

## Risk assessment – COVID-19

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called coronavirus. Symptoms can be mild, moderate, severe or fatal.

**Company name: The Albatross Group**

**Assessment carried out by: Niamh Clarke**

**Date of next review: February 2021**

**Date assessment was carried out: 31/07/20**

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
Spread of Covid-19 coronavirus	<ul style="list-style-type: none"> <li>-Staff</li> <li>-Visitors to our premises</li> <li>-Cleaners</li> <li>-Contractors</li> <li>-Vulnerable groups – elderly, pregnant</li> </ul>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>-Hand washing facilities with soap and water in place.</li> <li>-Hand washing guidance advertised.</li> </ul> <p><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of drying using electric hand dryers or disposable towels. Also reminded to catch coughs and sneezes in a tissue, or their elbow – Follow catch it, bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice.</p> <p><a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a></p>	Niamh	Ongoing	

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	<p>workers, those with existing underlying health conditions</p> <p>-Anyone else who physically comes in contact with you in relation to our business</p>	<p>-Drying of hands with electric hand dryers and/or disposable paper towels</p> <p>-Gel sanitisers in any area where washing facilities are not available e.g. offices, meeting rooms, reception</p>	<p>Displaying of posters</p> <p>Employee communication</p>			
	<p>As above</p>	<p><u>Cleaning</u></p> <p>-Frequently cleaning of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, bannisters etc, using appropriate cleaning products and methods.</p>	<p>Checks to be carried out by line managers to ensure these procedures are being followed.</p> <p>People support team to purchase extra cleaning materials and to ensure we keep back stock</p> <p>Check in with our contracted cleaning company to ensure building is cleaned prior to re-opening of the office and that cleaning materials being used contain the correct bacterial element (minimum 70% alcohol) and that high</p>	<p>All employees</p>	<p>Ongoing</p>	

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		<p>-Individual workstations to be cleaned by the individual, prior to starting work, lunch time, and at the end of work</p>	<p>touch areas are cleaned as part of contracted cleaning regime.</p> <p>Posters and guidelines to complete cleaning of individual workstations provided.</p>			
	As above	<p><u>Social Distancing</u></p> <p>-Reduce the number of employees in any work area to comply with the 2 metre (6.5 foot) gap recommended by the Government</p> <p>-Take steps to review work schedules, working from home etc. to reduce the number of employees on site at any one time</p>	<p>Employees to be regularly reminded of the importance of social distancing both inside and outside of the workplace.</p> <p>Management checks to ensure this is being adhered to.</p>	Niamh	Ongoing	

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		<ul style="list-style-type: none"> <li>-Redesigning of processes to ensure social distancing in place. E.g. one way system for entrance and exit of building, 2 metre markers indicated with tape including external garden area.</li> <li>-Where possible conference calls to be used instead of face to face meetings</li> <li>-Ensuring sufficient but staggered rest breaks for employees</li> <li>-Social distancing also to be adhered to in smoking area</li> </ul>				

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		<p>- Record of who is in the office at any one time so can use a track and trace system if required.</p>				
	<p>As above</p>	<p><u>Personal Protective Equipment (PPE)</u></p> <p>The role of PPE in providing additional protection is extremely limited</p> <p><u>Face Coverings</u></p> <p>Wearing a face covering is optional and is not required by law, including in the workplace.</p>	<p>Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. <a href="http://www.gov.uk">www.gov.uk</a></p> <p>If an employee chooses to wear a face covering to work, we will support them by providing guidance from the government in how to do this safely</p>	<p>Niamh</p>	<p>Ongoing</p>	

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	As above	<p><u>Symptoms of COVID-19</u></p> <p>If anyone becomes unwell with symptoms of COVID-19 in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with employees during this time.</p>	<p>Regular review of Governments listed symptoms so that we can reassure and support employees in this fast changing climate.</p> <p>Posters displayed regarding Covid-19 symptoms and also included in employee communication</p>	All Managers	Ongoing	
	As above	<p><u>Mental Health</u></p> <p>We will promote mental health &amp; wellbeing advice to employees during the coronavirus</p>	<p>Ensure employees are reminded in employee communication of an open door policy for those who need additional support.</p> <p>Managers</p>	All Managers	Ongoing	

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		outbreak and will offer whatever support we can to help	Time to Change champions EAP-Lifeworks			

Name: Steve Hornby, CEO

Signature: 

Date: 05/11//2020

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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