

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><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> Visitors may enter the building with covid-19 or 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><u>Public</u></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 and boiler.</p> <p>Desks to be positioned to ensure 2m distancing or 1m+ i.e. with screens Visitors are by appointment only. 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 possible, send documents via email.</p> <p>Employees to clean desks, keyboards, phones and mouse daily.</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 screen installed within desk spaces</p> <p>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</p>	

	<p>Subcontractors may enter the building with covid-19 or returned from an affected area</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>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>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>People to use same cup, bowl and plates. Items must be washed 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>cleaned on arrival to the office and after touching.</p> <p>Signs to be displayed in hallway requesting visitors to hand sanitise prior to entering main office building or handling anything.</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>Signs to be displayed on meeting room limiting numbers to a maximum of four people at any time.</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> <p>Windows are open to provide ventilation, where possible.</p>	
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		<p>Common equipment e.g kettle, toaster, microwave, to be wiped down after use.</p> <p>Toilets</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 area at a time.</p> <p>Photocopier</p> <p>Hand gel to be used before and after using photocopier.</p> <p>Alarm monitor</p> <p>After deactivating, employee to use hand sanitiser and clean screen with disinfectant wipes.</p> <p>Meeting room</p> <p>Maximum six people at a time whilst maintaining social distancing.</p> <p>Employees are asked to use MS Teams where possible.</p> <p>Windows and doors to be open to provide ventilation during meetings.</p>		
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		<p>Storage Room</p> <p>Maximum 1 person 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>Outdoor container</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>Deliveries</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: