

COVID-19 RISK ASSESSMENT.

Company name: Gladstone Brookes Ltd

Assessment carried out by: Emma Shaw

Date of next review: August 2020

Date assessment was carried out: 24.07.2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Spread of Covid-19 Coronavirus	Staff Visitors Cleaners Contractors Vulnerable Groups Any-one else who physically comes into the office.	<p><u>Handwashing.</u> Handwashing facilities with soap and water are currently in place. With stringent hand washing procedures being enforced.</p> <p>Hand sanitiser placed around the office for use. Where hand washing station is not available. Also, in use in building entrances and exits.</p> <p>Paper towels provided for the office as they are more effective for removing the virus.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with</p>	Employees to be reminded on a regular basis to with water and soap.	Office Manager	Ongoing

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		<p>unclean hands. Tissues are available throughout the workplace.</p> <p>Posters leaflets and other materials are available.</p> <p>Staff encouraged to raise any issues ASAP.</p>			
Spread of COVID-19 Coronavirus	<p>Staff</p> <p>Visitors</p> <p>Cleaners</p> <p>Contractors</p> <p>Vulnerable Groups</p> <p>Any-one else who physically comes into the office.</p>	<p><u>Cleaning.</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Disinfectant wipes are available in office for wiping down surfaces.</p> <p>Contracted cleaners are advised to focus on the high use areas.</p>	<p>Rigorous checks to be carried out by managers to ensure that the necessary procedures are followed.</p>	<p>Office Manager</p> <p>On Site Manager.</p>	<p>Ongoing</p>

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Spread of COVID-19 Coronavirus	Staff Visitors Cleaners Contractors Vulnerable Groups Any-one else who physically comes into the office.	<u>Social Distancing.</u>			
		Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap.	Staff to be reminded of the importance of social distancing on a daily basis. Both in the office and outside of it.	Office Manager	Ongoing
		Review layouts and processes to allow people to work further apart from each other.	Where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face	Office Manager On-site manager	Ongoing
		Workstations assigned to an individual and not shared.	Only where it is not possible to move workstations further apart, using screens to separate people from each other.	Office Manager	Ongoing
		Social distancing also to be adhered to in kitchen area and smoking area.			
		Conference calls to be used instead of face to face meetings.			
		Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking			

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		<p>account of the impact on those with protected characteristics.</p> <p>Introducing more one-way flow through the building where possible. Reducing exits and entrances.</p> <p>Encourage staff to bring in lunch to eat at their desks rather than leave the office to purchase.</p> <p>Reducing maximum occupancy for lifts and smaller rooms by signs advising of these numbers on the door</p>			
Spread of COVID 19 Coronavirus	Staff Visitors Cleaners Contractors Vulnerable Groups Any-one else who physically	<p><u>Wearing of gloves.</u></p> <p>Gloves are provided for use, if it ensures individuals feel comfortable in the workplace. Staff will be instructed on how to remove gloves properly to avoid contamination.</p>	Staff to be regularly informed that wearing gloves is not a substitute for good hand washing.	Office Manager	Ongoing

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	comes into the office.				
Spread of COVID 19 Coronavirus	Staff Visitors Cleaners Contractors Vulnerable Groups Any-one else who physically comes into the office.	<u>PPE</u> Three-layer masks will be available for use, if it ensures that individuals feel comfortable in the work place. This is not a requirement that they must be worn however individuals may feel more comfortable doing so.	N/A	N/A	N/A
Spread of COVID 19 Coronavirus	Staff Visitors Cleaners Contractors Vulnerable Groups Any-one else who physically comes into the office.	<u>Symptoms of COVID 19.</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.	N/A	N/A	N/A

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		<p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises the HR team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Remote working is already in place for staff that wish to self-isolate.</p> <p>Reminder posters are displayed advising on Covid 19 Symptoms</p>			
Spread of COVID 19 Coronavirus – commuting.	Staff Visitors Cleaners Contractors Vulnerable Groups Any-one else who physically	<p><u>Driving</u> Persons should not share vehicles or public transport, where suitable distancing cannot be achieved.</p> <p>Staff advised to keep remote working if they need to use public</p>			

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	comes into the office.	transport of 'car share' to get into the office.			
Impact of Covid 19 on Mental Well-Being	Staff Vulnerable Groups	<p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p>	Regular communication of mental health information and open-door policy for those who need additional support.	HR	Ongoing
			Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.	Line Managers	Ongoing
			Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.	Line Managers	Ongoing
			Line managers to regularly speak to staff members to ensure their wellbeing.	Line Managers	Ongoing
			Ad Hoc surveys to be sent out regarding WFH.	HR	Ongoing

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Spread of Covid 19 – raising concerns	Staff	<u>Business Representative</u> Email to be sent by representative asking anyone to contact them with any concerns they have within office	N/A	N/A	N/A
Individual vulnerabilities	Staff Vulnerable groups	Record of conditions logged to ensure they are not asked to return to work until they are not at increased risk. Vulnerable persons to work remote until government guidance advises they are safe to return.	Open door policy for staff to communicate their concerns with HR and Management Reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers such as remote working or working in the office if preferred.	HR Managers HR	Ongoing Ongoing
Spread of COVID-19 Coronavirus – External parties	Staff Contractors Anyone else that my physically enter the office.	<u>External Parties.</u> Individual visitors, including but not limited to maintenance workers, tradespeople, delivery drivers and postal workers may be admitted to the office where it is essential for	N/A	N/A	N/A

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		<p>them to make a delivery or provide services.</p> <p>A member of staff (usually George) will open the entrance door to the visitor and, while observing two metre social distancing, allow them to make their delivery or lead the them to the location in the office where they will perform their work.</p> <p>A hand sanitiser dispenser is located at the entrances and exits of the office for staff and visitor use.</p> <p>We have extended the provision of sanitising wipes to the more areas of the office.</p>			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/