

Covid-19 Risk Assessment - 29th May 2020

What are the hazards?	Who might be harmed?	Controls required	Additional controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Clients • Visitors • Cleaners • Contractors • Delivery drivers • Clinically extremely vulnerable, or clinically vulnerable people as defined by government • Those with underlying health conditions • Anyone else who physically comes into our premises 	<p>Hand washing</p> <ul style="list-style-type: none"> • Hand washing facilities • Stringent hand washing taking place • Hand washing guidance • Drying of hands on disposable paper towels • Gel sanitisers in areas where hand washing facilities aren't readily available • Individuals encouraged to regularly use emollient cream regularly to protect skin <p>Cleaning</p> <ul style="list-style-type: none"> • Regular daily cleaning process in place each evening paying specific attention to all hard and high touch surface areas including kitchen, bathroom, desk tops, door handles and door plates. • Staff to ensure that workstations are left paper & clutter free to assist in maximum accessibility to clean. • Staff encouraged to clean workstations before and after use by inclusion within company policy and visible signage in workspace area. 	<p>Employees reminded by the use of office signage to wash their hands regularly whether it be by use of soap and water including the need to dry by use of paper disposable hand towels or the hand sanitiser gels placed around the buildings.</p> <p>Also be reminded of the catch it, bin it, kill it campaign as well as avoiding touching faces, eyes, nose and mouth with unclean hands.</p> <p>Tissues will be made available throughout the workplace.</p> <p>Note to be included within email footer to visitors in advance of pre-booked meetings advising of the guidance in place and advising anyone showing any Covid-19 symptoms that they should not come into the office.</p> <p>Checks to be regularly carried out to ensure that procedures are being followed.</p> <p>Removal of communal crockery and cutlery from kitchens.</p>	<p>Everyone, supplies managed by Ops.</p> <p>Cleaning contactors, Ops team & staff.</p>	<p>Daily & ongoing</p> <p>Daily & ongoing</p>	<p>29th May 2020</p> <p>29th May 2020</p>

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		<ul style="list-style-type: none"> • Antibacterial wipes, spray and single use disposable cloths available at cleaning stations within all work areas. • Additional regular daily cleaning of high touch areas to include door handles and copier sites to be undertaken. <p>Social Distancing</p> <p>The reduction in numbers of people in any one work area to comply with the government's 2 metre rule.</p> <ul style="list-style-type: none"> • Encouraging working from home where possible. • Limiting the numbers of people in the workplace where working from home isn't possible and ensuring that workstations are 2 metres apart. • Staggered working pattern by flexing work start and finish times. • Implementing measures to ensure separate entrance and exits to workspace to avoid close contact with people when passing. • Placing of Perspex screen in Reception area. • One way walkway system to be adopted where practicable. • Discourage face to face meetings and using video & conference calls wherever possible. • Implementing maximum occupancy limits in communal kitchen & toilet areas. • Ensuring sufficient rest breaks 	<p>Staff to be reminded of the importance of social distancing for both inside and outside the workplace.</p> <p>Regular checking to ensure that guidance is adhered to.</p> <p>Signs & floor markings to be placed around the building as a regular reminder.</p> <p>Internal meeting rooms will have maximum occupancy clearly displayed on door.</p>	Everyone	Immediate & ongoing	29 th May 2020

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		<p>Protective equipment</p> <ul style="list-style-type: none"> Protective masks & gloves made available on request. <p>Covid-19 Symptoms</p> <ul style="list-style-type: none"> Clear guidance to be provided to all staff on the correct procedure if they become unwell any Covid-19 symptoms - including a new continuous cough, high temperature or change in their sense of taste and smell – whilst at work. Anyone with symptoms directed to follow government and HCR Covid-19 secure workplace guidance on reporting and self-isolating and test and Trace Line managers will maintain regular contact with the team members during this time. HR will trace and contact all HCR colleagues that individuals with symptoms have been in close contact with and provide guidance on isolation procedure and duration needed. <p>Delivery drivers</p> <ul style="list-style-type: none"> Deliveries only accepted pre-agreed entrance. <p>Contractors</p> <ul style="list-style-type: none"> Only emergency and known contractors allowed on site. 	<p>Staff to be reminded that masks provide more protection to others than the wearer and that the wearing gloves is not a substitute for regular hand washing.</p> <p>Digital thermometers will be available in each office to those who wish to check their temperature.</p> <p>Signs reminding staff of the Covid-19 symptoms to be displayed in the workplace.</p> <p>Sign on door to indicate that bell should be rang to alert staff, they should then leave parcel and step back behind guidance line until door is opened.</p> <p>Social distancing rules to be strictly adhered to as well as washing hands regularly and the use of hand sanitiser.</p>	<p>Ops team</p> <p>Everyone</p> <p>Delivery drivers</p> <p>Contactors</p>	<p>Immediately</p> <p>Immediately</p> <p>Immediate & ongoing</p> <p>Immediate & ongoing</p>	<p>29th May 2020</p> <p>29th May 2020</p> <p>29th May 2020</p>