

Coronavirus Risk Assessment

Company Name: Interm IT (UK) Ltd		Task / Activity Assessed: Exposure to Coronavirus upon return to work				
Assessors Position: Debra Scutts		Date: 18/05/2020	Location: Interm IT (UK) Ltd			
Assessors Name: Office Manager		Assessors Signature:	Review date: 18/05/2020			
Activity / Hazards & likely Consequences	People at Risk	Current Controls	Further Action Required	Assessment Action Plan		
				By Whom	By When	Done
Staff working in proximity risk spreading the disease before recognised symptoms are evident.	Staff Visitors Contractors <i>Any other</i>	Work to be suspended in all areas where it is not operationally possible - working from home to be adopted by all relevant staff where practical to do so.	Consider how / where additional provision can reasonably be made within the workplace - e.g. sanitisers, tissues, etc.	R Spragg	In Place	In Plac
		Staff remaining in the workplace are to complete the NHS 111 online questionnaire; self-reporting of health issues promoted by management, alongside regular symptom checking.	Identify who will be responsible for symptom checking and ensure that those persons fully understand what to look for and how to address concerns.	R Spragg	In Place	In Plac
		Government guideline posters displayed at key points throughout the workplace. Personal hygiene promoted and reinforced; government guidelines on touching the face and eliminating unnecessary contact also to be observed.	Discourage the sharing of tools, equipment and other items (e.g. mobile phones) as these surfaces can harbour the virus.	R Spragg	In Place	In Plac
		Social distancing to be observed (2m guideline) at all times - as far as	Provide staff with additional training relative to the virus by means of toolbox talks, displaying government advice leaflets, etc.	D Scutts	In Place	In Plac
			Risk assess (including Display Screen Equipment) the working	R Spragg	In Place	In Plac



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		<p>practically possible - by key workers that remain in the workplace.</p> <p>Sanitising wipes / gels / creams provided for workers to use and additional cleaning of frequently touched areas and surfaces (e.g. grab-rails in corridors / stairwells, telephones, printers, kettles and door handles) completed using warm, soapy water and disinfectant.</p> <p>Visitors to head office / sites where we are working to be kept to an absolute minimum and by appointment only.</p>	<p>environment for all new homeworkers, and any existing homeworkers taking on additional duties.</p> <p>Government advice / Public Health England guidance to be monitored by management on a daily basis - all managers to register for alerts bulletins service.</p>	D Scutt	In Place	In Plac
				All Managers	In Place	In Plac
Staff are potentially at risk from corona virus whilst travelling to and from work.	Staff Visitors Contractors <i>Any other</i>	Staff encouraged to avoid public transport where practical - walk, cycle or drive own car whenever practical.	PPE provided for infection prevention use in the workplace may be extended for use outside the building.	R Spragg	In Place	In Plac
		Where practical, working times are to be staggered to avoid peak our travel for staff that rely on public transport. Wear face coverings		R Spragg	In Place	In Plac

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		<p>wherever the 2m guideline may be compromised.</p> <p>All staff are to wash their hands on arrival at work as per government guidelines.</p> <p>Door handles, entry corridors, clocking in machines and other furniture / equipment routinely used by arriving staff included in the enhanced cleaning regime</p>		All Staff	In Place	In Plac
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Staff are potentially at risk from corona virus whilst driving for work.	Staff Visitors Contractors <i>Any other</i>	<p>Wherever feasible, staff will travel to and from work alone, unless they are from the same household.</p>	<p>If staff must share any vehicle for logistical reasons, aim to achieve a distance of 2m between each operative.</p>	All Staff	In Place	In Plac
		<p>Vehicles must be fully roadworthy - if involved in an accident, breakdown or other roadside emergency, 2m distancing must be maintained from other parties at the scene,</p>	<p>At all times whenever a 2m separation distance cannot reasonably be achieved, protective face coverings should be worn.</p>	All Staff	In Place	In Plac
		<p>Follow any instructions given by the Police, Highways Agency staff or</p>		All Staff	In Place	In Plac

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		other relevant bodies whilst driving on the open road.				
Communal areas in work present additional risks due to the likelihood of 2m separation distance / hygiene control failing.	Staff Contractors <i>Any other</i>	Handwashing before breaks promoted; break times staggered to reduce the number of people requiring access to the facilities at any time.		All Staff	In Place	In Plac
		Toilet, kitchen, stock room etc. only to be accessed by one person unless 2m separation distance can easily be maintained.		All Staff	In Place	In Plac
		Equipment routinely used in communal areas included in the enhanced cleaning regime.		All Staff	In Place	In Plac
		Washing up of plates, cups, cutlery, etc. to be completed immediately after use by the user.		All Staff	In Place	In Plac
Staff working in close proximity risk spreading the disease before	Staff Visitors Contractors <i>Any other</i>	Work to be suspended in all areas where it is not operationally critical. Working from home to be adopted by	Consider how / where additional provision can reasonably be made within the workplace - e.g. sanitisers, tissues, etc.	R Spragg	In Place	In Plac

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recognised symptoms are evident.		<p>all relevant staff, where practical to do so.</p> <p>Workstations redesigned to create physical and or 2m separation, wherever practical.</p> <p>Self-reporting of health issues promoted by management, alongside regular symptom checking.</p> <p>Social distancing to be observed (2m guideline) at all times - as far as practically possible - by key workers that remain in the workplace.</p> <p>Promote conference calls and remote working over face to face meetings.</p> <p>Personal hygiene promoted and reinforced; government guidelines on touching the face and eliminating</p>	<p>Identify who will be responsible for symptom checking and ensure that those persons fully understand what to look for and how to address concerns.</p> <p>Discourage the sharing of tools, equipment and other items (e.g. mobile phones) as these surfaces can harbour the virus.</p> <p>Provide staff with additional training relative to the virus by means of toolbox talks, displaying government advice leaflets, etc.</p> <p>Risk assess (including Display Screen Equipment) the working environment for all new homeworkers, and any existing homeworkers taking on additional duties.</p>	<p>All Managers</p> <p>All Staff</p> <p>All Staff</p> <p>D Scutts</p> <p>All Staff</p>	<p>In Place</p> <p>In Place</p> <p>In Place</p> <p>In Place</p> <p>In Place</p>	<p>In Plac</p> <p>In Plac</p> <p>In Plac</p> <p>In Plac</p> <p>In Plac</p>

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		<p>unnecessary contact also to be observed.</p> <p>Additional cleaning of frequently touched areas and surfaces (e.g. grab-rails in corridors / stairwells, telephones, printers, kettles and door handles) to be completed using warm, soapy water and disinfectant.</p> <p>Visitors to head office / sites where we are working to be kept to an absolute minimum and by appointment only.</p>	Government advice / Public Health England guidance to be monitored by management on a daily basis.	All Managers	In Place	In Plac
Staff working on third party sites are likely to encounter other persons not under the control of the company.	Staff Visitors Contractors <i>Any other</i>	Where practical, the company will arrange with the client no other trades are present where operatives are required to work.	Where a site is found to be occupied, staff are to withdraw whilst the site supervisor liaises with the client / Site Manager to identify another location that can be worked at.	All off site staff	In Place	In Plac
		Operatives to maintain 2m distancing from each other and others present (e.g. client) within the work area. PPE (face coverings) to be worn when the 2m rule cannot be applied - especially if workers must	Where operatives must work together at distances of less than 2m then this may only be done for the shortest practical amount of time.	All off site staff	In Place	In Plac

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		<p>face each other during those operations.</p> <p>Where sole occupancy is not feasible, arrangements will be made to limit access to workers from a single contractor per floor of the property, with a warning shout given and acknowledged before entering an area where other contractors are working (e.g. to pass through a room to a stairwell for purposes of access / egress) so that 2m distancing can be achieved.</p>	Operatives should avoid facing each other (preferably back to back, where possible, or side by side) unless face coverings are worn.	All off site staff	In Place	In Plac
				All off site staff	In Place	In Plac
Staff visiting third party sites are likely to encounter other persons not under the control of the company.	Staff Visitors Contractors <i>Any other</i>	Staff instructed to avoid peak hours when queues / footfall are likely to be greatest and to maintain 2m distancing at all times; wait outside wherever social distancing appears difficult or impossible to maintain until numbers decrease.	Monitor opening hours of frequently visited locations as they may not be operating a normal schedule.	All off site staff	In Place	In Plac
		Avoid touching door handles, push bars, etc., as far as possible - push doors open with a foot, the hip, an elbow, etc., where practical.		All off site staff		

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		Face coverings and gloves available for staff required to visit third party sites.		R Spragg	In Place	In Plac
		Staff to carry a mobile phone with charge and outgoing call capacity in case the need to call managers / supervisors arises.		All Staff	In Place	In Plac
Vulnerable individuals in the workplace are more at risk of infection.	Currently people 70 or over, or those with heart conditions, respiratory diseases, chronic kidney disease, chronic liver disease, neurological conditions, weakened immune systems, spleen problems, BMI of 40 or above, high blood pressure or diabetes	Ask staff to self-identify (confidentially) if they meet any of the vulnerable criteria, and inform any persons disclosing as being 'at risk' that they need to follow government guidance on self-isolation.		All Staff	In Place	In Plac
Staff showing recognised symptoms of coronavirus can infect others present.	Staff Visitors Contractors <i>Any other</i>	If a member of staff in the workplace becomes unwell with a new, continuous cough, loss of taste and smell or a high temperature, they will be required to go home, advised to	Check all employee contact numbers and emergency contact details are up to date.	D Scutts	In Place	In Plac

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		<p>follow government advice with regards to self-isolation and to repeat the NHS111 online questionnaire, and any other additional steps recommended by health professionals.</p> <p>Social distancing to continue to be observed within the workplace after the infected employee has left.</p>	<p>Ensure relevant managers know how to spot symptoms of coronavirus and are clear on the relevant processes, for example sickness reporting and sick pay.</p> <p>Refer to cleaning section (below) for suspected cases as well as confirmed cases.</p>	R Spragg	In Place	In Plac
Individual suspected / confirmed as having Coronavirus leading to isolation leaves an infection risk in the wider workplace.	Staff Visitors Contractors <i>Any other</i>	Where practical, keep the infected area closed for 72 hours before cleaning commences (residual virus levels decrease significantly after this amount of time); provide disposable PPE for use during cleaning.	PPE will be, as a minimum, disposable gloves (e.g. widely available items such as washing up gloves) and aprons; where splash risks exist, adopt protection for the eyes, mouth and nose as well.	R Spragg	In Place	In Plac
		Identify government cleaning guidelines that apply to the workplace and follow to the letter.		R Spragg	In Place	In Plac
		Double bag all used PPE and any cleaning materials used, then store securely for at least 72 hours before disposing off.		R Spragg	In Place	In Plac

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Enforced self-isolation may need to apply to all staff (following government advice) leading to business disruption.	Staff Visitors Contractors <i>Any other</i>	Business contingency plan adopted to manage works that cannot be completed remotely, maintaining security of assets, personnel, vehicles, etc. and lines of communication. Central point of contact maintained and known by all staff and other relevant third parties.	Contingency plan kept under review based on government guidance, client needs and other external factors. Monitoring of mental health and well-being of isolated staff practiced and promoted.	R Spragg All Managers	Ongoing In Place	Ongoing In Place
Returning to work at a site / location previously closed due to government restrictions or direct corona virus contamination.	Staff Visitors Contractors <i>Any other</i>	Establish who is in control of the site, why it was closed, how long it has been closed for and what remedial action has been taken to ensure the safety of workers; only after all of the above has been confirmed to management's satisfaction should company staff be permitted to return to work at that location. On returning to work, maintain all relevant controls and assume an infection risk may still be present.	Review associated risk assessments relative to the work proposed to help ensure any 'knock on' effects can be anticipated and catered for in advance of work starting / re-starting.	All Offsite Staff All Staff	In Place In Place	In Place In Place

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