




## COVID-19 Risk Assessment

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	Staff	Hand Washing				
	Visitors to the premises	Hand washing facilities with soap and water in place	Employees and visitors to wash hands on entry to site in particular after use of touch pad entry system	Employees Visitors	Ongoing	
	Cleaners	Gel sanitisers in areas where soap and water washing facilities not readily available	Employees to carry out skin checks and notify HR if the products provided cause irritation	Employees	First day in office	
	Service suppliers					
	Delivery drivers	Stringent hand washing taking place, see hand washing guidance: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>	Employees to be reminded on a regular basis: of the public health advice: <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands	HR	Ongoing	
	Vulnerable groups					
	Anyone else who physically comes in contact with our employees in relation to the business	Drying of hands with disposable paper towels <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a>	Posters and signage to be displayed	HR	Before office reopening	
		Employees to wash hands before and after use of all kitchen facilities, toilet, printer, franking machine etc.	Employees	Ongoing		
		Hand towels and tea towels to be removed (until policy is reviewed at Coronavirus Alert Level 2)	HR	Before office reopening		
		Hand dryers turned off (until policy is reviewed at Coronavirus Alert Level 2)	HR	Before office reopening		

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		Cleaning				
		Frequently cleaning and disinfecting 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.	Cleaners visits to be tied in with shifts of employees cohorts on site (must clean down at end of cohort shift). Minimum of 2 office cleans a week	Office Manager	Before office reopening	
			Frequent reminders of the necessary procedures to be followed	HR	Ongoing	◀
			Facilities provided for employees to clean down own desk at start and end of the working day (for those who wish to avoid reliance on others)	Office Manager	Before office reopening	
			Additional deep cleaning measures to be followed if there is a confirmed case of COVID-19 in the workplace	Cleaners via Office Manager	As required	◀
			All employees to be advised of and trained in new acceptable hygiene and working practices	HR	Before office reopening	
	Employees to clean up after themselves and not expect dirty mugs etc. to be cleaned by others		Desks to be kept empty when not in use (until policy is reviewed at Coronavirus Alert Level 2)	Employees	Ongoing	◀
			Do not share stationery or crockery (until policy is reviewed at Coronavirus Alert Level 2)	Employees	Ongoing	◀
			Where possible avoid printing, creating and handling paperwork	Employees	Ongoing	◀
			Deliveries to be wiped down with anti-bacterial wipes	Employees	Ongoing	◀
	Additional cleaning measures for post and deliveries		Personal deliveries only to be made to the office if employee is present and unable to make delivery to house (until policy is reviewed at Coronavirus Alert Level 2)	Employees	Ongoing	◀

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		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 <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>	Staff to be reminded of the importance of social distancing both in the workplace and outside of it with posters and regular communications	HR	Ongoing	◀
			Work stations to be set up for side-to-side working complying with 2m distance rules	Office Manager	Before office reopening	
			Tape to be used to mark appropriate distancing within work areas and meeting rooms	Office Manager	Before office reopening	
			Employees to remain at desk during work time (unless accessing facilities); headsets not to be used for pacing across the office (until policy is reviewed at Coronavirus Alert Level 2)	Employees	Ongoing	◀
			Conference calls to be used instead of face to face meetings	Employees	Ongoing	◀
			Where a site has multiple offices, movement between offices to be limited and staggered to maintain social distancing	Employees	Ongoing	◀
			Review work schedules including start & finish times, fixed-teams/cohorts, working from home etc. to reduce number of workers on site at any one time and minimise contact between fixed-teams/cohorts. Avoid placing employees from the same sales division into the same cohort.	SMT	Before office reopening	
			Training to take place within a fixed-team/cohort of employees or via web conferencing	HR Trainers	Ongoing	◀
			Workers should stay on site once they have entered it and only use local shops for essential purposes during the working day (until policy is reviewed at Coronavirus Alert Level 2)	Employees	Ongoing	◀

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		Social Distancing				
		Additional measures in place for vulnerable people to comply <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-forvulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-forvulnerable-people</a>	Vulnerable persons to shield themselves in line with government guidance <a href="https://www.gov.uk/government/publications/guidanceon-shielding-and-protecting-extremely-vulnerablepersons-from-covid-19/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidanceon-shielding-and-protecting-extremely-vulnerablepersons-from-covid-19/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19</a>	Vulnerable employees	As required	◀
			Review existing individual risk assessments for disability, young persons or new / expectant mothers	HR	Before office reopening	
		Symptoms of Covid-19				
		If an employee is contacted by Test and Trace to alert to recent contact with Covid-19, or if anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-selfisolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-selfisolate-and-what-to-do/</a>	Line managers and HR will maintain regular contact with staff members during this time.	Vulnerable employees  Line Managers  HR	As required	◀
		Mental Health				
		Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>	Monitor mental wellbeing of employees	SMT  HR	Ongoing	◀
			Promote mental health awareness and maintain an open environment where concerns can be discussed	SMT  HR	Ongoing	◀

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		Mental Health				
			Internal communication channels and cascading of messages through HR and Senior Management will be carried out regularly to reassure and support employees in a fast changing situation.	SMTHR	Ongoing	◀
			HR and line managers will offer support to staff who are affected by Coronavirus or has a family member affected.	Line Managers HR	Ongoing	◀
		Domestic and International Travel				
		Follow the government guidance on essential travel <a href="https://www.gov.uk/government/news/covid-19-essential-travel-guidance">https://www.gov.uk/government/news/covid-19-essential-travel-guidance</a>	Do not travel between CK offices (until policy is reviewed at Coronavirus Alert Level 2)	Employees	Ongoing	◀
			Utilise Wildix conferencing for meetings where possible	Employees	Ongoing	◀
			Client or candidate visits only to take place for essential purposes and social distancing must be maintained at all times	Employees	Ongoing	◀
		Follow the government guidance on foreign travel <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a>	No non-essential travel to CK QLS' Swiss office (until policy is reviewed at Coronavirus Alert Level 2)	Employees	Ongoing	◀
			Where an employee travels to a foreign country the government foreign travel advice be followed for each country visited	Employees	Ongoing	◀
		Weather conditions				
		Consistent level of air flow to be maintained in the offices	Windows to be left open and/or air conditioning only used when the unit is pulling air from the outside	Office Manager	Ongoing	◀
			No other form of air circulation to be used, including desk fans (until policy is reviewed at Coronavirus Alert Level 2)	Employees	Ongoing	◀
			All employees to dress appropriately for the weather	Employees	Ongoing	◀