

BACKHOUSE JONES LIMITED COVID 19 RISK ASSESSMENT

Description of Task:	Covid 19 Transmission between people in and attending our office.	
Location:	Office premises	
People Exposed:	All employees	
*Additional People Exposed:	Cleaners, Contractors, Visitors	
Hazards Identified:	Risks Assessed:	
<ul style="list-style-type: none"> • Covid 19 	<ul style="list-style-type: none"> • Contracting Covid 19/Coronavirus 	
Risk Rating: Pre Covid measures implemented		
Probability: Medium	Severity: Low	Risk: Medium
Control Measures Required:		
<ul style="list-style-type: none"> • For everyone who can, to work from home as much as possible and to only visit the office when absolutely necessary. • Only visiting the office if absolutely necessary with prior agreement with one of the directors, to prevent too many people visiting on the same day. • To ensure people in the vulnerable category, i.e. over 70 or with some underlying health condition, for example; diabetes, pregnancy or asthma; always remain working from home and request specific help if they need something from the office. They are not to come into the office without specific permission from Jonathon Backhouse. • To ensure that any person known to be in the shielding category; i.e. they have received a letter from the government confirming they are within this group, are never to come in to the office, alternative arrangements are to be made specific to that individual and in line with the current Public Health England guidance to enable them, so far as this is possible, to continue their working activity whilst never attending the office. • Social distancing – 2 metres (6 feet) apart:- <ul style="list-style-type: none"> ○ Desks to be 2 metres apart, where this is not possible alternative provision will have to be specifically made in line with the government guidance for example one desk occupied, one desk empty or work side by side not facing. ○ 2 metres line to be installed from the front of the reception desk ○ Remind delivery drivers of the 2 metres rule ○ One person in kitchen at any one time – signs on door to confirm this ○ Two people in toilets at any one time – signs on door to confirm this ○ Do not enter communal areas unless they are empty, or you can remain more than 2 metres apart. ○ One person at photocopiers at once ○ Restrict number of persons in boardrooms/training room to ensure social distancing if at all possible and where not possible to establish a unique working plan for each such occasion, to be agreed with Jonathon Backhouse or another Director if he is not available ○ Avoid discussions in individual offices if social distancing cannot be maintained, use the phone or Teams as an alternative to such face to face discussions. ○ Everyone is responsible to report or “Call out” breaches of social distancing ○ Stagger start and finish times along with lunch hours, if necessary. ○ No personal deliveries to the office, no sending of personal packages from 		

the office.

- Please be aware of people working in the office in areas where you may have to walk / visit in close proximity, eg Yvonne Sharpe, and do not walk behind them unless you can keep the 2 metre rule.

- Sanitising;

- Wash your hands very regularly, every time you go to the bathroom and or handle things in public areas, for 20 seconds in hot water with soap, dry with wall mounted hand dryer
- Wash hands after using photocopier, kettle, microwave, sanitise these surfaces whenever you have used them using the wipes available throughout the office
- Sanitise your desk, work area on a regular basis with anti-bacterial wipes or sanitiser spray and kitchen roll
- Sanitise keyboard and mouse on a regular basis throughout the day, do not use anyone else's mouse, keyboard or desk without specific permission and those items must be sanitised before and after such use
- Sanitise phones on a regular basis. Do not use someone else's desk phone or mobile phone, without sanitising these items before and after such use.
- Sanitise touch points such as door handles. Doors to be propped open wherever possible
- Front building door to be sanitised when entering/leaving the building. Wash hands as soon as possible after using those public features, there is hand sanitiser next to the front doors.
- Hand rails and bannisters to be sanitised on a regular basis hands to be washed after use of hand rails;
- 1 person only in lift at any one time, hands to be washed after use of the lift
- Lift buttons to be sanitised if using lift
- Sanitiser, anti-bacterial wipes, tissues, gloves, kitchen roll, to be available around the office, toilets, kitchens at all times
- Single use gloves to be worn opening post and distributing

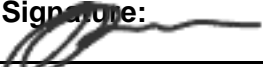
- Housekeeping

- Use tissues for sneezes, coughs. Wash hands. Catch it, bin it, kill it notices in toilets and kitchens and around office. Avoid touching face, eyes, mouth, nose
- Check no-one showing symptoms of any kind. If yes report immediately to a director and Anita whoever is in. The management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/>
- If you have any concerns check - <https://www.hse.gov.uk/contact/concerns.htm>
- Signs throughout the office, warn of dangers, give information
- Remind people on a regular basis of social distancing, washing hands, and **the wearing of gloves is no substitute for washing hands.**
- Mental health - Regular communication of mental health information and open-door policy for those who need additional support or for anyone who has concerns or wants to talk about the situation. MHFA available.
- Regular checks on people working from home, keep in contact
- Be especially aware of vulnerable people who must work from home with underlying health conditions, i.e. asthma, diabetes

Monitoring Arrangements:

- Oversight by Directors
- Walk round checks
- Talk to employees

Pertinent Legislation:

The Health Protection (Coronavirus) Regulations 2020	
Assessed By: Jonathon Backhouse	Date: Reviewed on 30-11-2020
Signature: 	Designation: Director
Risk Ranking after Control Measures are in Place:	
Probability: Low Severity: Low Risk: Low	

