

Covid-19 RA Head Office Location 081

Consequence	5	10	15	20	25	<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="display: flex; align-items: center;"> Unacceptable – Stop activity</div> <div style="display: flex; align-items: center;"> Adequate – Monitor for continual compliance</div> <div style="display: flex; align-items: center;"> Acceptable – No further action / monitor</div> </div>
	4	8	12	16	20	
	3	6	9	12	15	
	2	4	6	8	10	
	1	2	3	4	5	
Likelihood						

Risk Assessment:	081 Covid 19
Assessors Name:	Gabi Balint
Signature:	Balint
Date:	April 2021
Review:	As guidance changes

Location: Head office

Likelihood	1 = Very unlikely	2 = Unlikely	3 = Fairly likely	4 = Likely	5 = Very likely
Consequence	1 = Insignificant	2 = Minor	3 = Moderate	4 = Major	5 = Catastrophic

Scope of assessment	<p>This assessment covers activities in the head office location, occupied by First Choice facilities employees. It focuses on the control measures that the company has put in place to prevent the spread of Coronavirus (Covid-19) in the office environment.</p> <p>This risk assessment is reviewed and updated at regular intervals following any change in legislation, guidance or incident.</p>
Hazard description	<p>Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The disease spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.</p>
Details of who may be affected	<p>Members of staff attending the location. Visitors to the premises Cleaning personnel Outside contractors Vulnerable groups – as defined in HM government guidance.</p>

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Hazard	Who can be harmed & how	Risk Rating			Control measures in place	Residual Risk		
		L	C	R		L	C	R
Travelling to work location	Employees and others. A risk of transmission of the virus exists for anyone in close proximity of an infected person or in a position where they touch a contaminated surface and then their face to contract Covid-19	4	4	16	<ul style="list-style-type: none"> Personnel are advised to avoid public transport where possible. Where public transport cannot be avoided, face coverings must be worn. Personnel are advised to, so far as is possible, use their own vehicles and travel alone. Where personnel have no option but to share transport, journeys should be shared with the same individuals and with the minimum number of people possible. Maintaining good ventilation (open windows) and facing away from each other may help in reducing transmission. Personnel should wear face coverings when travelling with persons other than those from the same household. Personnel are advised to clean vehicles regularly using gloves and sanitising products with emphasis on handles and other areas where passengers may touch surfaces. Upon arrival at the location and prior to commencing work, personnel are required sanitise or preferably wash hands as per HM Government guidelines 	2	4	8
Use of workstations	Employees and others. A risk of transmission of the virus exists for anyone in close proximity of an infected person or in a position where they touch a contaminated surface and then their face to contract Covid-19	4	4	16	<ul style="list-style-type: none"> Protection is in place between all opposing desks. Maximum occupancy of the location has been determined to permit safe working conditions. Office attendance has been staggered to permit safe working procedures. All washrooms, meeting rooms and side offices have been assessed for space and maximum occupancy determined. Automatic sanitising stations/bottle hand sanitisers are positioned at various locations throughout the location. Sanitising wipes are available for personnel to sanitise desks, chair arms and other equipment prior to commencing work and at regular intervals. Hot desking is permitted in designated areas only. Closed bins are available for the disposal of used sanitising wipes and tissues. 	2	4	8

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<p>Movement around the office location</p>	<p>Employees and others. A risk of transmission of the virus exists for anyone in close proximity of an infected person or in a position where they touch a contaminated surface and then their face to contract Covid-19</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • Signage is in place to emphasise social distancing requirements with special emphasis at pinch points. • Planning of workstations in place to reduce the need to move around the office location. • Personnel required to observe others when moving around and to allow safe distancing. • Maximum occupancy levels of meeting rooms and welfare facilities etc. is signed at each location. • In all common areas wear of face mask is mandatory. 	<p>2</p>	<p>4</p>	<p>8</p>
<p>Bathroom / toilet facilities</p>	<p>Employees and others. A risk of transmission of the virus exists for anyone in close proximity of an infected person or in a position where they touch a contaminated surface and then their face to contract Covid-19</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • All bathroom / toilet locations have been assessed for maximum occupancy • Personnel are instructed to wait outside in the corridor until the facility becomes available. • Touch free hand washing and drying facilities are in place. • The facilities are checked on a regular basis for cleanliness and availability of soaps etc. • In all common areas wear of face mask is mandatory. 	<p>2</p>	<p>4</p>	<p>8</p>

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Canteens and breakout areas	Employees and others. A risk of transmission of the virus exists for anyone in close proximity of an infected person or in a position where they touch a contaminated surface and then their face to contract Covid-19	3	4	12	<ul style="list-style-type: none"> • Canteens and breakout areas have been assessed for maximum occupancy • Personnel are instructed to use their own cutlery and crockery where practical. • Break times are staggered to avoid congestion. • Personnel are recommended not to make others drinks and to vacate the area as soon as they have finished. • Closed bins are available for the disposal of used sanitising wipes and tissues. • Personnel are requested to clean and sanitise areas used / touched after each use using available sanitising wipes. • Facilities have in depth cleaning on a daily basis. • In all common areas wear of face mask is mandatory. 	2	4	8
Attending meetings & use of meeting rooms at the location	Employees and others. A risk of transmission of the virus exists for anyone in close proximity of an infected person or in a position where they touch a contaminated surface and then their face to contract Covid-19	3	4	12	<ul style="list-style-type: none"> • Meeting rooms have been assessed for maximum occupancy which is signed at the entrance. • Attendance at meetings is strictly limited to the occupancy limit. • Additional facilities are in place to allow for remote attendance. • Meeting rooms are cleaned and sanitised after each use using available sanitising wipes with an in depth clean on a daily basis. • In all common areas wear of face mask is mandatory. 	2	4	8

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Deliveries to the location	Employees and Others (delivery personnel). A risk of transmission of the virus exists for anyone in close proximity of an infected person or in a position where they touch a contaminated surface and then their face to contract Covid-19	3	4	12	<ul style="list-style-type: none"> • Deliveries are pre-planned so far as practical. Personal deliveries are not permitted. • Contactless signing procedures in place. • All delivery personnel are required to wear a face covering and sanitise hands prior to entering the location. • Delivered material is sanitised so far as reasonably practicable prior to distribution. 	2	4	8
Contractors and visitors attending the location	Employees and Others (delivery personnel). A risk of transmission of the virus exists for anyone in close proximity of an infected person or in a position where they touch a contaminated surface and then their face to contract Covid-19	3	4	12	<ul style="list-style-type: none"> • Infrequent visitors and contractors are advised to download the NHS test and trace app and scan the QR code upon arrival. • Visitors are kept to a minimum and should only attend upon appointment. • Infrequent visitors are required to wear face coverings and follow the covid-19 controls measures at all times when in attendance. • Visitors remain the responsibility of the person arranging the visit. • All contractors are briefed on the control measures in place prior to attendance by telephone or virtual meeting. • Contractors must provide risk assessments and method statements (including Covid-19 controls) for all tasks prior to attending the location. • Contact with contractors to be kept to a minimum with all contractors and staff maintaining social distancing measures. 	2	4	8

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<p>Cleaning the location</p>	<p>Employees and Others (delivery personnel). A risk of transmission of the virus exists for anyone in close proximity of an infected person or in a position where they touch a contaminated surface and then their face to contract Covid-19</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • All cleaning staff are briefed on the Covid-19 controls in place and are required to abide by stated control measures in place. • Enhanced cleaning regime is in place throughout the location with particular attention given to communal areas, door handles, toilet flush controls and other commonly touched areas. • Personnel have a responsibility to maintain a safe / clean workstation including regular cleaning of touched surfaces with supplied sanitising products. • Rubbish and collection areas have been increased to reduce movement between areas. 	<p>2</p>	<p>4</p>	<p>8</p>
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