

Risk assessment COVID-19

Company name: The Florrie Institute

Assessment carried out by: Gary Whatman

Date of next review: 3rd September 2020

Date assessment was carried out: 3rd August 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
Contracting or Spreading Coronavirus through not washing hands or washing them correctly	Staff members Contractors Visitors Event Attendees	Four designated toilets areas providing water, soap and hand dryers. Information posters in public reception area toilets on how to wash hands properly Hand sanitiser stations positioned at all major entry and exit points with information posters	Further information posters required for other toilets Ongoing monitoring and supervision to ensure all information and products are in plentiful supply and in good condition	Gary All members of staff	Immediately Daily	

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		Workplace guidance notes put in place and acknowledged by all employees				
Getting or spreading coronavirus in high traffic areas	Staff Members Event Attendees Visitors Contractors	Sanitising stations at most prominent doorways in the building Guidance signage for sanitising, social distancing and touch avoidance Various entrance and exits remain closed to only limited staff members and visitors have designated entrance and exit point More frequent cleaning procedures put into place and	Thermometer needed to monitor visitor temperatures to reduce the risks More strict approach from staff to visitors who do not adhere to social distancing and the rules in place for accessing the various parts of the building	All staff members when welcoming visitors into the building All staff members	On a daily basis On a daily basis	

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		<p>more awareness of the need to do so</p> <p>Limited numbers of people in rooms and all social distancing measures strictly adhered to</p> <p>Staff and visitors to sign themselves in and out of the building every day</p>				
<p>Getting or spreading Coronavirus through lack of sanitisation eg not cleaning surfaces, equipment and workstations regularly</p>	<p>Staff Members</p> <p>Visitors</p> <p>Contractors</p> <p>Event Attendees</p>	<p>Identify areas that are at most risk of cross contamination and most frequently touched eg printers, door handles, numeric keypads, shared equipment. All staff have been instructed to clean these areas most at risk</p>	<p>Provide guidelines and training (if necessary) to people who need to clean. Eg. Products needed to clean with, precautions that need to be taken</p>	<p>Gary</p>	<p>Immediately</p>	

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		<p>regularly throughout the day to minimise the risk</p> <p>Specific areas of the building have been locked off to reduce the number of people roaming the building and to help isolate staff areas from visitors areas as much as possible. This will reduce the reduce dramatically the risk posed through touched surfaces</p> <p>Impress on staff members the necessity to clean any equipment after use by another person</p> <p>Antibacterial wipes to be available at certain sanitisation stations</p>	<p>and the areas they need to clean</p> <p>Keep guiding and impressing on everyone the importance of cleaning numerous times a day</p> <p>Ensure cleaning products are stocked and readily available at all times</p>	<p>Gary (although all staff members should have an awareness of the importance of this and action accordingly)</p> <p>Gary</p>	<p>On a daily basis</p> <p>On a daily basis</p>	

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		<p>More frequent use of disposal materials for once only useage eg paper cups, plates, disposable cutlery, etc.</p>				
<p>Contract or spreading the virus by not social distancing</p>	<p>Staff Members Contractors Events Attendees Visitors</p>	<p>Keep doors shut to minimise the usage of small rooms and narrow corridors</p> <p>Limiting the number of people on site at one time</p> <p>Staggered shift times</p> <p>Allocated staggered time slots for potential customers and events taking place</p>	<p>Ongoing guidance and self-awareness on the importance of social distancing and using a mask if this is not possible</p> <p>Ensure all signage is in place and visible to non-staff members emphasising the</p>	<p>Gary and other staff members if and when they see fit to or when they observe a lack of awareness in this respect</p> <p>Gary</p>	<p>Immediately and ongoing on a daily basis</p> <p>Immediately and ongoing on a daily basis</p>	

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		<p>Encourage the use of face masks when meeting visitors</p> <p>Make sure desks or seating arrangements are at two metre distancing if and where possible</p> <p>Display posters to remind people of the necessity to socially distance</p>	<p>importance of social distancing and how to maintain that</p>			
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<p>Staff Members</p> <p>Visitors</p> <p>Contractors</p> <p>Event Attendees</p>	<p>Workers are all placed in areas where there are window openers and doorways</p>	<p>Make sure all employees are aware of the necessity to aid air circulation as much as possible eg. Opening windows and doors, use of desk fans, etc.</p>	<p>Gary</p>	<p>Immediately</p>	

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Increased risk of infection and complications for vulnerable workers	Workers (including volunteers)	Make sure all staff members are aware of the personal risks involved and identify what action is required in each situation eg. Social distancing, use of face masks, gloves and general hygiene procedures.	Make staff all aware that if they believe they have fallen into the category of a vulnerable worker that they make this known immediately.	Gary	Immediately	

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