

COVID Secure Risk Assessment

Assessment carried out by: Simon Mitchell

Date of review: 23rd September 2020

Date of next review: 31st October 2020

Date initial assessment was carried out: 26th May 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
Desk spacing in office area	All Staff – Virus transmission through coughing, sneezing, touching	<p>All desks that can be used are 2m+ apart.</p> <p>Dividing tape to show 2m line for communication</p> <p>Soap and water in bathrooms for hand washing.</p> <p>Hand steriliser provided to each individual on site.</p> <p>Disinfectant to clean workspaces regularly during the day.</p> <p>Movement of desks so that all are not face-to-face- but side-to-side.</p>	IT points for hot desks to be checked, but no rush.	SM / JJ	N/A	SM

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		Verbal assurance that all team members respect the 2m social distance barrier.				
Door touch points throughout building	All staff – Touching door handles and push pads	<p>All doors on main thoroughfares are held open during working hours.</p> <p>Policy that Doors to be cleaned at the start of each working day after they have been opened and cleaned again once closed at the end of each day. Also doors that are closed for privacy (Offices and Toilets) need to be cleaned after each use.</p> <p>Disinfectant provided and disposable paper cloths to be used</p>	<p>Doors wedged open during the day and closed at night.</p> <p>Arm-Pull handle installed on office-warehouse door to prevent touch points.</p>	SM	Ongoing	SM
Stationary, equipment and machinery sharing	All staff – Touching and sharing of items	All team members have their own stationary and personal equipment. Machinery to be cleaned down after use, gloves or hand sanitiser also to be present near machinery.		SM / JJ		SM

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		Create hygiene areas near machinery keep points – Sanitiser station just inside Office inc gloves.				
Face to face contact with people outside of the HRX UK Team (Family and social contact outside of work hours excluded)	All staff - Virus transmission through coughing, sneezing, touching	<p>Reduced number of visitors on site to 0.</p> <p>Customer collections made at shutter.</p> <p>Sales Team not able to visit customer sites until July 6th (TBC) however, in special circumstances, visits can be made to COVID secure sites, basic PPE (mask and sanitiser) available on request.</p> <p>Sales Team expected to wear face coverings when visiting customer sites. These are for essential visits only where a pre-arranged appointment is set.</p> <p>Anyone showing symptoms is to self-isolate and be test</p>	<p>Continue to review government and HSE guidance.</p> <p>Sales Team to be advised NOT to travel to customers unless a pre-arranged appointment is booked and placed onto the CRM calendar in advance of travel – We have to have this data to support the NHS track and trace program.</p>	SM & All	24 th August	SM

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		immediately with results sent to line manager.				
Face to face contact with other team members in general	All staff - Virus transmission through coughing, sneezing, touching	<p>Reduced number of team members on site at any time. No sales people allowed to visit without just cause and permission.</p> <p>Sales Admin & Sales Team currently working at home until July 6th – Phased return in July, stepped up in August and full return in September.</p> <p>Warehouse Team reduced to 3 members all working 4/5 days weeks. Back to a total of 13 man days from 14 per working week. To be reviewed continuously.</p> <p>Anyone on site is to respect the 2m rule and distancing tape in the office.</p>	<p>Continue to ensure ALL team members respect social distancing, where rules are not followed continuously disciplinary action will be taken.</p> <p>Sales Admin Team to work from home under regular review.</p>	SM / JJ	Ongoing	SM
Canteen and Break Areas	All staff - Virus transmission	Current staff kitchen for use by warehouse team only. 1 in and		SM / JJ	24 th August	Ongoing

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	through coughing, sneezing, touching	<p>1 out rule as the room is 2m x 2m squared.</p> <p>Second “small kitchen” is to be used by office staff and the meeting room now used for breaks – 1 in and 1 out rule still applies. TO BE REVIEWED IF REQUIRED – NOT REQUIRED</p> <p>Recommendation to take breaks outside in the better weather.</p> <p>All team members will be asked to provide lunch that does not require “cooking” to speed up use of the kitchens</p> <p>Hygiene station to be placed in each kitchen for before and after use of the area N/A</p>				
Personal Attire and provision of own belongings	All staff - Virus transmission through touching and carrying from outside in or inside out.	Advised to wear suitable clothing for work and to change each day. Wash clothes / cloth face coverings / PPE before wearing again.		SM / All	August 24th	SM

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		<p>Review of current work attire provided and availability.</p> <p>Look to wash all Hi-Vis vests and ensure that there is 1 per person.</p> <p>Ask office team to take home and wash their “keep at work” attire (jackets / fleeces etc) before returning to work.</p>				

Signed:



Simon Mitchell
Managing Director