

<b>Subject of Assessment</b>	InCommunication LTD – 11 The Avenue, SO17 1XF		<b>RA No.</b>	2020-12
			<b>Issue No.</b>	2
<b>Task/Activity</b>	<p>This risk assessment identifies the COVID-19 Controls to comply with Government Guidance for the essential administrative functions carried out within the office. The scope of the assessment also extends to any visitors, delivery personnel and contractors that require to visit/work at the premises.</p> <p><b>NOTES:</b>                  This risk assessment has been completed in consultation with our employees.                  We have approximately 50 employees therefore this risk assessment is available to view on our website.                  The assessment must be read in conjunction with our risk assessment for office activities</p>			
<b>Assessor</b>	Laura Davies	<b>Location of Assessment</b>	InComm – 11 The Avenue, SO17 1XF	

<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
<b>Severity (S)</b>	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Injury or illness causing short term disability (Medium)	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Other injury or illness (Low)	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
1	Covid-19 <b>(Protection)</b>		<ul style="list-style-type: none"> <li>All employees have received training in the controls required to be followed to reduce the risk of transmission</li> <li>Employees have been reminded of the importance of additional handwashing</li> <li>Employees are working from home where possible</li> <li>Hand sanitizer and antibacterial wipes have been provided at workstations for employees to regularly use</li> <li>Employees still office based are required to wear face coverings around the office. Visors have been provided for each employee and additional masks are available if required.</li> <li>Each employee has been allocated a call station to limit the amount of touch points during the day. These are also stocked with antibacterial wipes and products.</li> </ul>	L	M	L	Yes
1	<b>Continued</b>  Covid-19 <b>(Protection)</b>	Employees	<ul style="list-style-type: none"> <li>Handwashing areas are stocked with soap and paper towels (bin provided for disposal)</li> <li>Handwashing posters are on display at all wash hand units</li> <li>All employees are aware of the requirements to not come into work if they have any symptoms of COVID-19 and the fact that they will be sent home from work if they are suspected of showing any symptoms, in accordance with Government Guidance</li> <li>If an employee becomes unwell with COVID-19 symptoms they will be sent home and told to contact the NHS (111) immediately. Sanitizing of their work area and any touch points will be carried out immediately.</li> <li>All employees have completed the Coronavirus MentorLive Training</li> <li>Cleaning schedules have been increased to daily with more regular in house cleaning of touch points such as door handles</li> </ul>	L	M	L	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
			<ul style="list-style-type: none"> <li>Employees are responsible for cleaning their keyboards, laptops, telephones, drawer pedestal (touch points) and desks that they use with the antibacterial wipes provided.</li> <li>Employees are asked to communicate via online chat rather than through face to face if they are based within the office.</li> <li>Food is not permitted to be eaten at desks and only within the breakroom</li> <li>Visitors are only permitted by appointment and are required to wear protective face masks and sanitise before entry.</li> </ul>				
1	<p><b>Continued</b></p> <p>Covid-19 <b>(Protection)</b></p>	Employees & Visitors	<ul style="list-style-type: none"> <li>We have staggered starting and finishing times to enable employees to travel at less busy times</li> <li>If there is more than one diagnosed case of COVID-19 within 2 weeks that is associated with our workplace we will contact the local Public Health England team to report a suspected outbreak and will follow their advice. We keep our employee records up to date.</li> <li>All employees will receive a new induction into working controls on return to working on the premises.</li> <li>We have windows open around the office to ensure fresh air flow within the office with a reduction in use of air conditioning system</li> </ul>	L	M	L	Yes

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2	Covid-19 <b>(Social Distancing)</b>	Employees & Visitors	<ul style="list-style-type: none"> <li>• 2M Social distancing markers around the office</li> <li>• Where screens are not possible employees work side by side or back to back with the same employees occupying the same workstation at all times.</li> <li>• A rota has been prepared to stagger attendance of employees in the office.</li> <li>• Facemasks are mandatory when travelling between desks and around the office</li> <li>• A one way system has been implemented in and out of the break room areas</li> <li>• Break room capacity has been capped at 10 employees at a time to ensure everyone can safely distance from one another</li> </ul>	L	M	L	Yes
2	<b>Continued</b>  Covid-19 <b>(Social Distancing)</b>	Employees & Visitors	<ul style="list-style-type: none"> <li>• Employee break times are staggered so no more than 10 people in rest area at any one time – this enables 2M distance to be maintained. Cleaning schedules have been increased to include after use cleaning.</li> <li>• DSE Workstation assessments have been reviewed or recompleted to take into account any changes</li> <li>• Employees will be encouraged to use the stairs rather than lifts, adhering to stair use procedures</li> <li>• Visitor information signage is clearly available on entry to the Office and hand sanitiser is mandatory</li> <li>• The wearing of face coverings is mandator within our working environment when moving around the office and within the building.</li> <li>• Face coverings for all visitors within the office are mandatory and will be supplied if needed</li> </ul>	L	M	L	Yes

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3	Covid-19 <b>(Home Working/wellbeing)</b>	Employees	<ul style="list-style-type: none"> <li>We provide internal and external support and resources for all employees</li> <li>Line Managers have been trained in identifying and supporting individual wellbeing.</li> <li>DSE risk assessments carried out for all home workers and adjustments made accordingly</li> </ul>	L	M	L	Yes
4	Covid-19 <b>(Deliveries of stationery/other goods and Post)</b>	Employees, Visitors & the delivery driver	<ul style="list-style-type: none"> <li>Delivery drivers deliver to the main reception area only.</li> <li>Delivery drivers are required to use sanitizer local to the main reception area.</li> </ul>	L	M	L	Yes
5	Covid-19 <b>(building and equipment maintenance)</b>	Employees & Contractors	<ul style="list-style-type: none"> <li>All maintenance will be carried out by appointment only</li> <li>Where possible maintenance will be carried out when the office is closed or when the fewest number of people are in the office</li> <li>Where possible all annual servicing such as air conditioning, water, gas and electrical will be carried out outside office hours.</li> <li>Contractors will be provided with information on the controls in place and additional controls required prior to arrival or where this is not possible, on arrival at the premises</li> </ul>	L	M	L	Yes
6	Covid-19 <b>(support for vulnerable and extremely workers)</b>	Vulnerable employees including those from BAME group	<ul style="list-style-type: none"> <li>We carry out an individual risk assessment with those employees who have been shielding</li> <li>We have individual discussions with vulnerable groups around their particular concerns and discuss the measures we have put in place to minimise transmission to keep them, and others, safe. We will also explain the controls we already have in place to protect them and other workers</li> <li>We will encourage these individuals, along with our general staff groups, to make us aware of any health and safety issues which they feel may make them at risk from COVID-19</li> </ul>	L	M	L	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
7	Covid-19 <b>(Dealing with emergencies)</b>	Employees	<ul style="list-style-type: none"> <li>In an emergency, such as a fire, accident or break-in, there is no requirement to stay 2M apart if it would be unsafe to do so</li> <li>Anyone involved in close contact following an emergency will be advised to take particular care with regards to handwashing and sanitisation following the incident.</li> </ul>	L	M	L	Yes

Additional Site Specific Arrangements
<p><b>Personal Hygiene for those employees wearing face coverings:</b></p> <ul style="list-style-type: none"> <li>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</li> <li>when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands</li> <li>change your face covering if it becomes damp or if you've touched it</li> <li>continue to wash your hands regularly</li> <li>change and/or wash your face covering regularly, (at least daily)</li> <li>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</li> <li>practise social distancing wherever possible</li> </ul>

Risk Assessment References – Notes
<ul style="list-style-type: none"> <li>HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992</li> <li>The Management of Health and Safety at work Regulations 1999</li> <li>HSE Managing the Causes of Work Related Stress HSG218 2007</li> <li><a href="#">Staying COVID-19 Secure Poster</a></li> <li><a href="#">Government Guidance on Coronavirus</a></li> <li><a href="#">Reporting outbreaks of coronavirus (COVID-19)</a></li> </ul>

<b>Date of Assessment</b>	08/10/2020	<b>Signature</b>	
<b>Review Date</b>	At least weekly to ensure compliance with COVID-19 measures	<b>Reviewed By</b>	

Example