

Persons Affected	Area of Risk	Risk Rating LOW MED HIGH	Measures required	Action Points	Completed
<p>Employees</p> <p>Clients visiting</p> <p>Delivery drivers</p> <p>Contractors</p> <p>Subcontractors</p> <p>Public</p>	<p><b><u>Employee</u></b> Employees could be infected with virus and cause transmission via contact with surfaces or people</p> <p><b><u>Visitors/Customers to the building</u></b> Visitors may enter the building with covid-19 or returned from an affected area</p> <p><b><u>Delivery Drivers</u></b> Delivery drivers may enter the building with covid-19 or returned from an affected area</p> <p><b><u>Contractors</u></b> Contractors may enter the building with covid-19 or returned from an affected area</p> <p><b><u>Subcontractors</u></b> 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><b><u>Public</u></b></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>Cleaners to attend regularly and clean all door handles, toilets, kitchen area – including fridge, microwave, coffee machines and toaster and boiler. All employees provided with hand sanitiser.</p> <p>Hand sanitiser provided for visitors.</p> <p>Desks are positioned 2metres away (with the exception of the admin team)</p> <p>All employees provided with hand sanitiser.</p> <p>Antibacterial wipes are positioned next to the entrance door.</p> <p>Employees instructed not to pick other people’s phones up and not to walk round the office unnecessarily.</p>	<p>Display notices on entrance doors and communal areas regarding social distancing and covid symptoms</p> <p>Desks facing each other to have screens as 2m distance cannot be provided</p> <p>Where possible workstation chairs and peds are positioned to ensure office walkways are 2metres distance away.</p> <p>High contact areas such as light switches, alarm screen and buttons, door handles, cupboard handles to be cleaned on arrival to the office and after touching.</p> <p>Signs to be displayed in kitchen area regarding hand sanitising and washing hands</p> <p>Signs to be displayed on photocopier re hand sanitising.</p> <p>Signs to be displayed within toilet facility regarding hand sanitising and washing hands with soap.</p>	

	<p>Subcontractors may enter the building with covid-19 or returned from an affected area</p>		<p>Employees to clean desks, keyboards, phones and mouse daily.</p> <p>Where possible, keep doors propped open to reduce hands touching doors handles with the exception of fire exit doors.</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>Any pets brought into the office by employees must be constrained within their pens or crates to prevent interaction with other staff</p> <p><b>Kitchen area</b></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>Signs to be displayed on meeting room limiting numbers to a maximum of three employees.</p> <p>Notice to be displayed on office storage room door – 1 person at a time.</p> <p>Notice to be displayed on outdoor storage container door – 1 person at a time.</p>	
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		<p>Hands to be sanitised before and after using the coffee machine, microwave and toaster area</p> <p>Common equipment e.g kettle, toaster, microwave, to be wiped down after use</p> <p><b>Toilets</b></p> <p>Soap placed within toilets facilities.</p> <p>Paper towels are provided for drying hands.</p> <p>Paper towels are provided within toilet facilities</p> <p>Visitors using toilets asked to hand sanitiser provided in the main lobby area before and after using toilet</p> <p>1 person only in the toilet area at a time</p> <p><b>Photocopier</b></p> <p>Hand gel provided and to be used before and after using photocopier</p> <p><b>Alarm monitor</b></p> <p>After deactivating, employee to use hand sanitiser and clean screen with disinfectant wipes</p> <p><b>Meeting room</b></p>		
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			<p>Maximum 3 people at a time</p> <p>Employees are asked to use teams even when in same office</p> <p><b>Storage Room</b></p> <p>Maximum 1 people at a time</p> <p>Returned equipment/materials to be sprayed with disinfectant spray or wiped with antibacterial wipes, focusing on hot contact points</p> <p><b>Outdoor container</b></p> <p>1 person only within container at a time</p> <p>Wipe key and lock with antibacterial wipes/disinfectant spray before and after opening container</p> <p>Returned equipment/materials to be sprayed with disinfectant spray or wiped with antibacterial wipes, focusing on hot contact points</p> <p><b>Deliveries</b></p> <p>If required to sign for deliveries, employees will wash or sanitise hands before and after signing paperwork.</p>		
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DATED: 11.06.20

GENERIC RISK ASSESSMENT –  
THE BYRE, CROMHALL

			Hand sanitiser to be used before and after handling delivery goods.		
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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: