

Risk assessment – COVID-19

Company name: REA

Assessment carried out by Stuart Pocock, Caroline Jones and George Li

Date of next review: Oct 2021

Date assessment was carried out: 11 August 2021

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
Perspex Screens	Staff, screens are a bit wobbly, could possibly crack or fall over if they receive a significant impact (Screens are very light so should not cause serious harm)	<ul style="list-style-type: none"> Will tighten up brackets 	<ul style="list-style-type: none"> Check regularly to make sure the fixings are tight Send out a note to all staff, warning them not to lean or press anything up against the screens to avoid loosening and damage 	SP CJ	ASAP After all-staff meeting on 16 th August	Yes
Boxes on floor	Staff, trip hazard	<ul style="list-style-type: none"> Informing staff not to do this 	<ul style="list-style-type: none"> Undertook a clean-up of boxes, put away 	SP, CJ & GI	Done on day of audit	Yes

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Company no: 04241430 Registered in England and Wales

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			contents and disposed of cardboard <ul style="list-style-type: none"> Email out to staff to put away all boxes and reiterate no boxes to be left on floor at any time 	CJ	Send out reminder not to obstruct walkways after all-staff meeting on 16 August	
Extension leads	Staff, electric hazard and fire risk and potential electricity overload	<ul style="list-style-type: none"> Needs further assessment Need to tidy up the wires and plugs 	<ul style="list-style-type: none"> Instruction to IT contractor to ensure there are no extensions plugged into neighbouring extensions. Need longer extension cables installed 	SP	To minimise any electrical breakdown and frisk of fire action must be completed by 6 th September	
Monitor display heights	Staff, risk of neck discomfort and repetitive	<ul style="list-style-type: none"> Risk and solution previously identified but 	<ul style="list-style-type: none"> Source computer arms or stands 	SP, CJ & MC (IT contractor)	By 6 th September	

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	injury. Also clutters desk	not actioned due to working from home				
Signs in printer area	Staff at risk of gathering around printer leading to potential transmission of COVID	<ul style="list-style-type: none"> Plan to put up more signs reminding staff to wipe down the equipment after use and not to congregate in that area 	<ul style="list-style-type: none"> Install appropriate signs 	SP	By 6 th September	

Government guidance can be found here: [Offices and contact centres - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/offices-and-contact-centres-working-safely-during-coronavirus-covid-19)

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