



DATED: 13.04.21

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. 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>Wall mounted hand sanitising station have been positioned in both entrances and near the kitchen.</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>Screens have been placed at everyone’s desk to ensure social distancing is being adhered to.</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>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>Public Subcontractors may enter the building with covid-19 or returned from an affected area.</p>		<p>Employees 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>Visitors are by appointment only. Visitors asked to hand sanitise prior to entering offices.</p> <p>Only essential contractors allowed on site.</p> <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>If drinks are to be made for other people, ensure hands are sanitised before.</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>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>Toilets</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>Photocopier</p> <p>Hand gel to be used before and after using photocopier.</p> <p>Meeting room (Small Meeting Room)</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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			<p>Meeting room (Large Meeting Room)</p> <p>Maximum 6 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> <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
- 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: