



DATED: 22.10.20

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><b>Employee</b> Employees could be infected with virus and cause transmission via contact with surfaces or people.</p> <p><b>Visitors/Customers to the building</b> Visitor could enter the building with CV.  Visitor may have returned from an affected area.</p> <p><b>Delivery Drivers</b> Delivery drivers may enter the building with covid-19 or returned from an affected area.</p> <p><b>Contractors</b> Contractors may enter the building with covid-19 or returned from an affected area.</p> <p><b>Subcontractors</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>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>Daily cleaning of all door handles, hand rails on stairs, toilets, kitchen area – including fridge, dishwasher, coffee machines, toaster and boiler.</p> <p>Desks to be positioned to ensure 2m distancing or 1m+ i.e. with screens.</p> <p>Employees not to walk round the office unnecessarily.</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>Hand sanitiser to be provided where necessary e.g. reception, kitchen, toilets, photocopier.</p> <p>Display notices on entrance doors and communal areas re social distancing and Covid symptoms.</p> <p>Desks on walkways to be provided with screens – includes reception.</p> <p>2m markings to be placed on main thoroughfare to remind people.</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>	



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	<p><b>Public</b> Subcontractors may enter the building with covid-19 or returned from an affected area.</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>Visitors are by appointment only. Visitors asked to hand sanitise prior to entering offices.</p> <p>Only essential contractors allowed on site.</p> <p>Employees that bring pets into the office will need to keep them constrained to pens or crates to prevent interaction with other employees.</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>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>One-way system installed for office walkways throughout office.</p> <p>Office walkways can be used normally when clear and reduced employee numbers are working within offices.</p>	



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			<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><b>Toilets</b></p> <p>Enzygo staff only use upstairs toilets.</p> <p>1 person in the toilet area at a time.</p> <p>Hand towels are provided to wash hands.</p> <p><b>Photocopier</b></p> <p>Hand gel to be used before and after using photocopier.</p> <p><b>Meeting room (Matts office)</b></p> <p>Maximum four people at a time whilst maintaining social distancing.</p> <p>Employees are asked to use teams even when in same office where practical.</p> <p>Windows to be open to provide ventilation during meetings where practical.</p>		



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			<b>Deliveries</b>  All deliveries are now contactless.		



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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
- Persistent cough
- Loss of taste or changed sense of smell

Follow the guidance on self-isolation and testing procedures, inform your line manager.

### **Procedure if someone develops symptoms**

If a worker develops a high temperature, persistent cough, loss of taste or changed sense of smell while at work, they should:

- Inform your line manager and return home immediately.
- Follow the government guidance on self-isolation and testing procedures.

### **Procedure if someone is contacted via NHS track and trace system**

If a worker is contacted via the NHS track and trace system, they must:

- Inform your line manager and if required return home immediately.
- Follow the government guidance on self-isolation and testing procedures.



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**Procedure if someone tests positive with COVID-19**

If a worker has been notified that they have tested positive for COVID-19, they must:

- Inform their line manager
- Follow the government guidance on self-isolation, track and trace and testing procedures.

**Travel to Work**

Wherever possible, workers should travel to the office alone using their own vehicle.

All workers to wash their hands or hand sanitise before entering the office and on leaving.

**Local Area Restrictions on Travelling to the office**

If you work in an office or live in an area which is subject to a very high Covid alert level (Tier 3) or a formal lockdown such as Wales, then you should work from home unless you have a reason to come into the office, unless agreed otherwise with your line manager.

**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: