

<b>Subject of Assessment</b>	Coronavirus (COVID-19)	<b>RA No.</b>	
<b>Task/Activity</b>	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities		
<b>Assessor</b>	Joanne Boggon	<b>Location of Assessment</b>	Regus offices 1 & 2 (room 207 & 209)

<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	<b>COVID-19</b> (Someone infected entering the workplace)	<b>Employees</b> (A visitor or employee enters the workplace and passes the virus onto employees)	<ul style="list-style-type: none"> <li>COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees &amp; visitors.</li> <li>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.</li> <li>Hand sanitizers have been placed in the office area as well as those provided by Regus in the reception area. Wipes are also provided to clean personal working area.</li> <li>Office space normally seats 10 but only 5 desks have been allocated to allow space for social distancing. Desks have been spaced out to ensure 2 metres distance between employees.</li> <li>All employees have undertaken the <a href="#">Coronavirus and Pandemic e-Learning on Mentor Live</a>.</li> <li>Visitors outside of the company are not permitted until further notice.</li> </ul>	M	M	M	Yes
2	<b>COVID-19</b> (Someone becomes ill in the workplace)	<b>Employees &amp; Visitors</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>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.</li> <li>Hand sanitizers have been placed in the office area as well as those provided by Regus in the reception area. Wipes are also provided to clean personal working areas.</li> <li>Office space normally seats 10 but only 5 desks have been allocated to allow space for social distancing. Desks have been spaced out to ensure 2 metres distance between employees.</li> <li>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.</li> </ul>	M	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
3	<b>COVID-19</b> (Contaminated Workplace)	<b>Employees &amp; visitors</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> is being followed.</li> <li>Hand sanitizers have been placed in the office area as well as those provided by Regus in the reception area. Wipes are also provided to clean personal working areas.</li> <li>Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands.</li> <li>Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned.</li> <li>This information has been passed onto all employees.</li> </ul>	M	M	M	Yes
4	<b>COVID-19</b> (Vulnerable employees)	<b>Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc.</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>Any vulnerable employees are required to work from home.</li> <li>The company will arrange for meetings with clients/customers to be completed by video or audio conferencing.</li> </ul>	M	M	M	Yes
5	COVID-19 (Travelling to work)	<b>Employees &amp; visitors</b> (A person catches COVID-19 due to travelling in to work)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>Company has provided face coverings for all employees to be worn on public transport as per government guidelines.</li> <li>Company has carefully selected the team members that are to work from this office, ensuring that all can either drive, walk, cycle or use minimal public transport. No one with underlying health issues or vulnerable people within their household is working from this office</li> </ul>	M	M	M	Yes
6	COVID-19 (Information failure)	<b>Employees &amp; visitors</b> (Escalation/de-escalation of Pandemic)	<ul style="list-style-type: none"> <li>The company has a designated COVID-19 Appointed Person whose responsibilities include; <ul style="list-style-type: none"> <li>- Signing up to relevant websites to receive timely updates</li> <li>- Monitoring relevant websites &amp; news outlets</li> </ul> </li> </ul>	M	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
<b>Additional Site Specific Arrangements</b>							
Separate risk assessment carried out by Regus can be viewed on request.							

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>

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