

Assessment Completed by: Alice Ripley

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### WHO COULD BE HARMED

Employees, contractors and visitors to the building.

### HAZARDS

- Covid-19
- Personnel suffering from the virus, or has symptoms
- Social distancing not maintained increasing risk of the virus being passed on by any individual that may be infected
- Poor hygiene
- Contamination through shared use of equipment and tools
- Contact with other persons i.e. visitors' delivery drivers etc.
- Contamination through manual handling tasks/deliveries
- Contamination through shared use of IT equipment and facilities
- First Aiders administering CPR
- Using PPE

### EXISTING CONTROL MEASURES

- All personnel aware of the COVID-19 hazards and they are reminded regularly of good practice including washing hands frequently
- Where possible, as many of our staff will work from home, limiting the number of staff working in the office to 10 by splitting the office into 2 teams
- The office open days are Monday – Wednesday only, other hours are to be worked from home
- Visitors and deliveries to be pre-arranged, essential only
- Clinically Extremely Vulnerable employees or those with vulnerable members in their household shall work from home
- Clinically Vulnerable persons shall work from home, if this is not possible, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others.
- Staff suffering from any symptoms, or if they have a member of their family self-isolating, will not come to work and must report this to the Office Management Team immediately
- Communication with fellow employees and clients /customers to be done via telephone, email or video chat rather than face to face
- No meetings to be held on site due to being unable to accommodate naturally ventilated meeting room
- Adequate welfare facilities provided including additional hand sanitising stations in all entrances to the building as well as inside the office door, meeting room and near the toilets for use after the bathrooms, with signs displayed 'Wash Hands'
- Social distancing shall be followed at all times, and based on current government guidance
- Staff shall have designated marked out workstations, to allow social distancing to be observed, they will not share tools or equipment with other persons
- All cutlery and utensils are to be washed prior to going in the dishwasher, nothing is to be left to soak or on communal surfaces
- Team opening the post should wash their hands afterwards
- Cleaning procedures in place to include the use of suitable disinfectants or sanitisers to clean production areas, welfare facilities and toilets regularly, this will be recorded and monitored
- Everyone is to take their temperature prior to leaving for the office, where it will be taken again prior to entering the office and if above 38c will be sent home
- Adequate space, lighting and heating are provided
- Good standards of housekeeping prevail, electric cables routed safely and waste placed in bins provided
- Regular inspections and checks carried out on area and equipment, records of this are maintained
- Managers know how to spot symptoms of Coronavirus (COVID-19), they are clear on any relevant procedures in case someone in the workplace is potentially infected and action to take
- Sufficient number of First Aiders on site, aware of new method of administering CPR in the event of an emergency i.e. no rescue breaths etc.
- PPE provided and assigned to each employee, and will not be shared with other personnel
- Use of disposable paper towels for hand washing facilities.