

Risk assessment – COVID-19

Company name: REA

Assessment carried out by: REA COO

Date of next review: 1/10/2020¹

Date assessment was carried out: 1/7/2020

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?	Done
Entrance and exiting the office - Risk of transmission through touching handles and keypad	Staff, cleaners and other visitors	<ul style="list-style-type: none"> • Sanitiser and signage place at doors connecting with the building communal spaces • Posters and information in the process of being emailed to all staff: <ul style="list-style-type: none"> ○ Hygiene and hand washing policy/poster 	<ul style="list-style-type: none"> • 5 steps poster needs to be displayed at the entrance and exit to the office • Social distance policy/poster to be displayed throughout office • REA H&S policy to be displayed in the kitchen • What to do if you are not well poster to be 	COO	1/8/2020	

¹ Or earlier if new guidance published

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		<ul style="list-style-type: none"> ○ Social distance policy/poster ○ Our H&S policy ○ H&S Contacts ○ What to do if you are not well 	<p>displayed in the kitchen and main office</p> <ul style="list-style-type: none"> ● A procedure is required to inform staff that security locks on the office doors that allow entry and exit from/to the shared building space are disengaged on arrival and reengaged when the last person leaves 			
<p>The current desk arrangement requires staff to work within 2m of each other</p>	<p>Staff whilst working at their desk</p>	<p>Desk spacing policy introduced ensuring staff sitting at a desk have a minimum of 2m between themselves and other seated co-workers</p>	<p>None</p>	<p>N/A</p>	<p>N/A</p>	<p>1/7/2020</p>

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<p>Movement round the office will mean that staff are regularly be within 1m of each other</p>	<p>Staff seated at desks and navigating the office</p>	<ul style="list-style-type: none"> • A one-way system has been introduced to ensure staff will not come face-to-face in main thoroughfare. • Door next to kitchen made entrance only, and door toward the rear of the office made exit only. • Signage in place to indicate above procedures 	<p>None</p>	<p>N/A</p>	<p>N/A</p>	<p>1/7/2020</p>
<p>The kitchen is a place of congregation for staff and it is not possible to maintain 1m social distancing within it</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Kitchen limited to 1 person at a time. • All appliances marked as 'not to be used'. • Sink can be used; anti-bacterial hand wash, paper towels and signage now in place 	<p>None</p>	<p>N/A</p>	<p>N/A</p>	<p>1/7/2020</p>

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Communal spaces such as meeting tables used for staff having lunch risk 2m distancing being breached	Staff	Chairs removed from communal meeting areas	None	N/A	N/A	1/7/2020
Sofa in reception area will not be able to be used by 2 people and comply with 2m distancing	Staff and visitors	<ul style="list-style-type: none"> • Other than IT support technician, cleaners and building management, no visitors will be allowed into the office • Sofa has one seat cushion marked not for use 	None	N/A	N/A	1/7/2020
The Boardroom and Meeting Room are areas where staff can congregate	Staff	<ul style="list-style-type: none"> • Signs have been put up at the entrance to both rooms indicating that only 1 person at a time is allowed in either room 	None	N/A	N/A	1/7/2020

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		<ul style="list-style-type: none"> Glass door panels allow sight into room so occupancy can be checked before entry 				
The Basement Storeroom has potential for congregation and breach of 2m distancing	Staff	<ul style="list-style-type: none"> No access to storeroom allowed without permission of CEO/COO Key kept in a secure place 	None	N/A	N/A	1/7/2020
The photocopier and franking machine are in an area that has potential for transmission. Also, small risk of staff gathering	Staff	Sanitiser and signage in place	Not practical to put tape down in the area to indicate 2m. Therefore, further signage required/briefing required	COO	1/8/2020	
The server room is too small to	Staff/IT support technician	<ul style="list-style-type: none"> Signage in place limiting occupancy to 1 person 	N/A	N/A	N/A	1/7/2020

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enable 1m social distancing		<ul style="list-style-type: none"> Glass door panels allow sight into room 				
Fire Risk Assessment to be completed to reflect lower office occupancy	Staff and visitors	Fire extinguishers are in place, fire exits are identified and building evacuation procedure circulated to all staff	<ul style="list-style-type: none"> Conduct fire risk assessment, check fire extinguisher service schedule and service as necessary Provide basic on-line fire training to all staff 	COO	1/8/2020	
Provision of first aid – it is not clear whether there will always be a first aider in the building during office hours	Staff and visitors	Some staff are first aid trained but it cannot be guaranteed to be in the office when others are working	<ul style="list-style-type: none"> Check to see if building management policy is to have all security team personnel first aid trained Create poster indicating how first-aiders can be reached to be displayed in kitchen 	COO	1/8/2020	

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<p>Building shared areas – these are dealt with in the Building Managements audit. Point below are areas that need further assessment</p>						
<p>No hand sanitiser at security points or lifts - Building Management Risk Assessment indicates that they are to be fitted but have yet to be fitted</p>	<p>Staff and anyone allowed to be in the office</p>	<p>Staff advised to carry hand sanitiser with them</p>	<p>Landlord to be reminded that sanitisers need to be fitted asap</p>	<p>COO</p>	<p>1/8/2020</p>	
<p>No controls to limit toilet occupancy</p>	<p>Staff and anyone allowed to be in the office</p>	<p>Due to current low building occupancy the risk is low but as occupancy increases, which is expected to be in September, so will the risk</p>	<p>Potential solution could be to make the 2 toilets next to the REA's office the responsibility of REA so that controls can be put in place.</p>	<p>COO</p>	<p>1/9/2020</p>	

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