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Risk Assessments produced by



**For Evosite Ltd**

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COVID-19 RISK ASSESSMENT FOR EVOSITE

# Evosite Ltd Risk Assessment for Office Safety Policy

<b>Location</b>	Office Copy	<b>Description</b>	Office Copy	<b>Review Date</b>	31/08/2021
<b>Assessor</b>	Miss. Z Stainton	<b>RA Date</b>	28/08/2020		

## Risk Assessment: COVID-19 Risk Assessment for Evosite

Who is at risk?	Hazard	Hazard Effect	Hazard Level	Initial Prob.	Risk Rating	Control Measures	Residual Hazard	Residual Prob.	Risk Rating	Risk Factor	
Employees	Close contact for the provision for First Aid	Reportable illness and infection	5	X	4	= 20 - First aider's will be available on premises - First aid kit available and well stocked - First aid kit checked regularly and replenished as appropriate - Eye wash bottles / access to fresh running water available and seals checked regularly and replenished as appropriate - All staff to be informed of first aid arrangements - All accidents and near misses to be recorded in accident book and investigated - Where possible small self directed first aid will be given - If CPR is required, a mask is to be placed on the face of the patient and compression only are to be given as per the government guidance	5	X	2	= 10	Acceptable Risk
Persons with or living with pre-existing medical conditions	Infection	Reportable illness and infection	5	X	4	= 20 -Follow government guidance-Isolation from infected individuals -Reorganise work activity to reduce number of interactions with others, work to be continued for essential key workers-Provide and maintain hand and personal hygiene	5	X	2	= 10	Acceptable Risk
Elderly	Infection	Reportable illness and infection	5	X	4	= 20 -Follow government, PHE, and other leading health organisation such as; IOSH and WHO guidance and procedure when working during the COVID-19 Pandemic -Isolation from infected individuals -Reorganise work activity to reduce number of interactions with others-Provide and maintain hand and personal hygiene	5	X	2	= 10	Acceptable Risk
Employees	Falling ill at work	Reportable illness and infection	6	X	4	= 24 - If a worker develops a high temperature or a persistent cough while at work, they should: Ensure their manager or supervisor is informed, return home immediately, avoid touching anything, cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow - They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed - Anyone working within the same 'team' will so be required to self isolate as per the government guidelines	6	X	2	= 12	Acceptable Risk

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Employees	Infection	Reportable illness and infection	5	X	4	= 20	-The provision of instruction/s of COVID-19 will be given through daily safety briefing, notice boards, meetings or training given-There will be regular review documentation to ensure it meets the latest government standards and requirements -All employees will work as per the revised RAMS and/or SOP as produced for COVID-19 pandemic-Do not perform unnecessary face to face interactions-Follow the Government guidance of social distancing, keeping a 2m distance at all times-When work place activities need to break to the 2m social distance rule to ensure safe practise, these activities must be pre planned, working side by side rather than face to face, unless a barrier is installed between- Ensure you are regularly washing your hands. As minimum you should be washing your hands once you arrive on site, before and after eating and before you leave site -The 2m social distance rule must be kept to during breaks; this is to include canteen seating -There will be the provision of well stocked levels of soap and hand sanitiser. Use the cleaning products provided to wipe down surfaces regularly, especially after you have used welfare facilities and canteen areas -Start times on site will be staggered to avoid congestion-Re-usable PPE should be thoroughly cleaned after use and not shared between workers -Single use PPE should be disposed of to ensure it cannot be reused-Where eating within work areas and / or at desks you must ensure area is deep cleaned prior to use and daily cleaned, no hot desking permitted during pandemic-If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place	5	X	3	= 15	Acceptable Risk
Employees	Training in safe working practices	Workers at particular risk of injury when they are more likely to be unaware of risks	5	X	4	= 20	- Workers and employers will regularly discuss any issues on site - Adequate supervision to ensure compliance with operating procedures - There will be clear monitoring from mentors and clear communication to ensure trainees are well supported	5	X	2	= 10	Acceptable Risk
Visitors to site	Infection	Reportable illness and infection	5	X	4	= 20	-Restrict all non-essential visitors -All visitors to be pre-booked on to site-Do not perform unnecessary face to face interactions-Ensure there is a 2m space between people at all times	5	X	2	= 10	Acceptable Risk