As an employer, we must protect people from harm. This includes taking reasonable steps to protect employees and others from coronavirus. This is called a COVID-19 risk assessment and helps us to manage the risk and protect people. We 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

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Think |
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| **Getting or spreading coronavirus by not washing hands or not washing them adequately** | Employees, Visitors to premises, Contractors, Drivers, Vulnerable groups and anyone else who physically comes into contact with you in relation to the business | **Following HSE Guidance on cleaning, hygiene and hand sanitiser.**  Provide water, soap and drying facilities  Any person entering site must use the hand sanitizer before entering any building  Provide and display information on how to wash hands properly.  Provide hand sanitiser in prominent locations. | To monitor and supervise to ensure people are following controls implemented.  Frequently touched areas to be identified and will need more regular cleaning than normal.  Signs erected to remind people to wash their hands properly.  All fabric towels to be removed and replaced with paper towels or air driers.  Hand sanitising products available around site. Products to be replenished as required. | Employees, Professional Cleaners | Daily basis when areas occupied  Refill products as required | Follow guidance  Display Information  Take responsibility  Common Sense  Replenish hygiene stations |
| **Getting or spreading Coronavirus in high traffic areas such as kitchen, toilet facilities, entry/exit points, changing rooms and other communal areas** | Employees, Visitors to premises, Contractors, Drivers, Vulnerable groups and anyone else who physically comes into contact with you in relation to the business | **Following guidance on welfare facilities:**  Use of kitchen, toilets, entry/exit points, changing rooms and other communal areas with high volume traffic  Areas where there are pinch points jeopardising social distancing rule  Areas and equipment where people touch the same surfaces  Areas and surfaces that are frequently touched but are difficult to clean.  **Implementing controls to reduce the risks, including:**  Face Coverings in high volume areas will be compulsory  Facilities in communal areas have been reorganised  Use of Box Office to receive visitors  Increasing the use of online meeting facilities.  Kitchen to be used for food prep only and must be vacated ASAP  Face covering to be worn in kitchen  Provide washing facilities and hand sanitiser  Posters display reminding people to wash and sanitise their hands and not touch their faces.  Cleaning regimes in high traffic communal areas are kept clean. | Display of posters offering guidance in all these areas.  Implementation of monitoring and supervising to make sure people are following controls put in place:   * Following hygiene procedures * Washing hands * Following distancing guidelines   To review the process and amend if not working.  Sanitising/cleaning products readily available.  Doors and windows to be opened when such areas are in use.  Meeting rooms have been adjusted (ie. chairs removed) and notices affixed to the door  Face Coverings compulsory in Meeting Rooms   * Disposable face masks available * Disposable gloves available * Data Capture forms to be completed * Ensure contact information is up to date. * Have access to computer/ laptop/mobile telephone   Kitchen surfaces are cleaned throughout the day.  Reorganisation of kitchen  Hand sanitising facilities provided before entering  Posters downloaded from Gov.uk/Coronavirus and displayed in appropriate areas.  External Cleaning contractor cleans office and public areas and toilet blocks twice per week.  Staff to clean sales ring  Catering staff to clean café area and function room | Employees, Professional Cleaners, Staff | On-Going, review & adapt | Think all our responsibility  Be Patient  Apply Common sense  Think ventilation  Think face coverings in small spaces  Follow guidelines displayed  Clean before and after use  Don’t run out of cleaning products  Social Distance |
| **Getting or spreading Coronavirus through travelling to work** | Employees | Identify employees who take public  Transport | Use of public transport wear a face covering  Request employees bring own hand sanitizer/face covering | Employee | Immediately or as employees return to work | Be sensible  Apply common sense  Wear a face covering  Bring sanitizer |
| **Getting or spreading Coronavirus by not cleaning surfaces, equipment and work stations** | Employees | Identify surfaces that are frequently touched e.g. door handles, light switches  Last person to leave meeting room to spray table, door handle, switches, electronics  Avoid sharing work equipment  Identify reducing contact by people with surfaces  Employees to be responsible for cleaning/sanitizing own work area  Identify other areas that will need cleaning to prevent the spread of Coronavirus  Identify what cleaning products are needed | **HSE Guidance on cleaning and hygiene during the Coronavirus followed**  Provide instruction and training to people who need to clean:   * The products to use * Precautions to follow * Areas to be cleaned   To replenish cleaning products when necessary  To make cleaning products available for use as and when necessary  Using electronic documents rather than paperwork  Kitchen, rest areas, welfare facilities to be cleaned frequently  Supply: hand sanitiser pumps, refill of sanitising gel, surface sprays, surface wipes, detergents, access to hot water.  Clean desk policy implemented to avoid contamination.  To put in place arrangements to deep clean if someone develops symptoms of Coronavirus | Employee  Cleaning Company: Sarah 07842668507 | As and when required | Clear desk policy  Wash hands  Common sense  Take responsibility  Social Distance  Don’t run out of cleaning products  Patience |
| **Mental health and wellbeing affected through** **isolation or anxiety about Coronavirus** | Employees | To keep in touch with people working at home  Talk openly with workers about the possibility that they may be affected and advise who to raise concerns with  Keep workers updated on what is happening  Consider the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, adhere to set working hours | **HSE guidance on stress and mental health are followed:**  To share information and advice with workers about mental health and wellbeing. | Directors/Board/Middle Management | During lockdown and on-going | Is everyone Happy  Group email  Group What’s App  Co-Workers to call each other |
| **Contracting or spreading the** **virus by not social distancing** | Employees, Visitors to premises, Contractors, Drivers, Vulnerable groups and anyone else who physically comes into contact with you in relation to the business | Identified how to keep people apart:  Rearranged work areas  Meeting rooms rearranged  If unable to meet social distancing rules and physical measures, other measures to be put in place.  Improve ventilation.  Rearranging employees to work side-by-side rather than face-to-face. | **HSE guidance on social distancing followed.**  Following the monitoring and supervision of all parties.  Employees to work side-by-side rather than face-to-face  Meeting rooms have ‘permitted occupancy’  To provide signage and ways to communicate  Enhanced cleaning regime to be implemented.  Increase in hand washing. | All | Implemented | Social Distance at all times  No hugging/close contact  2m apart when possible  Open windows and doors |
| **Musculoskeletal disorders as a result of using DSE at home for a long period of time** | All home workers | **Follow HSE guidance on display screen equipment.**  There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed - For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, eg take regular breaks, stretching exercises, set the equipment up properly | Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE | All home workers | All home workers | Am I comfortable  Request a DSE assessment where applicable |
| **Poor workplace ventilation leading to risks of coronavirus spreading** | Employees, Visitors to premises, Contractors, Drivers, Vulnerable groups and anyone else who physically comes into contact with you in relation to the business | Identified if additional ventilation to increase workflow is required in the workplace. Fresh air preferred way of ventilation  Last person to leave the Office to open windows – Security to close after 15 minutes on an evening | HSE guidance on ‘heating ventilation and air conditioning (HVAC) followed  Non-fire doors propped open  Opening of windows  Open windows at Lunchtime for 15 minutes depending on weather | Employee | Immediately | Think fresh air  Think Social Distance |
| **On-Site Transport and hand-held equipment** | Employees, Customers and Visitors | Sanitizing wipes in each vehicle/compound and storage area  Keys to be collected from Security following COVID protocol  All employees to take responsibility to sanitize before and after use  Do not share equipment  Limit numbers |  | All | Immediate | Do not share  Sanitize before and after use  Social distance  Use common sense |
| **Deliveries, Contractors and Visitors** | All | Test and Trace for all who enter site  Deliveries to front office counter only  All visitors to wear a face covering if coming for a meeting  Employee to be responsible for visitors following protocol  Online induction for contractors | Complete Test and Trace online survey  Send out to relevant people  Online Induction to be updated and implemented for contractors | Employees | Immediate | Has the Test and Trace been completed  If they have answered yes to any question they need to leave site immediately  Assess type of delivery  Do visitors have face covering and sanitizer |
| **Increased risk of infection and complications for vulnerable workers** | Employees | To identify which employees fall into one of the following categories:  Clinically extremely vulnerable  People self-isolating  People with systems of Coronavirus  At higher risk  Pregnant | Systems to be put in place when people notify that they fall into one of these categories  To discuss employee’s personal risks and identify what needs to be done.  To identify how and where someone in one of these categories will work in line with current government guidance.  If they are returning to work, to identify how to protect them through social distancing and hygiene procedures. | Directors/Board/Middle Managers | Immediately | Think safety  Individual Risk Assessment  Individual circumstances |
| **Exposure to hazards** | Employees | Provision of:  Disposable face mask  Disposable gloves  Washing facilities  Hand sanitising facilities  Improved cleaning regime  To identify tasks where protection is required | To keep supplies under review so further action can be taken before stocks run out  To offer briefing on the protocol. | Employees | Immediately | Social Distance  Wash Hands  Face Coverings  Common Sense  Take Responsibility |