



DATED: 09.06.20

GENERIC RISK ASSESSMENT –
FOX VALLEY, STOCKSBRIDGE

Persons Affected	Area of risk	Risk Rating LOW MED HIGH	Measures required	Action points	Completed
<p>Employees</p> <p>Visitors</p> <p>Contractors</p> <p>Subcontractors</p> <p>Public</p>	<p><u>Employee</u> Employees could be infected with virus and cause transmission via contact with surfaces or people</p> <p><u>Visitors/Customers to the building</u> Visitor could enter the building with CV</p> <p>Visitor may have returned from an affected area</p> <p><u>Delivery Drivers</u> Delivery drivers may enter the building with covid-19 or returned from an affected area</p> <p><u>Contractors</u> Contractors may enter the building with covid-19 or returned from an affected area</p> <p><u>Subcontractors</u> Subcontractors may enter the building with covid-19, return materials or equipment and cause transmission via contact with surfaces or returned from an affected area</p>	<p>HIGH</p>	<p>All employees have been issued with instructions on correct handwashing techniques, social distancing information and symptoms of Covid</p> <p>Employees instructed to wash hands/hand gel on arriving at work, before eating and as leaving.</p> <p>Employees using bicycle to get to work – to get changed in toilet areas only – not at bottom of stairs</p> <p>Downstairs toilets not to be used by Enzygo employees – visiting drivers only</p> <p>Cleaners to attend daily and clean all door handles, hand rails on stairs, toilets, kitchen area – including fridge, dishwasher, coffee machines, toaster and boiler</p> <p>All employees provided with hand sanitiser</p> <p>Hand sanitiser provided for visitors and all visitors sign in visitors book (track and trace)</p> <p>Adjacent desks are 2m away and sitting side on</p>	<p>Display notices on entrance doors and communal areas re social distancing and covid</p> <p>Desks on walkways to be provided with screens – includes reception</p> <p>Desks facing each other to have screens as not quite 2m</p> <p>Signs to be displayed in kitchen area re hand sanitising</p> <p>Signs to be displayed in coffee machine area re hand sanitising</p> <p>Signs to be displayed on photocopier re hand sanitising</p> <p>Notice to be displayed on toilet doors and kitchen area – 1 person at a time</p> <p>Look at providing paper towels for toilets</p> <p>Install one way system in office and monitor effectiveness</p>	



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	<p>Public Subcontractors may enter the building with covid-19 or returned from an affected area</p>		<p>Back to back desks are closer than 2m – about 1.5 but back to back so are ok</p> <p>Employees instructed not to pick other people’s phones up and not to walk round the office unnecessarily</p> <p>Employees to clean keyboards, phones and mouse daily</p> <p>Employees not to use other people’s keyboards, mouse or phone</p> <p>Staggered start times to be put in place</p> <p>Visitors are by appointment only</p> <p>Only essential contractors allowed on site</p> <p>Downstairs office area is not in use and is not to be used only the meeting room which has to be booked and confirmed is available to use</p> <p>Any pets brought into the office by employees must be constrained within their pens or crates to prevent interaction with other staff</p>		



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			<p>Kitchen area</p> <p>No tea towels used these have been removed from use</p> <p>One person only allowed in kitchen area at a time</p> <p>Drinks not to be made for other people</p> <p>People to use same cup and wash own cup after use</p> <p>Hands to be sanitised before using kitchen and after</p> <p>Hands to be sanitised before and after using the coffee machine and toaster area</p> <p>Toilets</p> <p>Enzygo staff only use upstairs toilets</p> <p>Downstairs toilets for visitors and visiting drivers</p> <p>1 person in the toilet area at a time</p> <p>Hand dryers provided</p>		



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			<p>Photocopier</p> <p>Hand gel provided and to be used before and after using photocopier</p> <p>Meeting rooms (including Matts office)</p> <p>Maximum 2 people at a time</p> <p>Employees are asked to use teams even when in same office</p> <p>Deliveries</p> <p>All deliveries are now contactless</p>		



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COVID INFORMATION

Self-Isolation

Anyone who meets one of the following criteria should not come to work:

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)

Procedure if Someone Falls ill

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed

Travel to Work

- Wherever possible workers should travel to site alone using their own transport and sites need to consider
- All workers to wash their hands before entering the workshop and on leaving

Eating arrangements

- Employees will not sit and eat closer than 2m together – where possible breaks are staggered and people eat separately
- Employees wash hands prior to eating

I confirm receipt and understanding of this risk assessment.

Signed:

Name:

Date: