# Coronavirus risk assessment

## Company name: Robson Laidler Assessment carried out by: Daniel Wilkinson

## Date of next review: 09th September 2020 Date assessment was carried out: 09 June 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 |
| --- | --- | --- | --- | --- | --- | --- |
| **Handles, Switches, Rails and Banisters.** | Everyone via touching contaminated surfaces | Daily Cleaning | Daily cleaning using a 30 second contact time sanitiser.  Hand sanitising facilities at all entrances and exits.  Tissues and bins available in areas where people are likely to congregate.  Notices reinforcing the need for regular hand sanitising and washing.  Notices reinforcing the ‘Catch it, Kill it, Bin it’ message. | Cleaners | Daily | Yes |
| **Low traffic public surfaces** | Everyone via touching contaminated surfaces | Daily Cleaning | Daily cleaning using a 30 second contact time sanitiser.  Hand sanitising facilities at all entrances and exits.  Tissues and bins available in areas where people are likely to congregate.  Notices reinforcing the need for regular hand sanitising and washing.  Notices reinforcing the ‘Catch it, Kill it, Bin it’ message. | Cleaners | Daily | Yes |
| **High traffic public surfaces** | Everyone via touching contaminated surfaces | Daily Cleaning.  Most internal doorways are to be chocked open to reduce the need for touching.  Certain rooms are to be locked / sealed shut to reduce the cleaning burden on cleaners and maintain reduced workload. | Daily cleaning using a 30 second contact time sanitiser.  Hand sanitising facilities at all entrances and exits.  Tissues and bins available in areas where people are likely to congregate.  Notices reinforcing the need for regular hand sanitising and washing.  Notices reinforcing the ‘Catch it, Kill it, Bin it’ message. | Cleaners | Daily | Yes |
| **Toilets** | Everyone via touching contaminated surfaces | Daily Cleaning | Twice daily cleaning of surfaces using a 30 second contact time sanitiser.  Daily cleaning of toilet roll holders, seats, handles, taps, sinks, hand driers and bins using 30 second contact time sanitiser.  Provision of cleaning sanitiser for public with notices on safe use. Only to be used on taps and toilet flush handles.  Regular checks to ensure sufficient hand soap and sanitiser is available.  Provision of hand towels for those who don’t want to use hand driers.  NHS posters displayed in toilets regarding good hand washing procedure. | Cleaners, management, staff | Daily | Yes |
| **Kitchen / Welfare Areas** | Close contact between staff members.  Everyone via touching contaminated surfaces | Daily cleaning  Regular cleaning of tables and bar surfaces cleaned with 5-minute contact time sanitiser.  Staff members wash their hands following breaks or going outside.  Welfare areas are marked stating suitable numbers, as well as utilising staggered break times for employees.  Employees encouraged to take breaks in their vehicles or desks over communal areas. | Cleaning of surfaces using 30 second contact time sanitiser.  Cleaning of tables and chairs between use.  Ensure staff do not make physical contact with each other or members of the public.  Staff to wash their hand regularly following guidance provided via NHS poster.  Ensure staff are aware of how Coronavirus is spread and how to take safe precautions such as: try to avoid touching their face, when they do wash their hands immediately. | Cleaners, management, and staff | Daily | Yes |
| **Reception Areas and Visitors** | Employees, contractors, and members of the Public via virus transmission | All reception areas are to be fitted with protective screens.  Sanitiser is available immediately upon entry.  Site rules are to be displayed for all guests to view upon entry.  Guests are shown where to deposit documents. | Reception areas to be marked with tape showing Receptionist 2 metre exclusion zone.  No unauthorised visits to site and Reception will monitor all attendees. | Management | 29/06/2020- when office reopens |  |
| **Office Operations** | Employees via virus transmission between each other. | All offices have been measured to determine a safe and suitable number of employees within each location.  Working from home is encouraged for those shielding or with mitigating circumstances. Gradual phased return of all employees will be taking place in which all employees can liaise with their department manager.  All employees are to routinely clean their workstation and maintain high standards of hygiene at all times.  Employees using communal equipment such photocopiers will use a disposable wipe pre and post use to prevent virus transmission between employees. | Maximum social distancing occupancy numbers are not to be breached at any time.  Office safe working areas are to be taped to act as a visual aid for all employees to maintain social distancing.  All employees are encouraged that if they are showing symptoms of COVID 19 or are believed to have been in contact with an infected person they should self-isolate immediately.  Computer cleaning kits to be issued to employees to ensure high standards of hygiene on personal DSE Equipment.  If handling paper documents from another employee or from external sources, employees must treat documents as potential virus contaminants and thoroughly wash hands or sanitise after handling. | Management | 29/06/2020- when office reopens |  |
| **Organised meetings** | Employees and Clients via virus transmission between each other. | All meetings are encouraged to be performed over technological means such as video, telephone, or other web-based platforms.  Where these means will not suffice a meeting room must be booked that is suitable for the number of clients expected and employees to maintain social distancing.  Only essential travel deemed sufficient by a departmental manager will be permitted to another organisation’s premises. | Any drinks or hot drinks offered to guests must be given in disposable cups.  All guests must be informed prior to arrival that they must not attend if they are showing symptoms of COVID 19.  Meeting rooms must be sterilised and cleaned thoroughly after use using surface contact sanitiser. | Employees and Management | On occurrence | Yes |
| **Employees visiting Client Premises** | Employees, clients, and members of the public. | Only essential business Is permitted, and must be authorised by a manager prior to attending clients premises. | Employee must sanitise pre and post entry.  Employee must wear a suitable mask at all times when inside client premises.  Employee is to leave the client premises if they believe any person is showing signs and symptoms of COVID 19. | Employees and management | On occurrence | Yes |