

Harrison Clark Rickerbys – Covid-19 Risk Assessment

What are the hazards?	Who might be harmed?	Controls required	Additional controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Clients • Other Visitors • Cleaners • Contractors • Delivery drivers • Vulnerable groups: <ul style="list-style-type: none"> ➢ Elderly staff ➢ Pregnant staff ➢ 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. <p>Cleaning</p> <ul style="list-style-type: none"> • Regularly daily cleaning process in place each evening paying specific attention to all hard surface touch areas to include kitchen & bathroom surfaces as well as high touch area including desk tops, door handles and plates. • Door handle antibacterial covers in place in high usage areas. • Antibacterial fogging device for use following a confirmed outbreak. • Deep cleans actioned for confirmed outbreak areas • 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. • Staff encouraged to clean equipment & work surfaces before and after use with supplies provided • Antibacterial wipes, spray and one 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>Employees reminded by internal 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. 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. Tissues will be made available throughout the workplace.</p> <p>Checks to be regularly carried out to ensure that procedures are being followed.</p> <p>Note to be included within email footer to clients in advance of pre-booked meetings advising of the protocols in place and advising that should they be showing any symptoms to not come into the office.</p>	<p>Everyone, supplies managed by Ops.</p> <p>Cleaning contactors, Ops team & staff.</p>	<p>Daily & ongoing</p> <p>Daily & ongoing</p>	<p>Ongoing</p>

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		<p>Ventilation Air conditioning systems are in place with regular service programmes.</p> <p>Social Distancing The reduction of numbers in any one work area to comply with the 2-meter rule recommended by the Public Health Agency.</p> <p>Encouraging working from home where it is possible.</p> <p>Limiting the numbers in the workplace where working from home isn't possible and ensuring that workstations are 2 metres apart.</p> <p>Desk divider & shields installed on most desks to provide protection themselves whilst also encouraging social distancing</p> <ul style="list-style-type: none"> • Adding flexibility to start and finish times to allow staggered working. • Taking steps to ensure separate entrance and exits to workspace to avoid close contact when passing. • Placing of screen in Reception areas. • One-way system to be adopted where practicable. • Discourage face to face meetings, utilising video & conference calling wherever possible. • Maximum occupancy limits in communal kitchen & toilet areas. • Ensuring sufficient rest breaks • Minimising numbers allowed in toilet areas 	<p>Where possible open windows to allow a flow of air through the office space and along with keeping doors that aren't fire doors open.</p> <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 this 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> <p>Staff to wear face coverings when using a shared staircase when it is not possible to follow a one-way route.</p> <p>Daily log kept monitoring office occupancy.</p> <p>An escalation process is in place if occupancy reaches 80% of the threshold for each location.</p> <p>Central texting system to record visitors to the office and their contact details.</p> <p>Maximum occupancy signage in place.</p> <p>Maximum occupancy signage in place along with cone or door sliding signage to indicate occupancy.</p>	<p>Ops Management team & everyone.</p> <p>Everyone</p>	<p>6 monthly air con servicing & daily for window ventilation.</p> <p>Immediate & ongoing</p>	<p>Ongoing</p>

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		<p>Protective equipment</p> <ul style="list-style-type: none"> Protective masks & gloves available in 'Cleaning Stations' situated on each floor within each building. Masks for use by all visitors are available. <p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> If anyone is unwell with a new continuous cough or a high temperature in the work place they will be sent home and advised to follow healthcare guidance. Line managers will maintain regular contact with the team members during this time. Individuals who have been in recent contact with those who are displaying symptoms will be asked to self-isolate for 10 days or as per latest government guidance. <p>Delivery drivers</p> <ul style="list-style-type: none"> Deliveries only accepted at back delivery door. <p>Contractors</p> <ul style="list-style-type: none"> Only emergency and trusted 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>It is mandatory for visitors and staff to wear a face- covering when meeting in person.</p> <p>Thermometers will be available in 'Wellbeing' areas of each workplace for checking when required.</p> <p>Signs reminding people of the Covid-19 symptoms are 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, masks must be worn</p>	<p>Ops team</p> <p>Everyone</p> <p>Delivery drivers</p> <p>Contractors</p>	<p>Immediate & ongoing</p> <p>Immediate & ongoing</p> <p>Immediate & ongoing</p> <p>Immediate & ongoing</p>	