# Risk assessment – Coronavirus (COVID -19)

## Company name: Whitehead Monckton Assessment carried out by: Marie Holland

## Date of next review: 05.10.2020 Date assessment was carried out: 02.09.2020

| What are the hazards? | Who might be harmed? | 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? |
| --- | --- | --- | --- | --- | --- |
| **Catching/Spreading** | Employees/Clients/Visitors | * **Employees** * Suitable levels of soap for hand washing and antibacterial gel provided. * Staff to wash hands with soap regularly and thoroughly, for at least 20 seconds and avoid touching face. * Staff to use antibacterial gel on arrival into the offices. * Facemasks and gloves available for use. * Perspex screens fitted to reception desks where appropriate. * Staff to adhere to the 2m social distancing rule. * Hot Desking prohibited unless absolutely necessary across all offices along with the sharing of stationery, pens etc. * No inter office travel unless absolutely necessary and must be checked with office receptions. * Staff advised to travel to work alone and avoid using public transport. * Staff to follow strict guidelines when using the refreshment areas including limited numbers in kitchens and no preparing drinks or foods for colleagues. Seating area removed from kitchens. * Workstations taken out of use where social distancing is not possible. * Regular touch point cleaning rota followed by reception staff. * Antibacterial wipes left at areas where there is a shared contact point – photo copiers, fridges etc. * Shower in the Maidstone office taken out of use to accommodate a client only toilet. * Stylus pens/Handling keys provided to staff for use on lift buttons, photo copiers etc. * Doors around office left open to avoid touch points. * Reception using ipads to sign in all staff/visitors/tenants to provide detailed track and trace information if needed. * Gloves worn when touching any post/dx/parcels that have been delivered. * Gloves and face masks disposed of in individual bin and kept secure for 72 hour before throwing away. * Assessment of any vulnerable staff communicated to HR and plans put in place. * Any cash payments being taken to be handled with gloves and put directly into an envelope. * Covid risk issues to also be reviewed regularly at Risk Committee meetings. * All management meetings (EB, Management and Directors) will be online/video. * Staff showing any symptoms to leave the office immediately or if in need of transport to stay in allocated isolation room. * **Clients/Visitors** * Clients/Visitors to use antibacterial gel on arrival into the offices. * In line with government advice clients/visitors will be required to wear a face covering. * Offices will have a dedicated client/visitor toilet. * Refreshments will not be offered. A small supply of bottled water will be kept in fridges during warmer periods if needed. * Smaller meeting rooms taken out of use to ensure the 2m social distancing guidelines can be adhered to. These can be used as a break out room for one client. * Only essential face to face meetings to take place with limited numbers. * Allocated areas in receptions for clients to drop documents off. * Clients/Visitors asked to adhere to the 2m social distancing rule, signs on floor to show this. * Antibacterial wipes and hand gel available in all meeting rooms. * Clients encouraged to pay on-line. | Regular reviews of the risk assessment and procedures in place. | Central Services Staff and Executive Board | This needs to be reviewed weekly or as government/WHO advice changes. |
| **Employee Travel Plans** | Employees | * Employees are asked to inform us if they are leaving the country. * We will provide government advice in line with the country they are visiting. * Self-Isolation will be enforced in line with that advice. * Employees must contact team managers if quarantine is applied while travel is in progress. |  |  |  |
| **Lack of Awareness/Education** | Employees/Clients/Tenants/Visitors to site | * Posters displayed in the welfare areas and in suitable places around the offices. * All staff email sent around informing staff of the measures in places. * Any clients coming into the offices will receive a communication informing them of the office guidelines and also making sure they have no symptoms. * A staff communication will be sent out, informing staff of new office guidelines and a signed copy of this will be held on record to show they have received and understood. * Regular updates on the firms website and social media. * We will continually adopt and review new government/WHO guidance as and when this becomes available. |  |  |  |