



**Working Safely During Covid-19  
Risk Assessment (Office)**

**Company Name:** Capll Ltd  
**Assessment carried out by:** Loretta Spencer

**Date:** 10<sup>th</sup> June 2020  
**Review Date:** 10<sup>th</sup> September 2020

What are the hazards?	Who might be harmed and how?	Controls required	Additional Controls	Who needs to carry out the action?	When is the action needed by?	Done
Spread of Covid-19 Coronavirus	Staff Member of the public. Visitors to the premises. Cleaners. Contractors.	<p><b>Hygiene</b> Clear Covid-19 cleaning, hand washing and hygiene procedures in place.</p> <ul style="list-style-type: none"> <li>• Increased frequency of handwashing and cleaning.</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> <li>• Objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</li> </ul>	<p>Checks will be carried out by line managers to ensure that necessary procedures are being followed.</p> <p>Clear signage will be on display for reminders.</p>	All staff, management to monitor.	12.06.2020	12.06.2020

	<p>Delivery drivers. Vulnerable groups; (elderly, pregnant workers, those with existing underlying health conditions).</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<p><b>Social Distancing</b> Social Distancing –Reducing the number of persons in any work area to comply with the 2–metre (6.5 foot) gap recommended by the Public Health Agency.</p> <ul style="list-style-type: none"> <li>• Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</li> <li>• Redesigning processes to ensure social distancing in place.</li> <li>• Conference calls/Zoom meetings to be used instead of face to face meetings.</li> <li>• Guidelines in place for training sessions where Zoom is not feasible.</li> <li>• Social distancing also to be adhered to in social room and smoking area.</li> </ul> <p>Staff must always adhere to Social Distancing measure and it will be made clear that if they do not, then it could lead to disciplinary action.</p> <p>If members of the public are not respecting Social Distancing measures, staff members will be informed to politely remind the member of public of the 2m recommend gap, the staff member will also step back so social distancing is maintained.</p>	<p>Management checks to ensure this is adhered to.</p> <p>Management will make staff clear of measures in place and how to handle members of the public who are not respecting social distancing.</p> <p>Clear signage will be on display for reminders.</p>	<p>All staff, management to monitor.</p>	<p>12.06.2020</p>	<p>12.06.2020</p>
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		<p><b>Symptoms of Covid-19</b>          Confirm that staff are not showing any Covid-19 symptoms prior to return and on a daily basis.          If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they are advised to follow up to date Government advice, including the NHS Test and Trace.</p> <p>If a staff member is told to self-isolate through the NHS Test and Trace service they must not go to work and follow the current government guidelines. Link;  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</a></p> <p>If a member of public becomes infected potentially as a result of contact with a member of staff, this will be investigated as per our complaints procedure to ensure all our staff members do not have Covid related symptoms.</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>If company covid policies are not followed, this could lead to disciplinary action.</p>	<p>All staff, management to monitor.</p>	<p>12.06.2020</p>	<p>12.06.2020</p>
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	<p><b>Mental Health</b> Our Busy Bee's platform available to all employees offers support on mental health and wellbeing through LifeWorks</p>	HR will have an open door policy for those who need additional support.	All staff, management to monitor.	12.06.2020	12.06.2020
	<p><b>Personal Protective Equipment (PPE)</b> All staff will be supplied with required PPE to perform their role.</p> <p>If a staff member forgets any of their PPE they should not work and return home asap. Moreover, if they run out of required PPE, they must not work until it has been replenished.</p> <p>No equipment sharing with the public.</p>	<p>Where required, staff will be given clear guidelines and instructions on using PPE safely. PPE is disposed of Safely.</p> <p>Line managers will monitor PPE levels to ensure staff members are always stocked with required PPE, also check daily that staff members have required PPE at work.</p>	Any staff members where their role requires PPE.	12.06.2020	12.06.2020
	<p><b>Travel</b> Staff must be able to travel to and from work safely.</p>	Minimise non-essential travel by considering remote options first.	All staff, management to monitor.	12.06.2020	12.06.2020

		<p><b>Protecting employees who are higher risk</b> Before returning to work, checks for staff who fall within the Clinically vulnerable or Clinically Extremely vulnerable individuals.</p>	Ensure that the Government Guidelines are followed for staff who fall within these categories.	Management	12.06.2020	12.06.2020
		<p><b>Training/returning to work</b> Develop communication and training materials for staff prior to returning to work.</p> <p>Ensure all staff are kept up to date with how safety measures are being implemented and updated.</p>	<p>Explain and agree any changes with staff.</p> <p>Provide ongoing training where necessary.</p>	Management	12.06.2020	12.06.2020
		<p><b>Assault</b> If a staff member is assaulted by a member of the public which related to Covid-19, including;</p> <ul style="list-style-type: none"> <li>• Spitting</li> <li>• Coughing</li> </ul> <p>They should log an incident report from to Head Office immediately. They will be informed to be extra vigilant for Covid symptoms and if they do develop any to follow up to date Government guidelines.</p>	Line managers will offer support to staff who are affected.	All staff, management to monitor.	12.06.2020	12.06.2020