	Are medical face masks provided to employees covered by No. 2.1?			Face masks must be provided by the employer.

2.3	Have the employees been instructed on how to put on and take off the face masks?			<p>z. E.g. education that the mask must fit tightly to the skin. If necessary, the face mask must also be selected according to the shape of the head. The tight fit should ideally be checked by the so-called FIT test, otherwise it is possible that employees are in a false sense of security about the protective effect of the mask (cf. the justification for § 3 para. 1 Corona-ArbSchV).</p> <p>Employees:innen are obliged to wear the masks according to § 3 para. 1 Corona-ArbSchV.</p>
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3. ORGANISATION AND BEHAVIOUR IN THE COMPANY

no.	mesaures	yes	no	notes
3.1	Have all workers been instructed to report Corona infections and any suspicion of Corona infection (e.g. due to health symptoms, physical contact with infected persons or travel return from a risk area) immediately?			If a corona infection is suspected, the affected person must be isolated at an early stage.
	Has a process been implemented to react to specific suspected cases and cases of infection in the company? Are procedures and responsible persons defined for this purpose?			Cf. No. 4.2.11 of the SARS-CoV-2 Occupational Health and Safety Regulation.
3.2	Are staff members instructed to disinfect their hands regularly? Have rules of conduct been communicated, such as keeping a distance, refraining from greetings with direct physical contact, coughing and sneezing into the crook of the arm or into a paper handkerchief? Was the instruction documented?			Cf. No. 4.1 para. 4 of the SARS-CoV-2 Occupational Health and Safety Regulation.
3.3	Have all staff been instructed to reduce business trips and face-to-face meetings to the absolute			Cf. No. 4.2.5 of the SARS-CoV-2 Occupational Health and Safety Regulation.

	minimum and to communicate technically whenever possible?			
3.4	Are employees instructed to air their work area regularly? Are all employees instructed to always air meeting rooms before using them? Alternatively, is regular ventilation organised centrally?			Cf. 4.2.3 of the SARS-CoV-2 Occupational Health and Safety Rule.
3.5	Is it ensured that work equipment is only used by one person, where possible? Are employees instructed to disinfect surfaces regularly? Is disinfectant available?			Cf. No. 4.2.7 of the SARS-CoV-2 Occupational Health and Safety Regulation)
3.7	Have spatial bottlenecks been identified, e.g. lifts, waiting areas, shared printer and copier rooms? Have adequate measures been taken to avoid crowding at these bottlenecks?			E.g. instruction to reduce the use of these spaces as much as possible; appropriate distance markings and signs; obligation to wear masks in these areas.
3.8	Are liquid soap and towel dispensers available in all sanitary areas? Are these refilled regularly and in a timely manner?			Cf. 4.2.2 para. 2 of the SARS-CoV-2 Occupational Health and Safety Rule.
3.9	Is occupational health advice available to all employees as part of the preventive care offered and requested? Is it ensured that this can be done without risk of infection, e.g. by telephone?			Cf. No. 5.2 of the SARS-CoV-2 Occupational Health and Safety Regulation.

4. PSYCHOLOGICAL STRESSES

no.	measures	yes	no	notes
4.1	Have the additional mental stresses on employees as a result of the Corona pandemic been identified? Have measures been considered to mitigate these mental stresses?			Cf. No. 4.2.12 of the SARS-CoV-2 Occupational Health and Safety Regulation

4.2	Can employees seek counselling for anxiety and other psychological stresses through occupational health screening?			Employers must provide occupational health advice, which should also include psychological stress (No. 5.2.1 para. 2 and No. 5.2.4 para. 1 of the SARS-CoV-2 Occupational Health and Safety Regulation).
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no.	measures	yes	no	notes
	Has a fixed deadline or date been set to evaluate the effectiveness of the measures established on the basis of this risk assessment?			After a certain period of time, it is necessary to check whether the measures taken are effective. In particular, it should be checked whether the behavioural guidelines that have been set are actually being adhered to and whether they have proven to be practicable.

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name, signature

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name of the creator