

Subject of Assessment	Coronavirus (COVID-19)	RA No.	
Task/Activity	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities		
Assessor	Joanne Boggon	Location of Assessment	Compass House, The Avenue

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	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)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
1	COVID-19 (Someone infected entering the workplace)	Employees (A visitor or employee enters the workplace and passes the virus onto employees)	<ul style="list-style-type: none"> COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees & visitors. Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. Hand sanitizers have been placed in the office area as well as those provided in the common areas. Wipes are also provided to clean personal working area. Office has not been fully reoccupied to allow for social distancing. Employees are seated at least 2 metres apart and additional temporary office spaces are in use. All employees have undertaken the Coronavirus and Pandemic e-Learning on Mentor Live. Visitors outside of the company are limited and permitted on appointment only. 	M	M	M	Yes
2	COVID-19 (Someone becomes ill in the workplace)	Employees & Visitors (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> UK Government guidance to be followed Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. Hand sanitizers have been placed in the office area as well as those provided in the common areas. Wipes are also provided to clean personal working areas. Office has not been fully reoccupied to allow for social distancing. Employees are seated at least 2 metres apart and additional temporary office spaces are in use. Employees are aware that they must report any symptoms to their line manager immediately and move to home working for at least 2 weeks. Office space will be deep cleaned and the health of other employees monitored closely. 	M	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
3	COVID-19 (Contaminated Workplace)	Employees & visitors (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> UK Government guidance is being followed. Hand sanitizers have been placed in the office area as well as those provided in the common areas. Wipes are also provided to clean personal working areas. Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands. Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned. Cleaning schedule increased to ensure deep cleans can be carried out each day. This information has been passed onto all employees. 	M	M	M	Yes
4	COVID-19 (Vulnerable employees)	Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc. (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> UK Government guidance to be followed Any vulnerable employees are required to work from home. The company will arrange for meetings with clients/customers to be completed by video or audio conferencing. 	M	M	M	Yes
5	COVID-19 (Travelling to work)	Employees & visitors (A person catches COVID-19 due to travelling in to work)	<ul style="list-style-type: none"> UK Government guidance to be followed Company has provided face coverings for all employees to be worn on public transport as per government guidelines. Employees advised to drive, walk or cycle where possible and avoid public transport if they can. 	M	M	M	Yes
6	COVID-19 (Information failure)	Employees & visitors (Escalation/de-escalation of Pandemic)	<ul style="list-style-type: none"> The company has a designated COVID-19 Appointed Person whose responsibilities include; <ul style="list-style-type: none"> - Signing up to relevant websites to receive timely updates - Monitoring relevant websites & news outlets 	M	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
Additional Site Specific Arrangements							
<ul style="list-style-type: none"> Employees advised not to use the lift unless necessary. Signage has been displayed on each floor to remind people if this. Lunch breaks staggered to avoid overcrowding in the staff room. 							

Hazard Ref	Additional control	Assigned to	Date Completed	L	S	RR

Risk Assessment References – Notes
HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992 The Management of Health and Safety at work Regulations 1999 HSE Managing the Causes of Work Related Stress HSG218 2007 HSE Books 1998 Lighting at Work HSG38 HSE INDG244 Workplace health, safety and welfare: A short guide for Managers GOV.UK information on Coronavirus (COVID-19): https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance HSE information on Coronavirus: https://www.hse.gov.uk/news/coronavirus.htm

Date of Assessment	06/05/20	Signature	Joanne Boggon
Reviewed Date	At least weekly to ensure compliance with COVID-19 measures	Reviewed By	Joanne Boggon – 23/06/2020