**RISK ASSESSMENT**  **COVID-19 Example** Company Name: ****

Date of Risk Assessment: **01.04.2020** **Persons Involved in the Risk Assessment Process:** Senior Management Team, SPA

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| / Activity /: **Daily Work Routine** |

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| **What are the hazards identified?** | **Who may be harmed and how?** | **What are the existing control measures?** | **Additional measures identified to control the risk?** | **Action by whom & by when?** | **Completed** |
| Individuals are not fully aware of the current procedures and arrangements in place | Employees,Volunteers,Contractors,VisitorsContracting COVID-19 | * Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared based on NHS, Public Health and Government guidance
* Our control measures and procedures have been communicated to employees and others who may attend office
* Health warning posters displayed throughout the premises
* All communications to employees are in writing shared by email
* Briefing document for Unity, cleaners etc.
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| People at risk | Employees,Volunteers,ContractorsPeople with existing health conditions are at a higher risk of contracting Covid-19 | * Colleagues in high risk categories/who have family members in the high-risk categories have been instructed to inform their manager
* Where possible, all Colleagues in high-risk groups/with high-risk category dependants are instructed to work from home
* All contractors are vetted prior to attending the site and records maintained (they are asked to inform us in advance of attendance to advise us of CV19 status)
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| Inadequate hygiene standards. | Employees,Volunteers, Contractors,VisitorsThe risk of spreading infection by way contamination from work surfaces | * Reasonable provisions of hot water in WCs, liquid soap, disposable towels and hand sanitiser dispensers are provided in the offices and throughout the building
* Supplies of hand sanitiser to be checked weekly
* Spillages etc. should be reported to Unity Business Centre ASAP
* Contract cleaners undertake regular cleaning of the facilities using suitable cleaning products and equipment
* Signage or instruction has been provided reminding that hands should be washed using the supplied cleaning aids for a minimum of 20 seconds
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| Close contact with others | Employees,Volunteers,Contractors,Visitors Contact with a contaminated person who are carrying the coronavirus | * Contactless thermometer to be used by employees temperature at arrival at Unity to take own temperature; colleagues with high temperature to return home
* In line with the government instruction, no physical contact should be undertaken i.e. hand shaking, pats on the back etc.
* Colleagues are instructed to avoid any close face-to-face contact or touching other employees, visitors, etc. and follow the 2m distancing rule
* Each unit to be treated as a bubble
* Masks to be worn at all times, unless at desk and you are at least 2m away from other colleagues (in this situation alone, mask wearing is optional)
* Supervision in place to ensure rules are being adhered to
* Floor marking, helping keeping individuals at least 2m apart
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| Potential risk or transfer of virus through cross-contamination when using the kitchen | Employees,Contractors,Volunteers,OthersUse of the Food/Drink Preparation Areas  | * Users of the kitchen must maintain the two-metre rule
* Hand wash thoroughly before using these facilities, ensuring good hygiene standards at all times
* Provided equipment i.e. a microwave oven should be left in a clean condition and wiped out after use
* Spillages of food or drink should be cleaned immediately with the supplied cleaning sanitizers and disposable paper towels
* Users of the facility are reminded to keep their hands out of waste receptacles which may contain contaminated items
* Partially eaten food must be contained in a sealed sanitised container if they are to be stored in the communal refrigerator
* All used crockery and utensils should be washed in the dishwasher, not in the sink
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| Contact with Waste  | Employees,Volunteers, ContractorsContamination after contact with waste (accidental or otherwise) | * Foot-operated Waste bins are provided for the containment of used tissues and discarded food etc.
* All discarded tissues, food, etc. should be placed in the provided bins
* Notices are displayed warning of not placing hands in the waste bins to minimise contamination
* All waste bins will be emptied daily by named Colleagues or contracted cleaners
* Disposable tissues should be used when coughing and or sneezing and put directly into a lidded, foot-operated waste bin
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| Use of IT equipment and facilities | Employees,Volunteers, Contact with potentially contaminated equipment | * Colleagues are instructed that the use of meeting rooms (A5/ A3 back and front) should only be undertaken when essential for supervisions and kept as short as possible; and wiped down after use
* When using meeting rooms, Colleagues are instructed to follow the Government advice and maintain a 2m separation distance
* Meetings to take place with clients where possible using video conferencing
* Meetings rooms cleaned on a regular basis by contractors
* Colleagues to clean their workstations at the start and end of each day
* Cleaning aids are provided for personal cleaning of workstations and other equipment including waste bins
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| Community Visits/ Meetings  | Employees, Volunteers, Clients, Members of the public  | * Colleagues should ask clients and others about CV19 sensitivity of meetings etc. before attending
* See Community Meetings/ Settings Risk Assessment
* Face Masks available in the office
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| Visits to Health Settings/ Hospitals Care/ Homes  | Employees, Clients, Members of the public,Other partners  | * Colleagues will contact venues prior to attending meetings and ask for the details of their safe working system for meetings
* If no, details are provided or the safe system of working can’t be adhered (e.g. shortages of PPE) then the Colleagues should explain that they are not able to attend
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| Travel to/from work  | Employees Volunteers  | * Colleagues advised to not use public transport if an alternative is available and to discuss with managers ways of staggering travel/working time if this is unavoidable
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| Groupwork  | Employees VolunteersClients  | * Groupwork only allowed when social distancing rules can be adhered to and if is safe
* Senior Management Team to review any risk assessments
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| **Signed By: Philip Bramson** **Printed: Philip Bramson** **Date: 29 7 20 v2** | **Review Date – 2 10 20** **Reviewed By:****Printed:****Date:** | **Review Date –****Reviewed By:****Printed:****Date:** | **Review Date –****Reviewed By:****Printed:****Date:** |