

Coronavirus risk assessment

Company name: The Office of Derek Thomas MP **Assessment carried out by:** Megan McClary (business administrator)

Date assessment was carried out: 09/07/20

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
Coronavirus (Covid-19) transmission through not washing hands or washing them inadequately	<ul style="list-style-type: none"> Staff Visitors Volunteers STICCA (shared office) 	<ul style="list-style-type: none"> Hand washing facilities are available Hand sanitiser in reception Drying hands with disposable paper towels (this is more effective to control the virus than hand dryers) Visitors and staff to be asked to use hand sanitiser on entry 	Employees to be reminded on a regular basis to wash their hands for 20 seconds and of the importance of properly drying their hands	Megan McClary	From now on	N/A
			Hand sanitiser to be made available in main office on each desk and in meeting room	Megan McClary	17/07/20	13/07/20

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			Staff to be provided with tissues and reminded to catch it, bin it, kill it	Megan McClary	17/07/20	13/07/20
			Poster to go up in bathroom to demonstrate correct hand washing procedure	Megan McClary	17/07/20	13/07/20
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	<ul style="list-style-type: none"> • Staff • Volunteers • Visitors • STICCA (shared office) 	<ul style="list-style-type: none"> • Cleaning and disinfecting kitchen area daily • Desks cleaned as and when required • Bathroom cleaned as and when required 	New cleaning rota to be put in place for cleaning to be carried out twice daily on high touch surfaces (ie door handles, code pad, kitchen area etc)	Megan McClary	17/07/20	14/07/20

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			Each desk to be provided with a pack of cleaning wipes. These are for individuals to clean their desks daily	Megan McClary	17/07/20	13/07/20
			No drinks to be offered to visitors at this time	Simon Jones	From now on	N/A
			Suitable cleaning products to be purchased for areas which are touched regularly	Megan McClary	17/07/20	13/07/20
Contracting or spreading the virus by not social distancing	<ul style="list-style-type: none"> • Staff • Visitors • Volunteers • STICCA (shared office) 	<ul style="list-style-type: none"> • Staff when at desks seated at least 2 meters apart. Where not possible staff are seated side facing or back to back 	Staff to be reminded of the importance of social distancing	Megan McClary	From now on	N/A

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		<ul style="list-style-type: none"> Some staff working from home to reduce the number of people in the office Where possible calls are used instead of face to face meetings Face to face meetings will be socially distanced Interactions with visitors as short as possible Only one household to be admitted to reception at a time 	<p>Signs to be displayed to remind staff and visitors to social distance</p>	Megan McClary	Before opening to public	14/07/20
			<p>Posters to be displayed informing visitors of the one household rule before entry</p>	Megan McClary	Before opening to public	14/07/20
Poor workplace ventilation leading to risks of coronavirus spreading	<ul style="list-style-type: none"> Staff Visitors Volunteers STICCA (shared office) 	<ul style="list-style-type: none"> Opening back door regularly throughout the day to improve air circulation 	<p>Staff to be reminded to do this</p> <p>To be monitored</p>	Megan McClary	From now on	N/A
Increased risk of infection and complications	<ul style="list-style-type: none"> Staff Volunteers 	<ul style="list-style-type: none"> Allowing vulnerable staff to work from home 	<p>A conversation is needed to identify if any staff members</p>	Megan McClary	17/07/20	13/07/20

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for vulnerable workers			are in the vulnerable categories			
Infection or transmission from a suspected or confirmed case of Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors • Volunteers STICCA (shared office)	<ul style="list-style-type: none"> • If anyone (including Sticca) becomes ill with symptoms of coronavirus in the workplace they will be sent home and advised to follow stay at home guidance. Employers will maintain regular contact with the staff member during this time • If a staff member becomes unwell with symptoms of coronavirus they should request a test. If test is positive all staff to be sent home. They will also need to request a test. Positive testers will have to stay at home workers with negative results can come back to work after a deep clean of the office 	Check if visitors have had symptoms before admitting into reception	Simon Jones	Once open to the public	N/A
			Create a "sign in" sheet to record visitors name and number as part of the NHS track and trace	Megan McClary	Before opening to public	13/07/20

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<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p>	<ul style="list-style-type: none"> • Staff • Visitors • Volunteers • STICCA (shared office) 	<ul style="list-style-type: none"> • Employers promote mental health and wellbeing awareness during the coronavirus outbreak • Employers and staff will check in with staff/colleagues regularly in relation to their mental health and offer support <p>Resources</p> <p>https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/</p> <p>https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/</p>	<p>Regular communication and an open-door policy for those who need additional support.</p>	<p>Derek Thomas and all staff</p>	<p>From now on</p>	<p>N/A</p>

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People unaware of controls put in place to stop the spread of coronavirus	<ul style="list-style-type: none"> • Staff • Visitors • Volunteers STICCA (shared office) 	<ul style="list-style-type: none"> • Staff/volunteers consulted during development of RA and then at least every three months • New starters to be made aware of this risk assessment 	Signage for visitors about distancing in reception	Megan McClary	Before opening to public	13/07/20
			If appointments or meetings are made, they must be made aware of the risk assessment before attending	For organiser of the meeting to provide RA	When appointments occur	N/A

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/