

Location:		Date:	
Task:		Signed:	
Manager:			

Potential Harm Factor X Likelihood of Injury Occurring = Risk Rating

Fatal/Major Injury or Illness	4	Certain to Occur	4	High =	10-16
Injury/Illness Causing lost time – Reportable	3	Probably to Occur	3	Medium =	7-9
Injury/Illness Causing Lost Time - Not Reportable	2	Possible to Occur	2	Low =	3-6
Minor Injury or no lost time	1	Unlikely to Occur	1	Insignificant =	1-2

Hazard/ Hazardous Situation	Who may be harmed and how?	Harm 1	L/Hood 2	Risk 1 x 2	Control Measures	Harm 1	L/Hood 2	Risk 1 x 2	Residual Risk
Spread of the Covid-19 Coronavirus	<ul style="list-style-type: none"> Staff Visitors to the Office, such as delivery drivers Cleaners Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with the Office or staff members in relation to your business 	4	2	8	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and hot water in place. Stringent hand washing taking place. Paper towels/hand dyers for drying of hands See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Gel sanitisers in any area where washing facilities not readily available including our vehicles <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Accommodating signs are placed in the restroom to remind staff of protocol & to clean surfaces after use. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Hand sanitiser is placed in every office space as well as communal areas.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/coronavirus</p> <p>Posters, leaflets and other materials are available for display on around the office and should be read and instructions followed.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects, such as printers, keyboards & mice, and surfaces & communal spaces that are touched regularly particularly in areas of high use such as door handles, light switches, toilets, the reception area, using appropriate cleaning products and methods & cleaning on a regular basis &</p>				

				<p>after use. Antibacterial & cleaning wipes are supplied to each individual to complete regular cleaning of surfaces/office space.</p> <p>Social Distancing Social Distancing - Reducing the number of persons in any work area/office space to comply with the 2-metre (6.5 foot) gap recommended by the government https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>All staff members in office are assigned their own room/space which is secluded from others entirely or well over 2 metres apart.</p> <p>Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in social areas, with active encouragement towards “one at a time” and encourage bringing refreshment from home. Smoking areas have reminders of 2m distancing rules. Toilets have sufficient size & with reduced numbers in the office, individuals are assigned their own cubicle to minimise risk.</p> <p>All staff briefed prior to working in the office on procedures in relation to minimising the risk of Covid-19. Regular communication of this ensures compliance. Signage around the office as a consistent reminder.</p> <p>Doorways to be used one at a time & use of antibacterial jells after every door use mandatory.</p> <p>Symptoms of Covid-19 If anyone becomes unwell with a any symptoms related to COVID-19, such as a high temperature, cough or shortness of breath in the workplace they will be sent home and advised to follow the stay at home guidance. They will be encouraged to take a test and confirm a positive result before returning to the Office.</p>				
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				<p>Line managers will maintain regular contact with staff members during this time. They will ensure the wellbeing of the staff member as well as ensuring that they are fit & safe to return when possible. A return to work meeting, via a telephone or video call, will be conducted before taking this decision. All managers have sufficient guidance for this practice.</p> <p>If advised that a member of staff has developed COVID-19 and were recently on our clients premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p><u>Travel to and from the Office</u> Persons should not share vehicles or cabs, where suitable distancing cannot be achieved. Public Transport is advised against & should only be taken if necessary. Always travel one person per vehicle. Carryout regular sanitisation of vehicle surfaces, in particular steering wheel, gear lever, handbrake, door handles and other surfaces regularly touched. Always wear protective gloves when refuelling the vehicle and use card payment.</p> <p><u>Working from Home</u> The Company has taken every measure to ensure that the Office environment is safe but workable whilst remaining proactive in stopping the spread of the virus. However, the Company actively supports & encourages home working, as per the Government Guidance, to minimise the risk as well as the number of individuals who enter in & out of the premises. Only in circumstances where work cannot be completed at home will an employee attend the Office & they will receive sufficient guidance prior to doing so to ensure</p>				
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				<p>safety & compliance to the guidance the Company has created.</p> <p>All staff will be asked to complete a risk assessment, as well as a health questionnaire to ensure that they have no symptoms of the virus & will include a declaration that they are fit & well to work safely in the environment. This will be completed on every separate occasion they attend the office to ensure safety of all stakeholders.</p> <p>All workers considered vulnerable or at a higher risk, to themselves or to household members, will be told to strictly remain at home to complete all works.</p> <p><u>Mental Health</u></p> <p>The Company recognises the mental, as well as the physical, risk that COVID-19 poses. Therefore, all staff members, those on furlough, at home, on site or in the Office are regularly contacted by the Management Team to ensure their own wellbeing. Regular “catch-up” calls are conducted where employees are encouraged to voice their queries & concerns.</p> <p>Regular Business email updates are issues, on a weekly basis, where a wider view of the businesses progress over the week is given. Bi-weekly, anonymous, Q&A sessions are hosted by the Management Team to cover all areas of the business & any queries the team may have.</p> <p>Any considerations into personal issues, childcare or any other family or care issues are carefully considered & supported.</p>				
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