



Covid-19 Risk Assessment

What are the hazards?	Who might be harmed?	Controls required	Additional controls
<p>Spread of Covid-19 Coronavirus.</p>	<ul style="list-style-type: none"> • Employees and Partners • Visitors to the premises • Cleaners • Contractors • Vulnerable groups- Elderly, pregnant workers, those with existing underlying health conditions • Anybody else who physically encounters you in relation to the business 	<p><u>Hand Washing</u> Hand washing facilities with soap and water in place. Stringent hand washing taking place. Drying of hands with disposable paper towels. Employees encouraged to protect the skin with hand cream regularly. Gel hand sanitisers in any area where washing facilities not available. Employees to be reminded that wearing gloves is not a substitution for regularly washing their hands.</p> <p><u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception areas and meeting rooms, using the appropriate products provided. This task will be undertaken primarily by employees as they move around the offices and interact with these high touch areas, which should be wiped down before and after these are touched (and where this is not possible employees should ensure that hands are washed or sanitized after such areas have been touched).</p> <p>So far as possible and practical, doors should be propped open to avoid the need to touch these.</p> <p>When using the kitchens only one employee should use the kitchen at any one time, you will also need to wipe down the kitchen after each use, rinse your dishes, plates and cutlery then put them in the dishwashers if you have one, if you don't please wash up your things and put away.</p>	<p>Employees should be reminded on a regular basis to wash hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Visual reminders will be placed throughout the offices.</p> <p>Employees should be reminded to catch coughs and sneezes in a tissue, follow the catch it bin it kill it rule, avoid touching the face, eyes nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Where tissues are not available employees should use their sleeves or elbow. Visual reminders will be placed throughout the offices.</p> <p>To help reduce the spread of Covid-19 remind everyone of the public health advice and update regularly in line with Government and Public Health England announcements.</p> <p>Regular checks will be carried out by the Partners in each office to ensure that the actions and procedures identified in this risk assessment are being followed.</p> <p>Employees should be reminded of the need to maintain social distancing at all times (so far as possible) in the workplace and where this is not possible employees should take additional measures by making use of the</p>

	<p>When using the toilet each employee should wipe down the toilet seat and flusher, taps, light switch, locks and the door handle after each use, using the disinfectant wipes provided.</p> <p>Each receptionist to wipe down the meeting rooms and reception area after each client has left to include wiping the hand sanitiser pump. Chairs that have been used by clients and visitors will also be wiped down or misted with a suitable sanitizer.</p> <p>When using the copiers do not wipe down with a wet wipe as this damages the screen, wash your hands after each use or use the hand sanitiser gel situated at each machine.</p> <p>At the beginning of each day wipe down your desk, then at the end of the day clear your desk and wipe down including your keyboard and mouse with the wipes etc provided, do not hoard personal items, boxes, unusable files, and folders etc, break down boxes and put in your bin to be thrown away daily.</p> <p>Only use your own stationary.</p> <p>Use your own hand sanitiser and keep it with you if possible, it will be provided.</p> <p>If using the pool car, please make sure you wipe down before and after each use.</p> <p><u>Social Distancing</u> Reducing the number of persons in any work area to comply with the social distancing guidelines recommended by the Department of Health.</p> <p>Employees should be mindful at all times of who else is working in their office and as they move around the office they should use all reasonable endeavours to avoid using communal areas, corridors and stairs where another employee or visitor is already using such areas.</p>	<p>PPE available in order to reduce the risk of infection. Visual reminders will be placed throughout the offices. Employees to be reminded that wearing gloves is not a substitute for washing hands.</p> <p>HR will offer and facilitate access to support for employees who are affected by coronavirus.</p> <p>Useful sites:</p> <p>www.nhs.uk</p> <p>www.direct.gov.co.uk</p> <p>https://111.nhs.uk/</p> <p>www.gov.uk/coronavirus-business-support</p> <p>www.gov.uk/guidance/guidance-and-support-for-employees-during-coronavirus-covid-19</p>
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Taking steps to review work schedules including start and finish times/shift patterns working from home etc, to reduce the number of workers on site at any one time.

Redesigning processes to ensure social distancing, doors to corridors should be kept open during the day to avoid touching. When employees enter their office they should wipe the handle down before it is touched and then leave the door open for the day. When employees leave an office and are the last ones out of the building then they should close all relevant and necessary doors and again wipe these down as they go. It is best practice for all employees to wipe as you go, when moving around the office buildings.

Conference calls should be used so far as reasonably practical rather than face to face meetings. In the event that a meeting in person is required then only necessary participants should attend those meetings and all participants should maintain a social distance of 2 metres (or where this is not possible deploy the PPE provided) and avoid sharing pens, pads and other items.

If visitors are coming to the office then employees greeting such visitors should explain that we are following the Government guidelines to keep them and our employees safe. Visitors, upon arrival to an office, should be encouraged to make use of hand washing facilities (or where this is not possible use the hand sanitizer provided).

Enough rest breaks for employees, staggering if possible, to reduce pressure on kitchens, encourage employees to bring own food and remain on site during breaks wherever possible.

Installing screens in reception areas and meeting rooms to protect employees and visitors to the offices and avoid using a meeting room where it is impossible to keep a safe distance unless appropriate PPE has been deployed.

Where possible avoid or limit visitors to the offices and all employees should make sure that they check the meeting

room diaries for their appropriate office to avoid double booking and overcrowding of the reception and client areas of the offices. Signs will be displayed to notify visitors that only one person should enter reception at a time and if receptionists or employees are already assisting another visitor then they should wait to be invited into the office.

There is a good supply of PPE to use before and after client meetings by way of gloves, masks, hand sanitiser and wipes.

Wearing of Gloves and Masks

An adequate supply of these will be provided if you wish to wear them.

When wearing a face covering avoid touching your face or face covering as you could contaminate them with your hands, make sure you change it if it becomes damp or if you have touched it.

If wearing gloves, you must change them after each task, keeping the same pair on will cause germs to spread because you are not washing your hands.

Signage

We will have appropriate signage in place to guide employees and visitors as to best practice in relation to hygiene and social distancing.

Accidents

In an emergency for example an accident or fire, people do not have to stay 2m apart if it would be unsafe, people involved in the provision of assistance to others should pay particular attention to sanitisation immediately afterwards including washing hands.

Deliveries, inbound and outbound.

Limit these, to work related items only and try to avoid small orders that result in higher footfall and visits to our offices.

For the avoidance of doubt, employees should not order personal items to be delivered to any of the offices.

Symptoms of Covid-19

If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the Government's self-isolation guidance. HR and, as appropriate, that employees Head of Department, will maintain contact with the employee (or their emergency contact) during this time.

If advised that an employee or a visitor to any of our offices has developed Covid-19 symptoms then appropriate action will be taken to include notifying all employees or visitors (so far as possible) that may have had contact with the symptomatic individual and advising that they should self-isolate in accordance with the Government's guidelines.

Mental Health

HR will promote health and wellbeing awareness to all employees during the coronavirus outbreak by way of providing regular email updates from Care First with relevant materials attached and will offer whatever help and support they can to employees.

Employees should also feel that they are able to raise any issues that they might have with a Partner in their team, or else their Head of Department (as appropriate).

All employees have access to a confidential help line provided by Care First who are available 24/7 for counselling, information, or advice. Employees should call:

0800 174319