

COVID-19 Risk Assessment

1. Overview

As an employer, the Company must protect people from harm; this includes taking reasonable steps to protect employees and others from COVID-19. This risk assessment is designed to manage the risk associated with the COVID-19 disease and outline the Company's mitigation planning; it aims to:

- 🕒 identify what work activity or situations might cause transmission of the virus.
- 🕒 think about who could be at risk.
- 🕒 decide how likely it is that someone could be exposed.
- 🕒 act to remove the activity or situation, or if this is not possible, control the risk.

This assessment was carried out by **Troy Platts (Director)** on **Monday 3rd August 2020**.

Reference: NS-C19-RA

Review: Annually

Last Issue: 19/08/2020

2. Assessment

What are the hazards?	Who might be harmed?	Controls	What further action is needed to control the risks	Who needs to carry out this action?	When is the action needed by?
Getting or spreading COVID-19 by not washing hands or not washing them adequately	Employees Clients Contractors Drivers coming into the business Visitors	<ul style="list-style-type: none"> Provide water, soap, and drying facilities at wash stations. Provide information on how to wash hands properly and display posters. Based on the number of workers and the number of people who come into your workplace decide; how many wash stations are needed and where wash stations need to be located. Provide hand sanitiser for the occasions when people cannot wash their hands. 	<p>Put in place monitoring and supervision to make sure people are following controls:</p> <ol style="list-style-type: none"> Put signs up to remind people to wash their hands. Provide information to employees about when and where they need to wash their hands. Identify if and where additional hand washing facilities may be needed. If people cannot wash hands, provide information about how and when to use hand sanitiser. 	<ol style="list-style-type: none"> Tom Lee Troy Platts Catherine Osborne Troy Platts Catherine Osborne 	<ol style="list-style-type: none"> Completed 19/08/2020 Completed 19/08/2020 Completed

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			5. Identify how you are going to replenish hand washing/sanitising facilities.		
Getting or spreading COVID-19 in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Employees Clients Contractors Drivers coming into the business Visitors	Identified: <ul style="list-style-type: none"> • Areas where people will congregate, e.g. rest rooms, kitchen, meeting rooms, etc. • Areas where there are pinch points meaning people cannot meet the social distancing rules, e.g. server room, staircase, build room. • Areas and equipment where people will touch the same surfaces, e.g. kitchen (kettles, door handles). • Communal areas where air movement may be less than in other work areas, e.g. build room or server room with no 	<ol style="list-style-type: none"> 1. Put in place monitoring and supervision to make sure people are following controls. 2. Put in place, e.g. following hygiene procedures, washing hands, following one-way systems. 3. Near-miss reporting may also help identify where controls cannot be followed, or people are not doing what they should. 4. Put signs up to remind people to wash and sanitise hands and not touch their faces. 	<ol style="list-style-type: none"> 1. Catherine Osborne 2. Tom Lee 3. Nikki Dodwell 4. Tom Lee 5. Catherine Osborne 	<ol style="list-style-type: none"> 1. 01/09/2020 2. Completed 3. In line with new HR system 4. Completed 5. Completed

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		<p>mechanical ventilation.</p> <p>Agreed controls:</p> <ul style="list-style-type: none"> • Limiting the number of people in rooms so that social distancing rules can be met, e.g. have maximum occupancy numbers for meeting rooms, server room and build room. • Increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around. • Keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier. 	<p>5. Leave non-fire doors open to reduce the amount of contact with doors and potentially improve workplace ventilation.</p>		
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		<ul style="list-style-type: none"> Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas. 			
Getting or spreading COVID-19 by not cleaning surfaces, equipment, and workstations	Employees Clients Contractors Drivers coming into the business Visitors	<p>Use the guidance on cleaning and hygiene during the COVID-19 outbreak.</p> <ol style="list-style-type: none"> Employees to work from their own desk, hot desks will not be used until further notice. Avoid using shared work equipment, where this is not possible the equipment must be wiped down with sanitising wipes after each use e.g. kettle and taps. 	<ol style="list-style-type: none"> Provide company update on what needs to be cleaned and when. Put in place arrangements to clean if someone develops symptoms of COVID-19 in work (COVID-19: cleaning non-healthcare). Monitor. 	<ol style="list-style-type: none"> Nikki Dodwell Troy Platts Catherine Osborne 	<ol style="list-style-type: none"> 19/08/2020 Complete In line with new HR system

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		<ol style="list-style-type: none"> 3. Cleaners will be regularly and thoroughly cleaning the office. 4. Extra surface wipes and sanitisers are available in office(s). 5. Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. 			
Mental health and wellbeing affected through isolation or anxiety about COVID-19	Employees	<p>The following has been outlined to address stress and mental health issues relating from COVID-19:</p> <ul style="list-style-type: none"> • Have regular keep in touch meetings/calls with people working at home to talk about any work issues. • Talk openly with workers about the possibility that they may be affected and 	<p>Further advice and support can be found here:</p> <p>Guidance on public mental health and wellbeing</p> <p>Link to be distributed to employees.</p>	All staff	Immediate effect

		<p>tell them what to do to raise concerns or who to go to so they can talk things through.</p> <ul style="list-style-type: none"> • Keep workers updated on what is happening so they feel involved and reassured. • Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours. 			
Contracting or spreading the virus by not social distancing	<p>Employees Clients Contractors Drivers coming into the business Visitors</p>	<p>Follow Government guidance on social distancing:</p> <ul style="list-style-type: none"> • There are no locations that have been identified where social distancing cannot be observed, if the appropriate number of 	<ol style="list-style-type: none"> 1. One person at a time in the server room, build room, kitchen, stair well, bathroom. 2. Signs to be put up around the office(s) detailing number of people allowed in a specific area. 	<ol style="list-style-type: none"> 1. Tom Lee 2. Tom Lee 3. Catherine Osborne 	<ol style="list-style-type: none"> 4. Complete 5. Complete 6. In line with new HR system

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		<p>people are in each area.</p> <ul style="list-style-type: none"> • Where more than 4 people are required on a meeting a virtual meeting will be held. • Number of people on site is limited to 10. • Client meetings will be held virtually where possible. 	3. Monitor.		
Musculoskeletal disorders because of using DSE at home for a long period of time	Employees	<p>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed.</p> <ul style="list-style-type: none"> • For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching 	Provide a link to all employees to the DSE recommendation page, infographics and checklist (Protect homeworkers page)	All staff	Immediate effect

		exercises, set the equipment up properly			
Poor workplace ventilation leading to risks of COVID-19 spreading	Employees Clients Contractors	Ensure windows are open where possible and fans are used to circulate fresh air.	No further action required.	n/a	
Increased risk of infection and complications for vulnerable workers	Employees Clients Contractors Visitors	There are currently no workers identified as high risk/vulnerable. In the future employees may be identified as: <ul style="list-style-type: none"> Clinically extremely vulnerable. People shielding. People with symptoms of COVID-19. 	Put systems in place so people know when to notify the Company that they fall into one of these categories, e.g. they start chemotherapy, develop symptoms, or are pregnant.	All staff	Immediate effect