

# Incident Management Solutions Ltd

# COVID RISK ASSESSMENT

# JAN 2021

COVID Risk Assessment

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| Company | Geographical Area or Department | Assessment Date | Jan 2021 | Review Date |  |
| Incident Management Solutions Ltd | Suite C, First Floor, Regent House | Assessor Name | Mina Owen | Signature |  |
| These assessment findings are based on the observations made at the time of the assessment and the information provided to the assessors. The signatures above do not necessarily signify that the activities are completely safe and without risk. The assessments will require continual development and monitoring. Where the control is not confirmed in place the action required is to take appropriate action to confirm in place or for the assessor to state why it is not required. This document will be provided as a editable and it is the client’s responsibility to carry out the actions and update this assessment. | | | | | |

| What are the hazards? | People at Risk | Control measures in place | Further action necessary to control risk | Action by whom? | Action by when? | Date completed |
| --- | --- | --- | --- | --- | --- | --- |
| Getting or spreading coronavirus by not washing hands or not washing them adequately | E, V, OC, N&M | Follow our guidance on cleaning, hygiene and hand sanitiser | Monitoring and supervision to make sure people are following controls | PF | - | - |
| Water, soap and drying facilities at wash stations | Signs displaying reminder for people to wash their hands | - | - | - |
| Information on how to wash hands properly and display posters | Signs displaying information to workers about when and where they need to wash their hands | - | - | - |
| hand sanitiser for the occasions when people can’t wash their hands | Signs displaying information if people can’t wash hands, on how and when to use hand sanitiser | - | - | - |
|  | Employees to be made aware of where to report when hand washing /sanitising facilities need replenishing | MO | - | - |
|  | Make sure people are checking their skin for dryness and cracking and tell them to reporting if there is a problem | MO | - | - |
| Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas | E, V, OC, N&M | Limited number of people in rooms so that social distancing rules can be met, eg stagger breaks, maximum occupancy of 6 for Board Room. | - | - | - | - |
| Putting every other desk out of use to increase distance between employees. |  |  |  |  |
| Reorganisation of facilities in communal areas such kitchen and foyer etc so social distancing rules can be met | - | - | - | - |
| Increased the use of online meeting facilities such as Anydesk, even for people working in the same building, to reduce the number of people moving around | - | - | - | - |
| Keep right signage put up in corridor leading to the exit of the building to manage flow of people | - | - | - | - |
| Main entrance to office and non-fire doors left open to reduce the amount of contact with doors and also potentially improve workplace ventilation | - | - | - | - |
| Lockers provided for people to keep personal belongings in so that they aren’t left in the open | - | - | - | - |
| Keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier | - | - | - | - |
| Washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit to kitchen | - | - | - | - |
| Put signs up to remind people to wash and sanitise hands | - | - | - | - |
| Put up signs to remind people to wear masks/face coverings in communal areas | - | - | - | - |
| Cleaning schedule by contract cleaner increased | - | - | - | - |
| Cleaning of desks required at start and finish of shift | - | - | - | - |
| Getting or spreading coronavirus through workers living together and/or travelling to work together | E | Identify groups of workers who live together and group them into a work cohort | Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus | MO |  |  |
| Identify groups of workers who travel to work together and group them into a work cohort | - | - | - | - |
| Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations | E, V, OC, N&E | Cleaning of desks required at start and finish of shift | - | - | - | - |
| Cleaning schedule by contract cleaner increased | - | - | - | - |
| Reduce the contact of people with surfaces by leaving non-fire doors open and using electronic documents rather than paperwork | - | - | - | - |
| Antibacterial spray and wipes provided at each desk pod for cleaning desks | - | - | - | - |
| Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects | - | - | - | - |
| Lockers provided for storage to keep personal items out of work areas | - | - | - | - |
| Deep clean to be arranged if someone develops symptoms of coronavirus at work |  | SY |  |  |
| Mental health and wellbeing affected through isolation or anxiety about coronavirus | E | Have regular keep in touch meetings/calls with people working at home to talk about any work issues | Share information and advice about mental health and wellbeing | Line Managers |  |  |
| Regular communications with employees about the possibility that they may be affected and advise them on what to do to raise concerns or who to go to so they can talk things through | Encourage employees to make use of Employee Assistance Programme to talk through supportive strategies | MO |  |  |
| Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren’t working long hours |  | Line Managers |  |  |
| Contracting or spreading the virus by not social distancing | E, V, OC, N&E | Following government guidance on social distancing | - | - | - | - |
| Limited number of people in rooms so that social distancing rules can be met, eg stagger breaks, maximum occupancy of 6 for Board Room. | Regular checks to ensure social distancing measures are followed | PF |  |  |
| Limiting number of employees allowed on site by putting every other desk out of use. | - | - | - | - |
| Keep right signage put up in corridor leading to the exit of the building to manage flow of people | - | - | - | - |
| Signs displayed to remind people to socially distance | - | - | - | - |
| Limit the time spent any tasks where social distancing cannot be met and ensure masks are worn by all parties. | - | - | - | - |
| All deliveries to be made outside the front door of the office to limit the number of external people in the office space | - | - | - | - |
| Bike racks provided to allow more employees to cycle to work | - | - | - | - |
| Limit the time spent any tasks where social distancing cannot be met and ensure masks are worn by all parties. | - | - | - | - |
| Musculoskeletal disorders as a result of using DSE at home for a long period of time | E | For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, eg take regular breaks, stretching exercises, set the equipment up properly | - | - | - | - |
| For employees working at home longer term, DSE assessments required and identification of what equipment is needed to allow them to work safely at home | - | - | - | - |
| Poor workplace ventilation leading to risks of coronavirus spreading | E | Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air | Ensure all HVAC units are disinfected regularly | JK |  |  |
| Open windows and non-fire doors to improve air circulation | - | - | - | - |
| Increased risk of infection and complications for vulnerable workers | E, N&E | Discuss with employees what their personal risks are and identify what you need to do in each case | - | - | - | - |
| Current government guidance on where to work will be followed for employees in this category | - | - | - | - |