

## Workplace Risk Assessment - COVID-19

COVID-19 presents new hazards and risks to employees, contractors, clients and suppliers, when at work. Therefore, a risk assessment needs to be carried out with the aim of identifying sensible controls to reduce the risk that employees are exposed to.

For this assessment, we have taken the following steps.

- ✓ Walked around the office, noting things that might pose a risk.
- ✓ Checked HM Government & HSE guidelines 'Working safely during COVID-19 in offices and call centres'
- ✓ Talked to managers and staff, to ask for input and listen to their concerns.

What are the hazards?	Who might be impacted?	What action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>1. Spread of virus from co-workers and visitors</b>	Employees Contractors Visitors Clients	Managers to review working schedule to manage the number of staff in the office at one time.	Managers	20 <sup>th</sup> July 2020	Complete/Ongoing
		Re-design of desk allocation ensuring 2m social distancing along with signage	Business Operations	20 <sup>th</sup> July 2020	Complete

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		<p>Staff to maintain 2m social distancing always in all areas adhering to signage and floor markings.</p> <p>Removal of chairs in meeting rooms and or signage limiting the number of people permitted in each room</p> <p>Managers to monitor and check to ensure 2m rule is adhered to.</p> <p>Provide hand sanitiser and instruct all staff and visitors to use it on entering the building.</p> <p>Employees and visitors instructed not to come to work if they feel unwell or show COVID-19 symptoms.</p>	<p>All staff, contractors, visitors and clients.</p> <p>Business Operations</p> <p>Managers</p> <p>Business Operations</p> <p>Managers/HR</p>	<p>21<sup>st</sup> July 2020</p> <p>20<sup>th</sup> July 2020</p> <p>21<sup>st</sup> July 2020</p> <p>21<sup>st</sup> July 2020</p> <p>21<sup>st</sup> July 2020</p>	<p>Ongoing</p> <p>Complete</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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		<p>All visitors required to sign in on arrival on site including suppliers/maintenance personnel for test and trace purposes</p> <p>Communication of latest guidance from the Government</p> <p>Facilitate consultation with shielding and clinically extremely vulnerable employees</p>	<p>Business Operations</p> <p>Business Operations</p> <p>Line Managers HR</p>	<p>21<sup>st</sup> July 2020</p> <p>20<sup>th</sup> July 2020</p> <p>20<sup>th</sup> July 2020</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p><b>2. Contracting the virus in the workplace eg, from contact with infected surfaces and or people</b></p>	<p>Employees Contractors Visitors Clients</p>	<p>Provide hand washing facilities along with hand sanitiser stations at all entry points, kitchen areas and toilets.</p> <p>Provide regular cleaning of the office space.</p> <p>Arrange the flushing of all water outlets to eliminate</p>	<p>Business Operations</p> <p>Business Operations</p> <p>Business Operations</p>	<p>21<sup>st</sup> July 2020</p> <p>20<sup>th</sup> July 2020</p> <p>20<sup>th</sup> July 2020</p>	<p>Complete/Ongoing</p> <p>Complete/Ongoing</p> <p>Complete</p>

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		<p>the risk of legionella bacteria forming.</p> <p>Targeted and regular disinfecting of high traffic surfaces such as taps and door handles before and after use.</p> <p>Employees informed of the Government guidelines relating to general hygiene practice including hand washing, social distancing, what to do in the event of being infected by COVID-19</p> <p>No sharing of equipment eg, keyboards, mouse, phones etc</p> <p>Coats and belongings to be stored in cupboards/clothes rails or lockers</p>	<p>All staff and contractors</p> <p>Business Operations/HR Managers</p> <p>All staff and contractors</p> <p>All staff and contractors</p>	<p>21<sup>st</sup> July 2020</p> <p>20<sup>th</sup> July 2020</p> <p>21<sup>st</sup> July 2020</p> <p>21<sup>st</sup> July 2020</p>	<p>Ongoing</p> <p>Complete/Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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		Food preparation in kitchen areas should be kept to a minimum. Food should be eaten at individual desks where possible. Shared break out spaces are limited to one person per table all whilst observing 2m social distancing. All food in fridges and cupboards to be covered at all times. No handwashing of crockery/utensils, all must be washed in the dishwashers.	All staff and contractors	21 <sup>st</sup> July 2020	Ongoing
		Everyone to make their own drinks no 'tea rounds'.	All staff and contractors	21 <sup>st</sup> July 2020	Ongoing
<b>3. Shortage of cleaning and disinfectant products due to supply chain presents risk of increased likelihood of</b>	Employees Contractors Visitors Clients	Ensure adequate stocks of cleaning and disinfectant supplies.	Business Operations	20 <sup>th</sup> July 2020	Complete/Ongoing

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<b>contracting the virus</b>					
<b>4. Workers contracting the virus during travel to and from work</b>	Employees	Provide the latest Government Guidelines on wearing masks on public transport and car sharing.	Business Operations	20 <sup>th</sup> July 2020	Complete/Ongoing
<b>5. Workers contracting the virus whilst on site visiting clients or staying in overnight accommodation</b>	Employees	Obtain risk assessment of site visiting along with measures in place to ensure the site is 'COVID secure'  Provide video conferencing facilities to avoid unnecessary travel	Client Account Handler  Business Operations	When the need arises  21 <sup>st</sup> July 2020	Ongoing

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<p><b>6. Misinformation</b></p>	<p>Employees Contractors Visitors Clients</p>	<p>Latest guidance issued on what staff are to do in the event of finding themselves, a family member or a colleague showing signs of COVID-19 symptoms.</p> <p>If you have symptoms of coronavirus (COVID-19), however mild, OR you have received a positive coronavirus (COVID-19) test result, the clear medical advice is to immediately self-isolate at home for at least 10 days from when your symptoms started. Do not go to work, a GP surgery, pharmacy or hospital. You should arrange to have a test to see if you have COVID-19</p> <p>If a member of your household displays symptoms or has received a positive test result, <b>you</b></p>	<p>Business Operations/HR</p> <p>All staff and contractors</p>	<p>20<sup>th</sup> July 2020</p> <p>21<sup>st</sup> July 2020</p>	<p>Ongoing</p>

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		need to self-isolate at home for 14 days.			
<b>7. Employee wellbeing, workers suffering from stress and or anxiety</b>	Employees	<p>Regular contact and communication with all employees.</p> <p>Workloads monitored to ensure individuals are not overworking or struggling with remote working.</p> <p>Microsoft Teams groups created to provide information and support</p> <p>Weekly company updates</p>	<p>Line Managers and HR</p> <p>Line Managers</p> <p>Line Managers Business Operations/HR Employees</p> <p>CEO</p>	Already In practice	Ongoing