# 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.
 |  |  |  |