

Risk Assessment

Assessment carried out by: MA

Date of next review: Weekly

Date assessment was carried out: 12 June 2020

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?	Who needs to carry out the action?	When is the action needed by?	Actioned
Developing Covid-19 symptoms outside work	All	Individual should make the Office Manager aware and self-isolate following government guidelines	On-going review	the Office Manager	Immediate	Ongoing
Developing Covid-19 symptoms whilst at the office	All	Individual should make the Office Manager aware, and go home immediately and self-isolate	Implement cleaning protocol	the Office Manager	Immediate	Ongoing

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		following government guidelines				
Hand washing & surface cleaning	All, if not adhered to	Provision of hand wash, sanitisers, cleaning products & paper towels	Update signage	the Office Manager		Actioned
Coming to and leaving work	All	Staggering arrival & departure times	Implement a shift pattern and staggered lunch breaks	the Office Manager		Actioned
Coming to and leaving work	All	Hand sanitisers at entry point to office	Update signage	the Office Manager		Actioned
Moving around building & common areas	All	Maintain social distancing whenever possible	Avoid using the lift, use stairs whenever possible	All	On-going	Actioned
Workplace	All	Reduced staff density	Maintain social distancing whenever possible	All	On-going	Actioned

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Workstation	All	Assigned to an individual for sole use	Maintain social distancing whenever possible	All	On-going	Actioned
Workstation	All	Assigned to an individual for sole use	Regularly clean work surfaces and equipment with products provided	Each member of staff	On-going	Actioned
Workstation	All	Reviewed desk layout to allow people to work further apart	Ensure that people are facing away from each other whilst maintaining social distancing whenever possible	All	On-going	Actioned
Meetings	All	Maintain social distancing whenever possible	Minimise the number of meetings	All	On-going	Actioned
Common areas (Kitchen)	All	Only one person in kitchen at a time	Clean down surfaces and equipment after use	All	On-going	Actioned
Common areas (Printer)	All	Maintain hygiene & social distancing	Regularly clean with wipes provided	All	On-going	Actioned
Admin areas (Shredder)	Permitted Users	Maintain hygiene & social distancing	Regularly clean with wipes provided .	Permitted Users	On-going	Actioned

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Adimn areas (Franking Machine)	Permitted Users	Maintain hygiene & social distancing	Regularly clean with wipes provided	Permitted Users	On-going	Actioned
Visitors	All	All visitors to the office vetted by Office Manager and pre-sent risk assessment	On-going review	the Office Manager	On-going	Actioned
Deliveries	All	Deliveries to be left in reception. No personal deliveries permitted.	Update signage and staff to use disposable gloves when handling deliveries. Deliveries to be wiped down	All	On-going	Actioned
Cleaning the workplace	All	Offices cleaned by external contractors twice each week	On-going review	the Office Manager	On-going	Actioned
Hygiene	All	Encourage staff to wash hands regularly throughout the day and use hand	Regular checks to ensure compliance	the Office Manager	On-going	Actioned

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		sanitisers provided, as well as cleaning their workstation and equipment				
Hygiene	All	Briefed all staff	Increase signage within the office	the Office Manager	12 June / Ongoing	Actioned
Risk of virus spreading in the working environment	All	Social distancing and increased hygiene awareness and facilities	Where possible, open windows to ensure well ventilated office space	All	Ongoing	Actioned

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/