



RISK ASSESSMENT

Office Based Activities

Assessed by:

Philip Marsden

Ed Harper

Date:

14th May 2020

Date to be reviewed

Date of last review

Reviewed by

Gov. Updates/
Monthly

4th September
2020

Title of Assessment

COVID-19: Working within the Office Environment & Associated Areas

RA-CV-02

Consultation with the Workforce & Publishing of this Assessment

The workforce should be consulted during the development of this risk assessment.

The final results of this risk assessment must be shared with the workforce. If possible, employers should consider publishing this risk assessment on their website (The Government expects all employers with over 50 workers to do so).

The Key Objectives of this Risk Assessment Are:



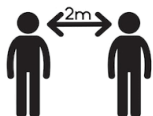
To achieve full and open consultation with our workforce throughout its development and to actively share its contents on completion.



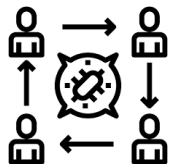
To provide appropriate facilities for cleaning, handwashing, and hygiene procedures to meet the requirements of current guidance.



To help identify opportunities where we can support workers to complete their work from home.



To identify all reasonably practical steps that can be taken to establish and maintain 2 metre social distancing within the workplace.



To identify all reasonably practical steps that can be taken to reduce virus transmission risk where social distancing of 2 metres cannot be reasonably achieved.

I confirm on behalf of the Company that we will work to achieve and maintain these objectives.

Name of Director/Partner:

Signature:

Date:

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<p>Thinking About the Risk</p> <p>Failure to complete a suitable and sufficient Covid-19 risk assessment,</p> <p>Resulting in increased potential for infection.</p>	Office Areas	Workers Client Contractors Public	2	5	10	Medium	<ol style="list-style-type: none"> The company will complete and regularly review a Covid-19 risk assessment for our site. The risk assessment will be completed using current government guidance. Workers will be involved throughout the development and ongoing review process. Suitable competent support will be arranged as required. Workers will be made aware of how to raise any concerns regarding our current risk controls. 	<ol style="list-style-type: none"> Managers to continue to monitor the effectiveness of existing risk controls and amend as required. 	1	5	5	Low
<p>Managing the Risk</p> <p>Failure to effectively reduce the risk to the lowest reasonably practicable level by not taking appropriate preventative measures in suitable order of priority,</p> <p>Resulting in increased potential for infection.</p>	Office Areas	Workers Client Contractors Public	2	5	10	Medium	<ol style="list-style-type: none"> Through the development of this Covid-19 risk assessment the company will identify key areas where we can manage and reduce workplace risk to the lowest reasonably practical levels by taking the preventative measures identified throughout this document. Managers to continue to monitor UK Government Guidance and instruction on Covid-19 response requirements and modify company arrangements as appropriate. Managers to monitor working practices within the company and challenge any person not working in alignment with the Safe System of Work and/or not adhering to social distancing. 	<ol style="list-style-type: none"> Managers to continue to monitor the effectiveness of existing risk controls and amend as required. 	1	5	5	Low

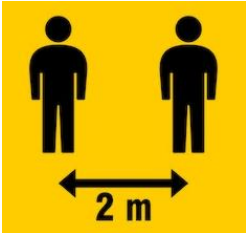
HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<p>Sharing the Results of this Risk Assessment</p> <p>Failure to appropriately share the contents of this risk assessment/lack of consultation with the workforce during its completion.</p> <p>Resulting in increased potential for infection/confusion within the workforce on required risk controls and actions to take.</p>	Office Areas	Workers Client Contractors Public	2	5	10	Medium	<ol style="list-style-type: none"> All workers will be consulted during development of this risk assessment and their views/opinions used to influence outcomes. All workers will read and understand this Risk Assessment and Safe System of Work for safe working at the company. All workers are briefed and understand the company procedures for safe working. Toolbox talk to be delivered periodically on Covid-19 to increase awareness and promote safe working practices. The Company will display the 'Staying Covid -19 Secure in 2020' poster on notice boards and at the entrances to our premises. 	<ol style="list-style-type: none"> If possible, employers should consider publishing this risk assessment on their website (The Government expects all employers with over 50 workers to do so). If staff have any concerns about their safety or the contents of the risk assessment, they should raise concerns with their manager. <p>These will be discussed and if required modifications will be made to the risk assessment to address any shortfalls.</p>	1	5	5	Low
<p>Identifying Who Should Go to Work</p> <p>Failure to identify opportunities to reduce workforce numbers on site by not providing suitable opportunities for homeworking where reasonably practical.</p> <p>Resulting in increased potential for infection</p>	Office Areas	Workers Client Contractors Public	2	5	10	Medium	<ol style="list-style-type: none"> The company will identify and consult with all workers who can complete their work from home (either for all of the time or some of the time). <p>We will consider:</p> <ul style="list-style-type: none"> Workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely. Workers in critical roles which might be performed remotely, but who are unable to work remotely due to 	<ol style="list-style-type: none"> Establish process to keep in touch with workers who are: <ul style="list-style-type: none"> Working from home. Remain on furlough. Display Screen Equipment Assessments to be completed for home workers workstation to ensure hazards associated with workplace ergonomics are being controlled. You must not attend work if: <ul style="list-style-type: none"> You can reasonably work from home. 	1	5	5	Low



HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
						High	<p>home circumstances or the unavailability of safe enabling equipment.</p> <p>2. Where workers are working from home, we will provide suitable equipment and access to required systems.</p> <p>3. Workers may attend work where:</p> <ul style="list-style-type: none"> - They cannot reasonably work from home. - They are not displaying or experiencing symptoms of coronavirus. - Neither themselves nor any of their household are self-isolating. Within 14 days of the day when the first member of their household showed symptoms. <p>No worker is to attend work if they do not meet these criteria.</p>	<ul style="list-style-type: none"> - You are displaying symptoms of coronavirus: High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours. - Either yourself or any of your household are self-isolating. Within 14 days of the day when the first member of their household showed symptoms. - Softcat will be monitoring staff with temperature checks. 				Low
Protecting Those who are at Higher Risk (Clinically Vulnerable and Clinically Extremely Vulnerable).	Office Areas	Workers Client Contractors	3	5	15	High	<p>1. The Company will not require any worker to attend work if they are classed as Clinically extremely vulnerable¹</p> <p>2. Where a worker is classed as ‘clinically vulnerable’² we will:</p>	<p>1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.</p> <p>2. Ensure that all persons identified as Clinically Vulnerable have a specific personal assessment completed prior to</p>	1	5	5	Low



¹ Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Guidance on who is in this group can be found here: <https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19>


² Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the ‘clinically vulnerable’ section here: <https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-awayfrom-others>



HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<p>Protecting those who Need to Self-Isolate.</p> <p>Failure to identify those who require a higher level of care.</p> <p>Resulting in Increased potential for infection</p>		Public					<ul style="list-style-type: none"> - Make all reasonable attempts to help them work from home either in their current role or an alternative role. <p>Where this is not practical, we will:</p> <ul style="list-style-type: none"> - Offer the safest company role to them. - Rearrange their work area to ensure two metre separation. - Complete a personnel assessment in consultation with the worker. <p>3. If workers are required to self-isolate, we will support working from home as appropriate.</p> <p>4. We will make all reasonable efforts to identify workers who live with persons classed as clinically extremely or clinically vulnerable. Social distancing measures will reviewed for these individuals and where practical they will be requested to work from home.</p>	return to work.				
<p>Equality in the Workplace</p> <p>Failure to identify the needs of different groups of workers or individuals.</p> <p>Resulting in increased potential for infection/confusion</p>	Office Areas	Workers Client Contractors Public	2	5	10	Medium	<p>1. Any workers who may require additional support will be consulted individually so that any additional reasonable adjustments can be addressed.</p> <p>Workers who may fall into this area include:</p> <ul style="list-style-type: none"> - Pregnant workers - New mothers 	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	Low

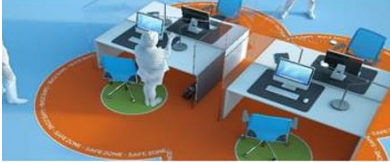


HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
within certain groups/individuals on how to maintain their own safety and health at work.							<ul style="list-style-type: none"> - Workers with protected characteristics - Disabled workers - Those with particular religious commitments 					
Social Distancing at Work Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.	Office Areas	Workers Client Contractors Public	3	5	15	High	<ol style="list-style-type: none"> 1. The key company objective is to maintain social distancing in the workplace wherever possible. 2. Workers must remain at least two metres apart whilst completing work wherever reasonably practical.  <ol style="list-style-type: none"> 3. Work area to be well ventilated (none fire doors and windows opened) to allow fresh air circulation of the work area. 4. The numbers of workers on site will be reduced to as small as possible. 5. 1M + social distancing can only be used where additional controls such as the wearing of masks and increased hygiene procedures are implemented. 6. Face coverings are required to be worn by all staff and visitors in common 	<ol style="list-style-type: none"> 1. The Company has a duty to maintain social distancing in the workplace wherever possible; Where the social distancing guidelines cannot be followed in full or in relation to a particular activity, the company must consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions to reduce the risks: This will require: <ul style="list-style-type: none"> - Further increasing frequency of hand washing and surface cleaning - Keeping the activity time as short as possible - Using screens or barriers to separate people - Using back to back or side to side working (rather than face to face) - Reducing number of people each person has contact with by using "fixed teams or partnering" 2. Identify any opportunities to create access and egress points at the 	2	5	10	Medium

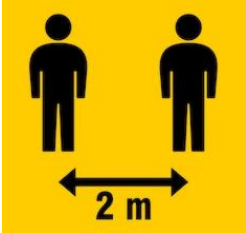
HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<p>areas of the building.</p> <p>7. A one way system has been devised for the offices. This must be followed at all times.</p> <p>8. Where it is not possible or clear on how to remain 2 metres apart, floor markings to mark the distance in pedestrian areas have been placed on the floor.</p> 	<p>premises that allow for one-way pedestrian traffic to reduce two-way flows.</p> <p>3. In areas where queues may potentially build e.g. notice boards/clocking in/out facilities provide clearly marked social distancing floor markings.</p>  <p>4. Supervisors to monitor social distancing adherence on site and address any shortfalls.</p>				
<p>Social Distancing at Work - Manual Handling</p> <p>Failure to maintain social distancing and prevent surface transmission during the completion of manual handling tasks.</p> <p>Resulting in increased risk of transmission.</p>	Office Areas	Workers Client Contractors Public	2	5	10	Medium	<p>1. Manual Handling to be completed in accordance with manual handling risk assessments.</p> <p>2. Where provided, manual handling aids are to be cleaned after use to minimise risk of surface contact transmission.</p> <p>3. Cases of goods and merchandise entering the workplace will be wiped where practical with sanitiser prior to handling and after.</p> <p>4. Where workers are taking in deliveries, they must ensure regular handwashing/sanitising.</p>	<p>1. Where team lifting is required it should be assessed to ensure:</p> <ul style="list-style-type: none"> - Lifting can be completed standing side by side rather than face to face (other than for very short times). - Lift can be completed in <15 minutes. 	1	5	5	Low
<p>Coming to Work and Leaving Work</p> <p>Failure to maintain</p>	Office Areas	Workers Client	3	5	10	Medium	<p>1. Arrival times on site will be staggered.</p> <p>2. Workers will be encouraged to walk/run/cycle to work where practical</p>	<p>1. Review access and egress points – identify options for one-way pedestrian traffic (in and out) to avoid congestion and maintain social</p>	1	5	5	Low

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
compliance with social distancing during completion of the task resulting in increased risk of transmission.		Contractors Public				High	<p>and avoid public transport.</p> <ol style="list-style-type: none"> Car sharing will not be advised unless sharing with members of the same household. Wherever practical communication between departments should be via phone/email to remove the need to transfer from one area to another. Workers are required to wash/sanitise their hands whenever entering or leaving the premises. 	<p>distancing.</p> <ol style="list-style-type: none"> Where space permits consider provision of bike racks. Complete a review of current workers personal belongings storage facilities; do they allow for social distancing and reduction of potential surface contamination. Provide hand sanitiser stations at each entry and exit point to the premises. Where practical disable keypads or other similar devices to reduce physical touching. Review signing in processes to avoid congestion and crosscontamination risks. 				Medium
<p>Moving around the Buildings and General Worksite</p> <p>Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.</p>	Office Areas	Workers Client Contractors Public	3	5	15	High	<ol style="list-style-type: none"> No more than one person to use stairs at a time; workers should yield to oncoming pedestrians and retire to a social distancing point. Signage displayed at each stair entry point to restrict access to no more than one worker at a time. Where a lift is provided on site the 	<ol style="list-style-type: none"> Conduct a review of existing jobs roles to reduce requirements to travel from location to location on site where practical. 	2	5	10	Medium

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<p>following will be implemented:</p> <ul style="list-style-type: none"> - Disable use if practical (do not remove use if disabled persons require it). <p>If used –</p> <ul style="list-style-type: none"> - Reduce maximum usage numbers to one worker at a time. - Ensure that hand sanitiser is present as touch buttons will be used. - Place a floor marker in the lift to require the patron to stand back so when the doors open, they are not directly in front of a waiting colleague. - Place a floor marker at the entrance to the lift to provide social distancing for whilst waiting for the lift. <div style="text-align: center;">  </div> <p>4. One-way flow within the building; place signage to indicate the flow along with social distancing markings.</p>					

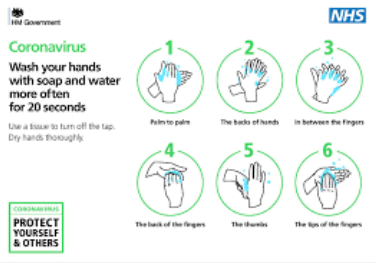

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
						High	  <p>5. Revised travel routes and access/egress points have been identified advise:</p> <ul style="list-style-type: none"> - Displaying a simple schematic of revised layouts on notice boards. <p>Provide electronic copy of the schematic.</p>				Medium	
Workplaces and Workstations Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.	Office Areas	Workers Client Contractors Public	3	5	15	High	1. The following risk controls will be in place: <ul style="list-style-type: none"> - Two team/50% occupancy on a rolling cycle/ - Desk layouts reviewed and moved further apart to enable social distancing two metres. - Floor markers such as tape placed at desks to identify seating positions. - Floor markers such as tape placed at desk areas to identify two metre social distancing boundaries around the workstation. 	1. Where it is not practical to move workstations apart the following approach must be taken: <ul style="list-style-type: none"> - Arrange workers to work side by side or facing away from each other. - Where a risk of transmission remains provide screens to separate workers. 	2	5	10	Medium

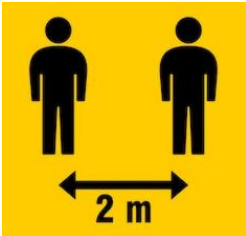

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							 <ul style="list-style-type: none"> - Occupancy levels on site will be managed and monitored to maintain social distancing. - Hot desking will be prohibited. - Desks which cannot be worked at (to maintain social distancing) will be clearly marked as such. This will be through signage such as a red dot or prohibition signage. <div style="display: flex; align-items: center; gap: 10px;"> <div style="width: 20px; height: 20px; background-color: red; border-radius: 50%;"></div> <div style="border: 1px solid black; padding: 2px;">  <div style="background-color: red; color: white; padding: 2px; font-size: 8px;">Do not use Out of order</div> </div> </div> <p>2. At receptionist points:</p> <ul style="list-style-type: none"> - Signage requiring visitors to stand at a two-metre distance from the worker on reception. <div style="text-align: center;">  </div> <ul style="list-style-type: none"> - Provision of a suitable screen to protect the worker on reception. <p>3. Where possible advise workers to bring in own water bottles pre-filled;</p>					

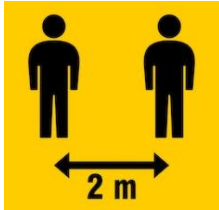
HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
						High	<p>Increased cleaning procedures will be required for any water dispensers on site which must include touch points and surfaces.</p> <p>(Reduce cups provided for dispensers to just those that will fit in the dispenser – do not display spare cups on top of the dispenser or around it).</p>					Low
<p>Meetings</p> <p>Failure to maintain compliance with social distancing during completion of the task resulting in increased risk of transmission.</p>	Office Areas	Workers Client Contractors Public	3	5	15	High	<ol style="list-style-type: none"> Wherever possible meetings will be held by means of video/telephone conferencing. During meetings workers will not share stationary resources e.g. pens/highlighters/documents/workbooks etc. Where meetings are attended, they will be kept as short as possible. Food stuffs should not be shared/passed around/consumed during meetings. 	<ol style="list-style-type: none"> Only absolutely necessary meeting will be held in person The following rules shall apply: <ul style="list-style-type: none"> Only essential participants will attend. Attendees should be two metres apart from each other.  <ul style="list-style-type: none"> Rooms must be well ventilated / windows opened to allow fresh air circulation. If practical hold meetings in open air areas. If there are areas on site where meetings regularly take place the meeting area should be clearly 	1	5	5	Low

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
								<p>marked with social distancing signage.</p> <p>3. Sanitisation should take place of chairs/desktops and other touch points prior to and after any attended meetings.</p>				
<p>Common Areas: Shared Areas (other businesses on site)</p> <p>Failure to ensure cooperative arrangements are in place where premises are multiple occupancy to ensure consistent approach throughout common areas and suitable risk controls in all areas.</p>	Office Areas	Workers Client Contractors Public	3	5	15	High	<p>1. Face coverings to be worn in common areas.</p> <p>2. Only essential visitors in the building until further notice.</p>	<p>1. The company should work collaboratively with our landlord/other businesses who share our premises to ensure we have a consistent approach across all common areas of site.</p>	2	5	10	Medium
<p>Common Areas: Welfare (Rest Areas) Areas</p> <p>Failure to maintain compliance with social distancing and surface transmission prevention in the common areas resulting in increased risk of transmission.</p>	Office Areas	Workers Client Contractors Public	3	5	15	High	<p>1. Face coverings to be worn in common areas of the building.</p> <p>2. Workers are encouraged to bring own food and drink to work – workers encouraged to remain on site and encouraged to maintain social distancing if leaving site.</p> <p>3. Do not eat/smoke/drink until you have washed/sanitised your hands.</p> <p>4. Breaks to be taken in rest areas provided maintaining 2m separation.</p> <p>5. All break food/drink rubbish will be bagged and removed from site for</p>	<p>1. Review opportunities for providing additional facilities outside to support with social distancing (where practical and weather permits).</p>	2	5	10	Medium

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<p>disposal.</p> <p>6. Tables within the welfare area laid out to retain social distancing measures e.g. the social distance of 2 metres should be maintained between workers during break times.</p> <p>7. Seating arrangements eliminate or significantly reduce face to face interactions.</p> <p>8. Managers to review current break times for workers:</p> <ul style="list-style-type: none"> - Stagger break times to assist social distancing compliance. - Clearly communicate the maximum number of workers permitted on each break. - Provide hand sanitising facilities at the entrance to the rest area (minimum 60% alcohol-based hand sanitiser). - Notices promoting good hygiene and social distancing in the rest area. 					

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							 					
							<p>9. An enhanced cleaning programme in place to frequently clean and disinfect rest area surfaces that are touched regularly, using standard cleaning products.</p> <p>Clean before and after each break time.</p> <p>10. To reduce cross contamination consider providing disposable cutlery e.g. bamboo type and disposable plates.</p> <p>11. Work areas that have been freed up due to staffing reductions for additional rest space to support social distancing.</p> <p>12. Restrict access to W/C areas to one worker at a time (place signage).</p>					

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							13. Restrict access to shower areas to one worker at a time (place signage).					
Common Areas: Outside Areas Failure to maintain compliance with social distancing and surface transmission prevention in the outside areas resulting in increased risk of transmission.	Office Areas	Workers Client Contractors Public	2	5	10	Medium	1. Workers are required to maintain 2 metre separation in outside areas such as walkways around the building or smoking areas. 	1. Softcat have conducted a review of outside pedestrian areas – One way pedestrian traffic will be implemented. 2. Where outside tables and chairs are provided these must allow for 2 metre social distancing to be maintained. 3. Conduct a review of outside walkways – are there any areas where they narrow forcing potential close contact of pedestrians – if so, avoid use where practical, restrict use, provide one-way systems and warning signage.	1	5	5	Low
Common Areas: Reception Areas Failure to maintain compliance with social distancing and surface transmission prevention in the reception areas resulting in increased risk of transmission.	Office Areas	Workers Client Contractors Public	3	5	15	High	1. Hand sanitiser provided at the reception/entrance point. 2. At receptionist points: - Signage requiring visitors to stand at a two-metre distance from the worker on reception.  Provision of a suitable screen to protect the worker on reception.	1. Monitor and maintain existing controls.	1	5	5	Low
Common Areas: Changing Areas Failure to maintain	Office Areas	Workers Client	2	5	10	Medium	1. Workers do not generally change clothes on site. 2. Increased hygiene routines to be	1. Monitor and maintain existing controls.	1	5	5	Low




HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
compliance with social distancing and surface transmission prevention in the changing areas resulting in increased risk of transmission.		Contractors Public					implemented within changing areas.					
Common Areas: Personal Item Storage Failure to maintain compliance with social distancing and surface transmission prevention in the storage areas resulting in increased risk of transmission.	Office Areas	Workers Client Contractors Public	2	5	10	Medium	<ol style="list-style-type: none"> Personal items should be stored so as not to encroach on social distancing spaces. Communal personal storage areas such as coat stands, and racks will be removed/prohibited for use. 	<ol style="list-style-type: none"> Where clothing cannot be stowed away consider provision of named plastic bags for each worker to place personal items into. 	1	5	5	Low
Common Areas: Car Parks Failure to maintain compliance with social distancing in the car parks resulting in increased risk of transmission.	Office Areas	Workers Client Contractors Public	2	5	10	Medium	<ol style="list-style-type: none"> Workers are required to maintain 2 metre separation in car park areas. 	<ol style="list-style-type: none"> Provide social distancing signage at the entrance to car park areas to remind workers/visitors on arrival at site. 	1	5	5	Low
Accidents, Security and Other Incidents Failure to manage appropriately/ attempting to maintain social	Office Areas	Workers Client Contractors Public	2	5	10	Medium	<ol style="list-style-type: none"> Ambulance to be used in an emergency. Company first aid facilities in place. First aiders at the premises to: <ul style="list-style-type: none"> - Make sure they wash hands or use 	<ol style="list-style-type: none"> Emergency plans including contact details should be kept up to date. Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources. 	1	5	5	Low



HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
distancing during accidents and incidents.							<p>an alcohol gel, before and after treating a casualty.</p> <ul style="list-style-type: none"> - Ensure they do not cough or sneeze over a casualty during treatment. - Not lose sight of other cross contamination that could occur that is not related to COVID-19. - Wear gloves or cover hands when dealing with open wounds. - Cover cuts and grazes on their hands with waterproof dressing. - Dispose of all waste safely. - Do not touch a wound with a bare hand. - Do not touch any part of a dressing that will come in contact with a wound. 	<p>3. If a worker develops symptoms of COVID-19 or is observed to be displaying symptoms they should remove themselves from the work area and:</p> <ul style="list-style-type: none"> - Return home if safe to do so - If not able, driven home by another with additional controls: <ul style="list-style-type: none"> - Keep windows open - Keep distance (driver in front and passenger in rear) - Clean down vehicle following transport. - Contact emergency services if significant. <p>4. Include the outside of first aid kits on regular sanitisation procedures.</p>				
<p>Management of:</p> <ul style="list-style-type: none"> - Customers - Visitors - Contractors <p>Failure to appropriately manage occupants attending the premises that are not members of staff resulting in increased risk of transmission or failure to comply</p>	Office Areas	Workers Client Contractors Public	3	5	15	High	<p>1. Wherever practical visitors will be prohibited from site and alternative options sought such as:</p> <ul style="list-style-type: none"> - Remote connection - Telephone call - Email solutions <p>2. Where visitors are permitted on site, they will be required to minimise their time on site where practical.</p> <p>3. All visitors to be signed in/out by their host (remove the need for a communal</p>	<p>1. Decide on a maximum visitor limit if the company is accepting visitors.</p> <p>2. Establish clear guidelines for visitors on the company risk controls and expected behaviours on site:</p> <ul style="list-style-type: none"> - Provide before their visit - Re-iterate when they arrive. <p>3. In advance - request evidence e.g. a risk assessment as to how trades working on site e.g. completing essential repairs/statutory testing will manage Covid-19 risks.</p>	2	5	10	Medium

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
with site controls.						High	<p>pen).</p> <p>4. All visitors will have to confirm that they are not exhibiting any symptoms of Covid-19 prior to be permitted on site.</p>	<p>4. Confirm that any worker who may host a visitor is coherent with the company social distancing and hygiene requirements in place.</p> <p>5. Procedure to be established to confirm ahead of visit, or at reception, if a visitor to site is a clinically vulnerable person or extremely vulnerable person.</p> <p>Appropriate action to be taken if the visitor is established to be a member of these higher riskgroups.</p>				Medium
Cleaning the Workplace <ul style="list-style-type: none"> - Before Re-Opening - General Cleaning - Handwashing - Sanitation Facilities - Toilets - Changing Rooms - Showers 	Office Areas	Workers Client Contractors Public	3	5	15	High	<p>1. The company will utilise standard cleaning products as part of its enhanced cleaning programme.</p> <p>2. Workers are required to maintain their workstations in a clean and hygienic manner.</p> <p>3. Workers to be reminded not to place personal items on desks such as:</p> <ul style="list-style-type: none"> - Mobile phones - Bunches of keys <p>4. An enhanced cleaning and sanitisation programme introduced for the</p>	<p>1. Monitor and maintain existing controls.</p>	2	5	10	Medium

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
Failure to reduce transmission through contact with contaminated surfaces by not keeping the workplace clean.							<p>workplace throughout the working day to include key touch points such as:</p> <ul style="list-style-type: none"> - Cupboard doors/handles - Draw handles - Chairs - Tables surfaces - Phones - Door handles - Door push plates - Light switches - First aid kit containers - Microwave handles/controls - W/C handles - Taps - Soap and skin cream dispensers - Kettle handles - Fridge/freezer handles - Door access code points (if still in use) - Lockers - Stair banisters - Water dispensers - Food vending machines - Keyboards & Mice - Desk lamps - Fans - Printer controls - Radios <p>5. Provide workers with their own pack of sanitising wipes.</p> <p>6. Sufficient bins are provided within the</p>					

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
						High	<p>workplace for workers to use and not breach social distancing requirements.</p> <p>7. A worker assigned to operate potentially high touch items such as printers operational controls – leave the printing to be picked up by the appropriate worker who requested it.</p> <p>8. Enhanced cleaning programmes required for shower areas.</p> <p>9. If equipment and instruments within the office are to be used by multiple parties, the following must be completed:</p> <ul style="list-style-type: none"> - Thorough wipe down using sanitisers/disinfectants of equipment before and after use. - Wash hands after use thoroughly. <p>10. Dispose of used cloths and tissue in designated areas.</p> <p>11. The business has been closed during the pandemic and has completed the following before re-opening:</p> <ul style="list-style-type: none"> - Ventilation systems are within their service period. - Air conditioning systems are fully operational and within any relevant service period. - Open windows and doors to encourage through ventilation. 				Medium	
Hygiene: - Handwashing	Office Areas	Workers	3	5	15	High	1. Regular hand washing breaks to be taken throughout the day.	1. Monitor and maintain existing controls.	2	5	10	Medium

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
<ul style="list-style-type: none"> - Sanitation Facilities - Toilets <p>Failure to reduce transmission through contact with contaminated surfaces or direct exposure to airborne particulates by not enforcing good hygiene practices.</p>		<p>Client</p> <p>Contractors</p> <p>Public</p>					<p>2. Avoid Greetings: Avoid physical greetings (hand shaking etc).</p>  <p>3. Avoid Skin Contact: Avoid touching eyes, nose and mouth.</p>  <p>4. Practice respiratory hygiene: This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.</p>  <p>5. All workers to be advised to regularly machine wash work clothes at 60-90° with laundry detergent and wash hands for 20 seconds afterwards.</p> <p>6. All workers must wash their hands for 20 seconds using soap and water when</p>					


HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<p>entering and leaving the workplace.</p>  <p>7. Wash or sanitise hands before and after using the company W/C facilities.</p>  <p>8. Avoid contact with frequently touched surfaces where possible e.g.:</p> <p>9. Opening doors with feet/elbows.</p> <p>10. Using tissue to switch off taps or contact surfaces.</p> <p>11. No reusable towels/nail brushes/face cloths permitted in the premises.</p> <p>12. Workers instructed in good personal hygiene practice.</p> <p>13. Any surfaces recently contacted by affected individuals to be isolated and thoroughly cleaned in line with current guidance at: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>14. If a member of staff has helped</p>					

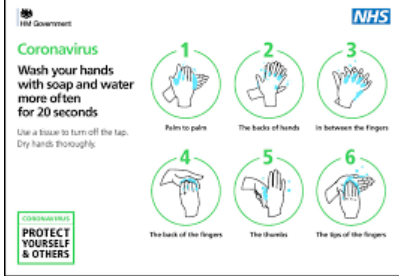
HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<p>someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p> <p>15. If waste is considered to be contaminated with Covid-19 virus remove and place into a plastic bag any wipes, disposable gloves and overalls used, whilst trying not to cross-contaminate onto existing clothes or persons.</p> <p>16. Waste should be double bagged and sealed.</p> <p>17. Hand sanitiser (minimum 60% alcohol based) throughout the workplace at designated points e.g.</p> <ul style="list-style-type: none"> - All entry and exit points - Entrances to rest areas - Areas where it is not practical to utilise soap and water facilities. <p>18. Welfare facilities are provided within W/C areas (moisturising creams).</p> <p>19. If any waste is suspected to be contaminated by Coronavirus – it will be held for 72 hours prior to disposal as normal waste in alignment with DEFRA guidance.</p>					

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
Handling Goods, Merchandise and Other Materials. And Onsite Vehicles Failure to reduce transmission through contact with contaminated surfaces by not keeping the workplace clean	Office Areas	Workers Client Contractors Public	3	5	15	High	1. Outer cases of goods and merchandise entering the workplace will be wiped where practical with sanitiser. 2. Where workers are taking in deliveries, they must ensure regular handwashing/sanitising. 3. Workers to be provided with own stationary items e.g. pens/highlighters/staplers and maintain responsibility for retention these items. (No sharing). 4. Provide hand sanitising facilities at loading bays/drop off points where had washing with soap/water is not practical. 5. Where workers take a company vehicle home/use a company vehicle the significant touch points on the vehicle must be cleaned daily. Include: <ul style="list-style-type: none"> - Steering wheel - Light/indicator controls - Door/boot handles - Radio/sat nav controls - Bonnet release - Glove compartment release - Horn control 6. Cruise controls.	1. Monitor and maintain existing controls.	2	5	10	Medium
Personal Protective Equipment (PPE) Failure to provide and maintain	Office Areas	Workers Client Contractors	2	5	10	Medium	1. Office workers will not normally require PPE items during the course of their work. 2. PPE provided free of charge.	1. Where office workers do require PPE e.g. if they must be in a PPE area: <ul style="list-style-type: none"> - PPE must not be shared 	1	5	5	Low

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
appropriate PPE resulting in increased risk of transmission.		Public						<ul style="list-style-type: none"> - PPE must fit properly - Reusable PPE should be sanitised after use. 2. If visitors will be required to wear PPE they should be made aware before arrival and provide their own.				
Face Coverings Failure to support safe use of face covering by employees resulting in marginal increased risk of transmission from incorrect use.	Office Areas	Workers Client Contractors Public	1	5	5	Low	1. The company has assessed that the use of face coverings for office workers is not required as part of our risk control approach for covid-19, however as an additional precaution during the initial stages of returning to work we are requiring all staff to wear face coverings in common areas. However, if a worker wishes to wear a face covering outside of this requirements, we will support that choice. Where a face covering is worn, we require the wearer to do the following: <ul style="list-style-type: none"> - Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. - When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. - Change your face covering if it becomes damp or if you've touched it. 	1. Managers to continue to monitor the effectiveness of existing risk controls and amend as required.	1	5	5	Low

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<ul style="list-style-type: none"> - Continue to wash your hands regularly. - Change and wash your face covering daily. - If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. - Practise social distancing wherever possible. 					
Workforce Management: Shift patterns and Working Groups Failure to segregate cohorts to limit transmission potential.	Office Areas	Workers Client Contractors Public	2	5	10	Medium	<ol style="list-style-type: none"> 1. The company will aim (where practical) to split the workforce into shift teams (cohorts) so that teams are kept the same during working hours. 2. The company will identify (where practical) opportunities for staggered shift times to reduce overall numbers of workers on site where possible. 	<ol style="list-style-type: none"> 1. Assign a dedicated worker to procure stationary supplies from the stationary cupboard (or similar) and create drop off zones for workers to fetch supplies from whilst retaining social distancing measures. 	1	5	5	Low
Workforce Management: Work Related Travel Failure to minimise work related travel resulting in an increased risk of transmission due to failure to adhere to social distancing or increased surface contact.	Office Areas	Workers Client Contractors Public	2	5	10	Medium	<ol style="list-style-type: none"> 1. The company will look to eliminate the need for workers to travel to. <ul style="list-style-type: none"> - Other sites within the business - Other businesses e.g. clients 2. Suitable alternative options to travel will include: <ul style="list-style-type: none"> - Remote contact solutions - Email - Phone calls 3. Where travel is required workers will be fully encouraged to drive rather 	<ol style="list-style-type: none"> 1. Where a worker is required to stay overnight the accommodation chosen should be contacted by the employer and required to provide evidence of their Covid-19 management processes. The company should retain a record of the details of the accommodation. 2. Should any other travel be required that falls outside of current risk controls an additional assessment will be required. 	2	5	10	Medium

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
							<p>than use public transport.</p> <p>4. The company will request information from the destination being travelled to in regard to their Covid-19 risk controls – this information will be passed to the travelling worker.</p> <p>5. Workers required to travel alone.</p> <p>6. Workers who are required to travel will be provided with hand sanitisers, tissue (or similar) and sanitising wipes.</p> <p>7. Foreign travel will not take place until further notice.</p>					
<p>Workforce Management: Communications and Training</p> <p>Failure to provide appropriate communication and training to staff resulting in an increased potential for transmission of virus due to non-adherence to safe working practices.</p>	Office Areas	Workers Client Contractors Public	2	5	10	Medium	<p>1. All workers will be involved in the development of this risk assessment and their views considered.</p> <p>2. Workers will be regularly reminded of the company risk controls and expected behaviours whilst on site.</p> <p>3. Workers will be taken through the safe system of work provided with this risk assessment.</p> <p>4. Communication to the general workforce will be via clear and unambiguous posters and signage.</p>	<p>1. Display Covid-19 information posters on company notice boards.</p> <p>Example</p>  <p>2. Display handwashing advice at welfare areas and toilet entrances/inside of the wash area.</p> <p>Example</p>	1	5	5	Low

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
						High		 <p>3. Make regular announcements to remind workers to follow social distancing advice and wash their hands regularly.</p> <p>4. Where the workplace requires it communication with trades unions will be maintained.</p> <p>5. Establish dedicated communication mediums to continue to update workers e.g.</p> <ul style="list-style-type: none"> - White boards - Notice boards - Regular electronic newsletters/memos 				Low
Inbound and Outbound Goods Failure to maintain compliance with social distancing or limit surface contact during completion of the task resulting in	Office Areas	Workers Client Contractors Public	3	5	15	High	<ol style="list-style-type: none"> 1. Deliveries to the premises to be agreed in advance to allow for suitable levels of planning. 2. Where practical, no delivered items should be physically handed over to any worker. There should instead be a set drop-off point agreed in advance of the delivery to our premises. 	<ol style="list-style-type: none"> 1. Advise placing of additional external temporary W/C facilities on site for the use by visiting delivery drivers (hygiene procedures to be established). 	1	5	5	Low

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
increased risk of transmission.							<ol style="list-style-type: none"> Social distancing must be maintained between our workers and any visiting delivery operative. Paperwork should not be shared/handled. This includes the sharing of pens. Where practical the company will arrange for electronic transfer of delivery notes etc. 					
Managing an outbreak Plan	Office areas	All staff	3	4	12	Medium	<ol style="list-style-type: none"> Where there is a COVID-19 outbreak, Public Health England will be contacted by the single point of contact. The single point of contact (SPOC) at Softcat Head Office is Marc Crew and will lead on contacting local Public Health teams. If there is more than one case of COVID-19 associated with Softcat, Marc Crew will contact the local PHE health protection team to report the suspected outbreak: PHE Thames Valley Health Protection Team (South East), Chiltern OX11 0RQ Phone: 0344 225 3861 option 1-4 (depending on area) If the local PHE health protection team declares an outbreak, The SPOC will be asked to record details of symptomatic staff and assist with identifying contacts. 	1. Monitor and maintain existing controls.	2	4	8	Low

HAZARD	HAZARD LOCATION	WHO AFFECTED	INITIAL RISK			RISK CATEGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY	RESIDUAL RISK			RESIDUAL RISK CATEGORY
			L	S	R				L	S	R	
						5.	All employment records must be up to date. THE SPOC will be provided with information about the outbreak management process, which will help you to implement control measures, assist with communications to staff, and reinforce prevention messages.					

LIKELIHOOD		SEVERITY		RISK				
1. Extremely Unlikely	1. Minor Injury/disease no lost time	Severity	5	10	15	20	25	
2. Unlikely	2. Injury/disease up to 7 days lost		4	8	12	16	20	
3. Likely	3. Reportable under RIDDOR over 7 days		3	6	9	12	15	
4. Very Likely	4. Specified Injury/Long term absence		2	4	6	8	10	
5. Almost Certain to happen	5. Death		1	2	3	4	5	
		Likelihood						
		Low		Medium		High		
		1-8		9-12		15-25		

The Key Objectives of this Risk Assessment Have Been Met:



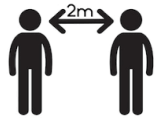
Achieve full and open consultation with our workforce throughout its development and to actively share its contents on completion.



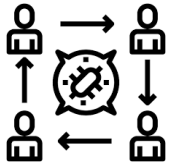
Provide appropriate facilities for cleaning, handwashing, and hygiene procedures to meet the requirements of current guidance



Identify opportunities where we can support workers to complete their work from home.



Identify all reasonably practical steps that can be taken to establish and maintain 2 metre social distancing within the work place.



Identify all reasonably practical steps that can be taken to reduce virus transmission risk where social distancing of 2 metres cannot be reasonably achieved.

I confirm on behalf of the Company that we will work to maintain these objectives.

Name of Director/Partner:

Signature:

Date:

References used in the development of this risk assessment:

- HM Government 'Working Safely during COVID-19 in offices and contact centres – Guidance for Employers, employees & self-employed 11 May 2020
- CLC Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19) Version 3
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>
- <https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- <https://www.letsrecycle.com/news/latest-news/defra-coronavirus-waste-disposal-advice/>

COVID-19

2

SECONDS
HAND WASHING

0

2

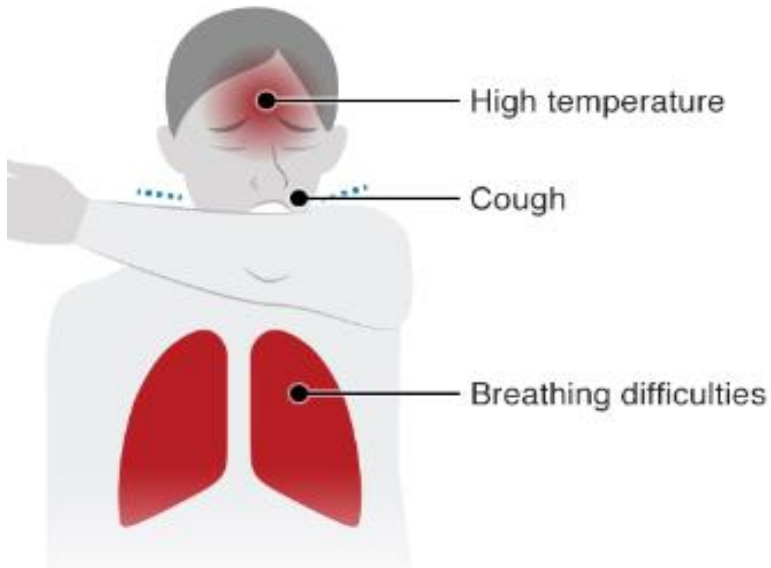
METRES
DISTANCE

0

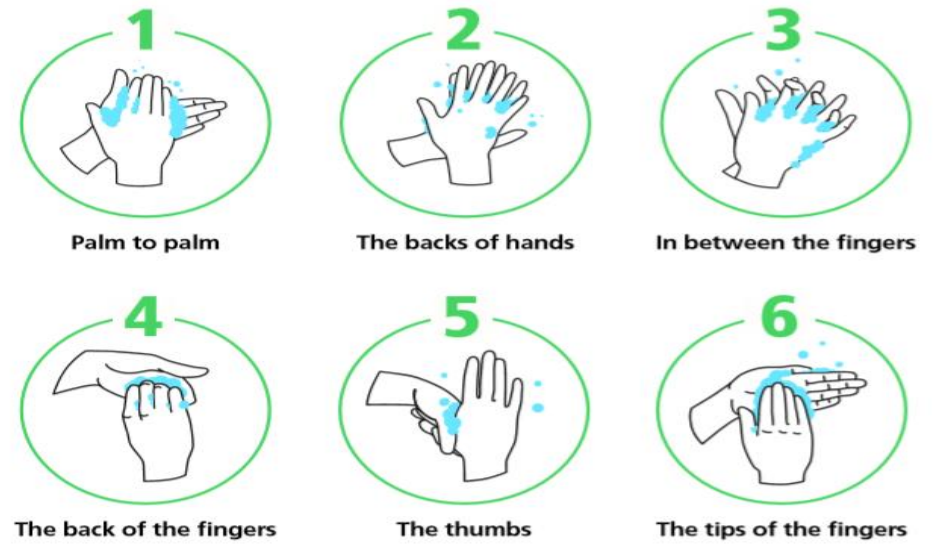
EXCUSES

Key COVID-19 Symptoms & Controls:

Symptoms:



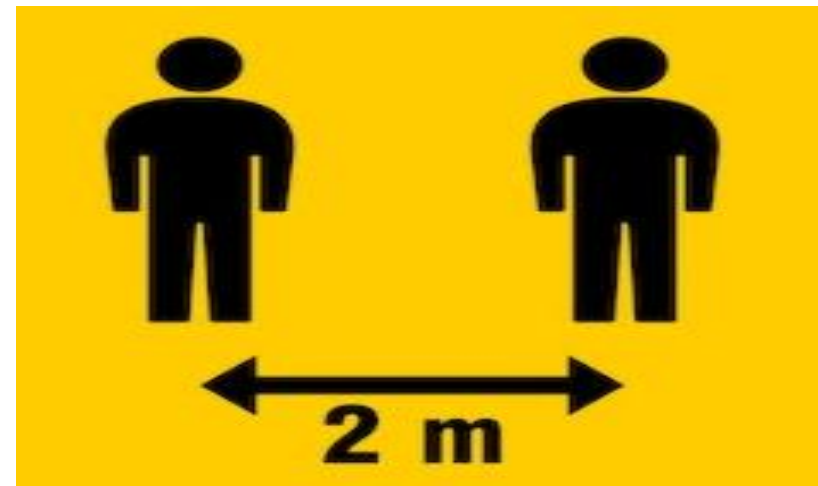
Hand Washing:



General Precautions:



Social Distancing:



General Safe system of work for working during the COVID-19 Pandemic

The points below are provided to our workers to help keep them safe during the Covid-19 pandemic. They are based on Government recommendations, which change daily: <https://www.gov.uk/coronavirus> As your employer we will endeavour to update our guidance to you in line with current Government recommendations.



Key Considerations:

- The company will look to implement home working wherever practical.
- The company will be particularly vigilant in safeguarding those persons currently identified as most at risk, such as
 - Those classed as **extremely clinically vulnerable**
 - Those classed as **clinically vulnerable**
 - Others who may require **additional adjustments** to enable their health and safety.
- We will continue to review current Government/PHE guidance and consult with our workers.
- Workers must protect themselves remember the wellbeing of their colleagues and others on site as appropriate.
- **Maintain social distancing wherever possible.**
- Do not shake hands with the colleagues/clients/delivery drivers or any other person at work. **Avoid all physical contact.**
- Wash/sanitise your hands thoroughly for at least 20 seconds, when arriving at work and when going home (also regularly during the working day).
- Use an alcohol-based hand sanitiser that contains at least 60% alcohol to support handwashing with soap and water at the workplace.
- Avoid touching your eyes, nose, and mouth at all times.
- If you feel unsafe or at risk at any point report to a manager.
- Do not attend work – **a)** if you are unwell/displaying symptoms **b)** if someone in your household is self-isolating.

Practical steps to take when working at our premises:

Arrival at Work:

- Wash your hands with soap and water for at least 20 seconds.
- Ensure you are familiar with the company Covid-19 risk controls.
- Do not enter the workplace if you are feeling unwell or displaying symptoms of Covid-19 e.g. high temperature/cough/breathing difficulties.
- Observe company social distancing measures as soon as you arrive at the workplace (car park area onwards).
- Use dedicated company access points and pedestrian routes.

During Work:

- Maintain social distancing (**minimum two metres apart**). This includes:
 - During rest breaks and use of welfare facilities such as toilets and wash areas.
 - During pedestrian activities e.g. using stairs and corridors.
 - During briefing sessions.
 - During training/information sessions.
- Allow time throughout the working day to maintain good hygiene: wash your hands frequently using soap and water for 20 seconds, and especially after blowing your nose, sneezing, or coughing and before and after eating.
- Minimise contact between colleagues and other workers in the premises; **avoid having to go to other departments by using phone/email instead.**
- Do not share PPE items or respiratory protective equipment (RPE) items.
- Avoid skin-to-skin and face-to-face contact with others.
- Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible.
- The company will aim to keep groups of workers working together in teams that are as small as possible (cohorting). Please adhere to these risk controls where they are in place.
- The company will provide you with personal equipment for work such as pens – do not share these.
- If you must share work equipment - Wash your hands each time before using any equipment with others and wash your hands every time you finish using a shared item of equipment. Touch point surfaces of equipment that are shared must be sanitised before and after use.
- During use of corridors and stairs adhere to all social distancing measures in place within the company. Stairs should not be shared.
- Clear away your own food and beverage waste – Use company waste facilities.
- Wherever possible bring your own prepacked food to work and use re-usable drinks bottles.

- If you or any work colleague are displaying any potential coronavirus symptoms; or, If you have any concerns about the welfare facilities or the work environment (site) regarding measures to protect workers from coronavirus (e.g. social distancing, cleaning and hygiene regimes) then you should:
 - **STOP** work.
 - **REMOVE** yourself to a position of safety.
 - **REPORT** immediately to your supervisor or manager (ideally by telephone).

Shift completion

- Wipe down and sanitise equipment and instruments used.
- Remove and place into a plastic bag any wipes, disposable gloves and overalls used, whilst trying not to cross-contaminate onto existing clothes or persons.
- Do not touch your face.
- Ensure you then clean/wash your hands, and where possible/appropriate any reusable PPE (e.g. safety glasses), using soap and water, or use suitable hand sanitiser on hands before leaving site.
- Do not eat/smoke/drink until you have washed/sanitised your hands.
- Before leaving the premises wash your hands with soap and water for at least 20 seconds. Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available.

Wearing a face covering


- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.



All employers should regularly update themselves with the current Government advice: <https://www.gov.uk/coronavirus> and NHS advice: <https://www.nhs.uk/conditions/coronavirus-covid-19> and operate accordingly.

Document Accepted By (Name)		Sign		Date	
Further Risk Controls Implemented By (Name)		Sign		Date	

**The contents of this risk assessment and the resulting Safe System of Work should be shared with all workers as appropriate to its contents.
Signatures can be gathered in the table below**

	RISK ASSESSMENT	
	ID	
	Title	
	Date	

Confirmation of Worker Understanding of Risk Assessment and Safe System of Work

Name	Signature	Date