

Risk Assessment – COVID-19 Coronavirus

Date of Risk Assessment 13th May 2020

Place/Activity Letchworth

Assessor's name Karen Angel/Martin Barrett

Description of hazard	Who might be harmed and how?	Location	Description of what is already being done to deal with the hazard	Current Risk Rating (High / Medium / Low)	Description of additional actions needed	Post Risk Rating (High / Medium / Low)	Name of person(s) responsible for implementing actions	Action Required by	Date finished
ENTERING THE PREMISES									
Potential for exposure to COVID-19 through asymptomatic or symptomatic individuals.	Visitors	Reception	Limit customer visits until the risks are reduced		Conduct video conferencing where possible. All Visitors must complete a COVID-19 questionnaire in advance of visiting site.		All Employees	All Employees	
	Contractors	Reception	On arrival, all personnel are expected to use the hand sanitiser provided in the reception area.	High	Display signs in reception area to inform of hand washing requirements	Medium	Karen Angel	All Employees	02 June 2020
	Drivers	Reception	Deliveries take place in reception area	Medium	Contactless deliveries where possible.	Low	Karen Angel	All Employees	
	Employees		Any person displaying symptoms of COVID-19, particularly a fever or a new cough, must not attend site. Those who encounter symptoms while on site must leave immediately then inform their line manager.	High	Ensure employees are aware of their responsibilities. Impose self isolation and post incident analysis: - Organise test either online or dial 111 - Follow government guidelines following confirmation of result - Potential 'Track and Trace' app to support government initiatives	Medium	Karen Angel	All Employees	
	Employees		Follow government guidelines if an employee or anyone in their household is showing signs of symptoms and self isolate for 14 days	High	Ensure employees are aware of their responsibilities.		Karen Angel	Karen Angel	03 June 2020
Employees	Travelling to work		Employees that have to travel on public transport remain working from home where possible until risk are reduced	Low	Any Employees requested to site must use face coverings if travelling on public transport	Low	All Employees	All Employees	
IN THE OFFICES									
Potential for exposure to COVID-19 through asymptomatic or symptomatic individuals.	All personnel	All Office Space	Cleaning/Disinfecting premises	Medium	Establish rigorous policy to monitor and enforce hygiene rules.	Low	Karen Angel	Karen Angel	
			Availability of and frequent use of handwashing facilities – in line with government advice.	Medium	Provide hand sanitisation in Reception area and in all working areas.	low	Karen Angel	Karen Angel	03 June 2020
			Availability of and use of hand sanitisation for washing hands.	Medium	Introduce new cleaning/disinfecting regime to sanitise work surfaces and constantly used objects such as door handles, light switches.	Low	Karen Angel	All Employees	
				Low	Appointment of person to make frequent hygiene inspections throughout the site	Low	Martin Barrett	Karen Angel	
			There are three printers for different work groups.	Medium	Introduce rules on cleaning of printers after use, and make available sanitisation wipes near printers.	Low	Karen Angel	All Employees	
				Medium	Provide and make available antibac wipes, to clean work surfaces and work tools such as PC's, keyboards, mouse.	Low	Karen Angel	All Employees	03 June 2020
				Medium	Where a risk assessment identifies use of gloves or masks, these shall be made available, and staff to be trained on the correct and safe use.	Low	Karen Angel	All Employees	
	All personnel	Bristol/ Letchworth		High	Ensure that the water system is flushed to avoid legionnaires disease where offices have not been in use * Toilet Facilities * Drinking water * Hot Water	Low	Martin Barrett	Martin Barrett	02 June 2020

Hygiene

First Aid		Bristol/ Letchworth		High	Ensure there is one First Aider on site when office open	Low	Martin Barrett	Martin Barrett	
Fire Safety		Bristol/ Letchworth		High	Ensure there is one Fire Marshal on site when office open	Low	Martin Barrett	Martin Barrett	
Social Distancing Measures		General Office Area	Desks have been moved to space 2 meters side by side	Low	Wherever possible avoid 'hot-desking' to minimise risk of spreading the virus.	Low	Martin Barrett	All Employees	
		General Office Area	Perspex Screens to be installed for face to Face desks	Low	Due to be installed 27/05/2020	Low	Martin Barrett	Karen Angel	02 June 2020
		General Office Area		Medium	Prohibit the sharing of work tools and equipment such as pens, PC's and accessories	Low	Martin Barrett	All Employees	
		Meeting Room	Video link used instead of face of face meetings	Low	* Limit the number of people in a meeting to 4/5 * Provide masks to be worn	Low	Martin Barrett	All Employees	
		Communal Areas	Doors left open where possible	High	* Provide masks to be work in communal areas * Limit number of people/ avoid gatherings	Low	Martin Barrett	All Employees	
		Break Out Area	Limit numbers of people in the area	Medium	* Limit the number of people in a breakout to 2 * Provide masks to be worn in area * Stagger lunch times * Not to be used for eating (Food Prep only) * Encourage workers to bring their own food * Issue drinks flasks to reduce number of visits	Low	Martin Barrett	All Employees	
		Break Out Area	Remove fabric hand towel and provide hand paper towels	Medium	* Ensure paper towels are available * Ensure bins are available for disposal * Regular disposal to external refuse bins	Low	Karen Angel	All Employees	
		Toilet Facilities	Remove fabric hand towel and provide hand paper towels	Medium	* Ensure paper towels are available * Ensure bins are available for disposal * Regular disposal to external refuse bins	Low	Karen Angel	All Employees	
		Toilet Facilities	Limit number of people in the office	Medium	* Provide masks to be work in communal areas * Limit number of people/ avoid gatherings	Low	Karen Angel	All Employees	
		Toilet Facilities	Regular cleaning	Medium	* Increase cleaning of handles	Low	Martin Barrett	Martin Barrett	
Potential for exposure to COVID-19 through asymptomatic or symptomatic individuals.	Vulnerable categories such as those over 60yrs of age, pregnant women or those with underlying health conditions		Currently working from home	Low	*Continue to offer work from home until the risk reduce or shielding period ends.	Low	Martin Barrett	Martin Barrett	
					Management to maintain regular contact with staff during these times.		Martin Barrett	Project Leads and Management Team	
		Travel	Avoid travelling on business	Low	Vehicles should not be shared where social distancing cannot be maintained	Low	Martin Barrett	All Employees	
		All			Appoint a person to monitor/enforce social distancing policy at work.		Martin Barrett	Martin Barrett	
		Offices			If a member of staff or a recent visitor on our premises has been diagnosed with the virus, management shall immediately liaise with Public Health England, and seek their advice on cleaning office.		Martin Barrett	Martin Barrett	
Wellbeing & Mental Health	All Personnel	All	WeCare - Online GP ad Support Services available to all employees and immediate families. Includes video access to GPs and counselling support for Mental Health	Low	Remind Employees of the service by displaying poster in offices.	Low	Karen Angel	Karen Angel	

Bristol/ Letchworth

Consider re-arranging work schedules start/finish times, staggered shifts to minimise the number of people on site at any one time. Min of two employees on site.

Martin Barrett

David Corby

Risk Assessment – COVID-19 Coronavirus

Date of Risk Assessment 15/05/2020

Place/Activity Bristol

Assessor's name Jamie Armstrong

Description of hazard	Who might be harmed and how?	Location	Description of what is already being done to deal with the hazard	Current Risk Rating (High / Medium / Low)	Description of additional actions needed	Post Risk Rating (High / Medium / Low)	Name of person(s) responsible for implementing actions	Action Required by	Date finished	
ENTERING THE PREMISES										
Potential for exposure to COVID-19 through asymptomatic or symptomatic individuals.	Visitors	Reception	Limit customer visits until the risks are reduced		Conduct video conferencing where possible. All Visitors must complete a COVID-19 questionnaire in advance of visiting site.		All Employees	All Employees		
	Contractors	Reception	On arrival, all personnel are expected to use the hand sanitiser provided in the reception area.	High	Display signs in reception area to inform of hand washing requirements	Medium	Jamie Armstrong	All Employees		
	Drivers	Reception	Deliveries take place in reception area	Medium	Contactless deliveries where possible.	Low	Jamie Armstrong	All Employees		
	Employees		Any person displaying symptoms of COVID-19, particularly a fever or a new cough, must not attend site. Those who encounter symptoms while on site must leave immediately then inform their line manager.	High	Ensure employees are aware of their responsibilities. Impose self isolation and post incident analysis: - Organise test either online or dial 111 - Follow government guidelines following confirmation of result - Potential 'Track and Trace' app to support government initiatives	Medium	Jamie Armstrong/ Karen Angel	All Employees		
	Employees		Follow government guidelines if an employee or anyone in their household is showing signs of symptoms and self isolate for 14 days	High	Ensure employees are aware of their responsibilities.		Karen Angel	Karen Angel	03 June 2020	
	Employees	Travelling to work	Employees that have to travel on public transport remain working from home where possible until risk are reduced	Low	Any Employees requested to site must use face coverings if travelling on public transport	Low	All Employees	All Employees		
IN THE OFFICES										
Potential for exposure to COVID-19 through asymptomatic or symptomatic individuals.	All personnel	All Office Space	Cleaning/Disinfecting premises	Medium	Establish rigorous policy to monitor and enforce hygiene rules.	Low	Karen Angel	Contractor		
			Availability of and frequent use of handwashing facilities – in line with government advice.	Medium	Provide hand sanitisation in Reception area and in all working areas.	Low	Karen Angel	Jamie Armstrong	06 June 2020	
			Availability of and use of hand sanitisation for washing hands.	Medium	Introduce new cleaning/disinfecting regime to sanitise work surfaces and constantly used objects such as door handles, light switches.	Low	Karen Angel	All Employees		
				Low	Appointment of person to make frequent hygiene inspections throughout the site	Low	Martin Barrett	Jamie Armstrong		
				Medium	Introduce rules on cleaning of printers after use, and make available sanitisation wipes near printers.	Low	Karen Angel	All Employees		
				Medium	Provide and make available antibac wipes, to clean work surfaces and work tools such as PC's, keyboards, mouse.	Low	Jamie Armstrong	All Employees	06 June 2020	
				Medium	Where a risk assessment identifies use of gloves or masks, these shall be made available, and staff to be trained on the correct and safe use.	Low	Jamie Armstrong	All Employees		
	Hygiene	All personnel	Bristol/ Letchworth	Ensure that the water system is flushed to avoid legionnaires disease where offices have not been in use * Toilet Facilities * Drinking water * Hot Water	High		Low	Martin Barrett	Jamie Armstrong	06 June 2020
				Ensure there is one First Aider on site when office open	High		Low	Martin Barrett	Martin Barrett	
				Ensure there is one Fire Marshal on site when office open	High		Low	Martin Barrett	Martin Barrett	
Social Distancing Measures		General Office Area	Employees to sit at desks with 2m distancing	Low	Wherever possible avoid 'hot-desking' to minimise risk of spreading the virus.	Low	Martin Barrett	All Employees		
		General Office Area		Medium	Prohibit the sharing of work tools and equipment such as pens, PC's and accessories	Low	Martin Barrett	All Employees		

Potential for exposure to COVID-19 through asymptomatic or symptomatic individuals.	Vulnerable categories such as those over 60yrs of age, pregnant women or those with underlying health conditions	Meeting Room	Video link used instead of face of face meetings	Low	* Limit the number of people in a meeting to 4/5 * Provide masks to be worn	Low	Martin Barrett	All Employees
		Communal Areas	Doors left open where possible	High	* Provide masks to be work in communal areas * Limit number of people/ avoid gatherings	Low	Martin Barrett	All Employees
		Break Out Area	Limit numbers of people in the area	Medium	* Limit the number of people in a breakout to 1 * Provide masks to be worn in area * Stagger lunch times * Not to be used for eating (Food Prep only) * Encourage workers to bring their own food	Low	Martin Barrett	All Employees
		Break Out Area	Remove fabric hand towel and provide hand paper towels	Medium	* Ensure paper towels are available * Ensure bins are available for disposal * Regular disposal to external refuse bins	Low	Jamie Armstrong	All Employees
		Toilet Facilities	Remove fabric hand towel and provide hand paper towels	Medium	* Ensure paper towels are available * Ensure bins are available for disposal * Regular disposal to external refuse bins	Low	Jamie Armstrong	All Employees
		Toilet Facilities	Limit number of people in the office	Medium	* Provide masks to be work in communal areas * Limit number of people/ avoid gatherings	Low	Karen Angel	All Employees
		Toilet Facilities	Regular cleaning	Medium	* Increase cleaning of handles	Low	Martin Barrett	Martin Barrett
			Currently working from home	Low	*Continue to offer work from home until the risk reduce or shielding period ends.	Low	Martin Barrett	Martin Barrett
					Management to maintain regular contact with staff during these times.		Martin Barrett	Project Leads and Management Team
				Travel	Avoid travelling on business	Low	Vehicles should not be shared where social distancing cannot be maintained	Low
Wellbeing & Mental Health	All Personnel	All			Appoint a person to monitor/enforce social distancing policy at work.		Martin Barrett	Martin Barrett
		Offices			If a member of staff or a recent visitor on our premises has been diagnosed with the virus, management shall immediately liaise with Public Health England, and seek their advice on cleaning office.		Martin Barrett	Martin Barrett
		All	WeCare - Online GP ad Support Services available to all employees and immediate families. Includes video access to GPs and counselling support for Mental Health	Low	Remind Employees of the service by displaying poster in offices.	Low	Karen Angel	Karen Angel
		Bristol/ Letchworth			Consider re-arranging work schedules start/finish times, staggered shifts to minimise the number of people on site at any one time. Min of two employees on site.		Martin Barrett	David Corby