

# COVID19 RISK ASSESSMENT - General

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Action by who?	Action by when?	Done
Social Distancing, maintaining 2m distance where possible	All staff, their families and the cleaner through virus spread	<b>Access to the premises:</b> All available external entrances/exits will be used while Social Distancing rules are in place	ALL staff to take their temperatures on entry and ensure all staff are aware of their designated entrances/exits.	On site managers / Facilities managers	Ongoing	In progress
Social Distancing, maintaining 2m distance where possible	All staff, their families and the cleaner through virus spread	<b>Signage:</b> To be prominently displayed around each site	All staff to take heed of signs within their sites and follow guidelines	On site managers / Facilities managers	Ongoing	In progress
Social Distancing, maintaining 2m distance where possible	All staff, their families and the cleaner through virus spread	<b>Hygiene Stations:</b> To be set up at various places on sites and used by all : Disinfectant, Paper Towels, Hand Sanitizer and Surface Wipes	All staff to take heed of signs within their sites and follow guidelines	On site managers / Facilities managers	Ongoing	In progress
Social Distancing, maintaining 2m distance where possible	All staff, their families and the cleaner through virus spread	<b>Reception:</b> Hygiene station set up in all reception areas with infrared thermometer, disinfectant, hand sanitizer & paper towels,	All staff to follow protocol on Temperature taking Hand Washing/ Sanitizing	On site managers / Facilities managers	Ongoing	In progress
Social Distancing, maintaining 2m distance where possible	All staff, their families and the cleaner through virus spread	<b>Kitchens :</b> All appliances, with the exception of kettles, will be removed for the time being to minimise grouping at meal times	We will monitor the Guidelines and ensure staff safety & health before lifting this restriction	On site managers / Facilities managers	Ongoing	DONE
Social Distancing, maintaining 2m distance where possible	All staff, their families and the cleaner through virus spread	<b>WC's :</b> If possible, set up designated use of toilet facilities. If not be sure to practice social distancing at all times	Disinfectant, hand sanitizers, paper towels, bins etc., in each cubicle	All Staff	Ongoing	DONE
Social Distancing, maintaining 2m distance where possible	All staff, their families and the cleaner through virus spread	<b>Offices:</b> Each Unit to manager their office set ups, respecting the 2m social distancing rule, at all times.	Utilise meeting rooms, and other area is necessary: Ensure surfaces are wiped down at start and finish of work	On site managers & staff	Ongoing	DONE
Social Distancing, maintaining 2m distance where possible	All staff, their families and the cleaner through virus spread	<b>Office sharing :</b> Ensure there is adequate space between desks (2m)	Where possible move desks to ensure 2m distancing & use other rooms as necessary	On site managers & staff	Ongoing	DONE
Social Distancing, maintaining 2m distance where possible	All staff, their families and the cleaner through virus spread	<b>Photocopier &amp; Shredder:</b> must be wiped down before/after each use	Instructions and a hygiene workstation with sanitiser / wipes / paper towels in situ	On site managers & staff	Ongoing	DONE
Social Distancing, maintaining 2m distance where possible	All staff, their families and the cleaner through virus spread	<b>Home Working :</b> We will get back to the office as soon as restrictions are lifted and follow the 2m rule.	Where possible move desks to ensure 2m distancing & use other rooms as necessary	On site managers & staff	Ongoing	In progress
Social Distancing, maintaining 2m distance where possible	All staff, their families and the cleaner through virus spread	<b>Goods handling.</b> Designated areas are set up at each Division with clear instructions on handling goods and hygiene rule	Communications to employees on goods handling procedure and instructions hygiene provided	On site managers & staff	Ongoing	In progress
Social Distancing, maintaining 2m distance where possible	All staff, their families and the cleaner through virus spread	<b>Internal Meetings:</b> currently restricted to Max:4 people and only if a Face-to-face meeting is unavoidable	Communication to all staff and signage placed in each office	On site managers & staff	Ongoing	In progress
Social Distancing, maintaining 2m distance where possible	All staff, their families and the cleaner through virus spread	<b>External visitors:</b> discouraged at this time. As restrictions are lifted this will be eased	Adhere to government guidance Provide Signage	On site managers & staff	As restrictions are lifted	In progress
Travel	All staff, their families and the cleaner through virus spread	Currently discouraged	Communication to all staff while adhering to government guidelines	Management / HR / Elaine	As restrictions are lifted	In progress
People not respecting the Guidelines	Staff and Visitors	Communicate to staff via direct communication and also via managers. Engage staff in risk assessment and policy process	Communicate risk assessment and policy to all staff and solicit feedback on policy from staff.	On site managers & staff	ASAP	In Progress

People not respecting the Guidelines	Staff and Visitors	Providing signs at all workstations, kitchens WC's and all common areas	Remind staff to practice Social Distancing & personal hygiene at all times	On site managers & staff	ASAP	In Progress
Social Distancing, maintaining 2m distance where possible	All staff, their families and the cleaner through virus spread	<b>Other shared equipment</b> Wash hands before use, maintain social distancing, equipment to be cleaned after each use and desk/area wiped down, each user to take own keyboard and mouse where required. wash hands after use	Wipes, instructions & signage, sanitiser	All Staff	ASAP	Ongoing
Mental Health	All staff	Mental Health support offered to all employees		HR		Ongoing