

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>Employee</b> Employees could be infected with virus and cause transmission via contact with surfaces or people</p> <p><b>Clients visiting</b> Visitors may enter the building with covid-19 or 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><b>Public</b> Subcontractors may enter the building with covid-19 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>Regular cleaning of all door handles, toilets, kitchen area – including fridge, microwave, coffee machines and toaster.</p> <p>Desks to be positioned to ensure 2m distancing or 1m+ i.e. with screens.</p> <p>Visitors asked to hand sanitise prior to walking through office building.</p> <p>Employees instructed not to pick other people’s phones up and not to walk round the office unnecessarily.</p> <p>Minimise numbers handling or making contact with paper. Where</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 regarding social distancing and Covid symptoms.</p> <p>Desks facing each other to have screens as 2metres distance cannot be provided. Where possible workstation chairs and peds are positioned to ensure office walkways are 2metres distance away.</p> <p>Any desks that can’t be 2m to be blocked off to use.</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>possible, send documents via email.</p> <p>Employees to clean desks, keyboards, phones and mouse daily.</p> <p>Employees not to share 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>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>Signs to be displayed in kitchen area regarding hand sanitising and washing hands.</p> <p>Signs to be displayed on photocopier regarding hand sanitising.</p> <p>Signs to be displayed within toilet facility regarding hand sanitising and washing hands with soap.</p> <p>Notice to be displayed on outdoor storage container door – 1 person at a time.</p> <p>Windows are open to provide ventilation, where possible.</p>	
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		<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, 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 to be used within toilets facilities.</p> <p>Paper towels are provided for drying hands.</p> <p>1 person only in the toilet at a time.</p> <p><b>Photocopier</b></p> <p>Hand gel provided and to be used before and after using photocopier.</p>		
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		<p><b>Alarm monitor</b></p> <p>After deactivating, employee to use hand sanitiser and clean screen with disinfectant wipes.</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> <p>Hand sanitiser to be used before and after handling delivery goods.</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
- 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.



**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: