



## Risk Assessment – Covid-19

Reference No:	RA Covid-19	Site/Location:	Head Office		
Date:	May 20	Review Date:	May 21 (Regular updates as required)	Assessed by:	Glen Beavis

What are the Hazards? (and potential harm)	Who might be harmed?	What are you already doing? (Control Measures in place already)	Actions Required to Reduce the Risk to an Acceptable Level	Action – By who?	By when?	Date Complete
Covid-19, Coronavirus and the spread of infection resulting in mild to serious illness	Staff	<ul style="list-style-type: none"> <li><b>Social distancing</b> where an employee cannot work from home then the two metre guidance is observed at all times and where practical</li> <li>All workstations are placed at a minimum of two metres apart. Each workstation is assigned to one employee, “Hot Desking” is not permitted.</li> <li>PPE is not required in the office as long as the two metre guideline is observed. However masks, gloves and hand sanitizer are available from stores should an employee require them</li> </ul>	Ongoing review of numbers of staff allowed in the office	CS	On going	
	Visitors to site and anyone who comes into contact with the business including Cleaners and Contractors.		Employees will be reminded regularly of the two meter guidance	CS	Daily	
	Vulnerable Groups.		Continual review of working from home and the suitability for an employee to return to the office	CS	Weekly	
	Those with existing underlying Health Conditions or pregnant workers.	<ul style="list-style-type: none"> <li><b>An employee of increased risk</b>, as set out by the relevant Public Health bodies can work from home.</li> <li><b>An employee defined as extremely vulnerable</b>, as advised by the Local Health Authority must follow the guidance and are currently not permitted to work in the office.</li> <li><b>Hand washing</b> - All employees are allocated regular breaks to wash their hands, adequate soap and fresh water is supplied. Hand sanitizer (minimum of 60% alcohol) is supplied at each workstation. Paper towels are used to dry hands. Towels should be disposed of in the normal waste bin. All employees must sanitize</li> </ul>	Employees are reminded of hand washing for a minimum of 20 seconds	GB	Monitor daily	

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		<p>hands on arriving at the office</p> <ul style="list-style-type: none"> <li>• <b>Cleaning</b> - Regular cleaning and sanitizing of high traffic areas is completed on a regular basis by a nominated person throughout the working day. Workstations are cleaned regularly. If equipment is required to be used by more than one person then equipment is sanitized before and after use. Other items cleaned regularly include, door handles light switches etc.</li> <li>• <b>Canteen</b> break times are staggered so social distancing is possible (social distancing also applies to the smoking area), employees do keep their own cups and cutlery. Where possible colleagues will be encouraged to use the outside environment and the office environment is well ventilated.</li> <li>• <b>Visitors to the site</b> must pre book a date and time to ensure visitor visits are strictly coordinated at any given time. Only essential visits to the site are allowed and are authorized by the GB. Visitors will be made aware of procedures before entering site and sanitize hands before entering.</li> <li>• <b>Contractors to the site</b> must pre book a date and time and supply their own Risk Assessment and Method statement relating to works and Covid-19 before attending site, where available. They should only use the side entrance and adhere to the rules as per visitors to site as detailed above. Our minimum standards will be forwarded to the contractor laying out our expectations.</li> <li>• <b>Face to Face Meetings</b> are replaced by conference calls or video calls where at all possible. Where 'in person' meetings are necessary the guidelines above are adhered to.</li> </ul>	<p>Decide on designated person Posters and other media used to help re enforce controls.</p> <p>Management checks to ensure procedures are adhered to.</p> <p>All visitors to be authorised by GB Management to ensure all visitors follow company procedures</p>	<p>GB</p> <p>GB</p> <p>GB</p>	<p>22<sup>nd</sup> May 2020</p> <p>Daily with regular checks</p>	
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		<ul style="list-style-type: none"> <li>• <b>Staff Access and Egress from site</b>, all employees observe social distance measures at all times when arriving and leaving work. This applies when walking to and from the car park area. The car park is monitored to ensure enough space is left when entering or exiting cars to keep a two metre distance. Vehicle sharing should not take place to and from work where social distancing is not possible; unless authorized by the Line Manager.</li> <li>• <b>Courier and post collections deliveries</b>, should adhere to the two meter guidance. Delivery collections take place at the side entrance only. Parcels should be placed on the floor and not taken directly from courier hands, if a signature is required such as on a PDA hands are sanitized immediately afterwards.</li> <li>• <b>Drivers of shared vehicles (including fork lift truck)</b> clean and sanitize all surfaces inside the vehicle before use including external handles. Use of separate vehicles should be considered where social distancing cannot be achieved, where practical</li> <li>• <b>Building of equipment</b> where two people are required to work together then mechanical aids such as a forklift are used to maintain a two metre distance.</li> <li>• <b>Mental Health</b> Management do promote mental health and wellbeing by promoting an open door policy to help support and talk about concerns or issues. Colleagues are fully aware that they have the authority to remove themselves from a situation where they feel uncomfortable or unsafe</li> </ul>	<p>Due to minimal staff at HO car sharing is not an issue but will be reviewed when further staff return to work</p> <p>Monitor deliveries</p> <p>Monitor builds and ensure two metre rule adhered to</p> <p>Looking at ways to make this more effective</p> <p>Continued formal and informal communication reminding colleagues.</p>	<p>GB</p> <p>GB</p> <p>GB/CS</p> <p>GB</p> <p>GB/CS</p>	<p>As staff start to return</p>	
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