

Risk assessment

Company name: Auriga Services Ltd Assessment carried out by: Covid-19 Committee

Date of next review: 22nd July 2020

Date assessment was carried out: 24th June 2020

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
Psychological well being	Staff	Line managers are holding regular informal discussions with their team as a group and on an individual basis. Members of staff are being encouraged to speak up if they have any concerns regarding workload and/or support needed. This is improving mental health and wellbeing.	A newsletter is to be sent to staff plus weekly updates with effect from July 2020.	Organisational Development Specialist & Executive PA	Weekly newsletter from 6 th July	Complete
		Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs.				

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		Staff have completed a health checklist which forms part of the information being used to allocate staff to a risk group; namely red, amber or green.				
		Employees have been made aware of support available to them, for example the Employee Assistance Programme and line managers.				
		Line managers are aware of how changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.	<p>A workshop is to be arranged to train the line managers in undertaking WAP's.</p> <p>Each member of staff will be invited to complete a Wellness Action Plan (WAP).</p>	<p>Organisational Development Specialist</p> <p>Line managers</p>	<p>24th June 2020</p> <p>31st July 2020</p>	<p>Complete</p> <p>Complete</p>
		Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing	Further line manager online training is being reviewed.	Organisational Development Specialist	8 th July 2020	Complete

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		problems outside of work.	<p>New workplace controls are being introduced to reduce the risk of exposure to Covid-19. These are documented in the Covid-19 safe working guidance policy.</p> <p>The policy has been presented to line managers and the executive team in a draft format. Once finalised the policy will be disseminated to employees through the HR management system and line managers. All members of staff will be asked to read and accept the new policy.</p> <p>Once finalised place on IRIS.</p>	<p>Committee</p> <p>Executive PA</p>	<p>10th July 2020</p> <p>13th July 2020</p>	<p>Complete</p>
Virus transmission in the workplace	Staff, visitors and contractors	Individual staff health checklists are being regularly reviewed. Individuals are grouped into low, medium and high risk categories. This will inform the return to work plan for each individual.	<p>Staff health checklist, WAP and individual work pattern preferences are to be combined to create a return to work plan for each individual.</p> <p>Line managers to confirm either a nil return or confirmation that a WAP has been completed</p>	<p>Executive PA & Operations Director</p> <p>Executive PA</p>	<p>31st July 2020</p> <p>6th July 2020</p> <p>Include in newsletter</p>	<p>Ongoing</p> <p>Complete</p> <p>Complete</p>

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				Organisational Development Specialist		
		Staff are work remotely where possible and for the foreseeable future.				
			Where a member of staff has contracted Covid-19 or been in contact with someone, we will maintain a record of when they can return to work	Executive PA		Complete
		For those staff in the office, back-to-back or side-to-side working (rather than face-to-face) is used whenever possible.	Work has been arranged so that staff are able to maintain the government guidelines for social distancing. Staff activities are segregated to promote 2 metres distance. Desks – Red and green dots are to be used to show desks that can be used. Toilets – Recommended cleaning of toilets is to be included in the safe working guidance policy	Being trialled by Grants Co-ordinator – Assist office being tidied.	30 th June 2020 31 st July 2020	Complete Ongoing

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			<p>Kitchens –</p> <p>Only one member of staff is permitted to be in a kitchen at a time. to be included in the safe working guidance policy</p> <p>Meeting rooms –</p> <p>Face to face meetings are not permitted. This will be included in the safe working guidance policy.</p>	<p>Committee - new working practices and controls are to be included in the Safe working guidance policy. This is currently being finalised.</p>	<p>10th July 2020</p> <p>Kim & Eden to re-arrange training room on Wednesday 1st July.</p>	<p>Complete</p> <p>Ongoing</p>
			<p>Number of people each person has contact with is reduced by using office bubbles.</p> <p>Each member of staff will be allocated an office bubble.</p>	<p>Committee</p>	<p>31st July 2020</p>	<p>Complete</p>

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			Where possible a one-way flow system will be implemented and visual aids, such as floor strips, signage are to be used for maintaining two meters distance.	Executive PA & Administration Assistant	15 th July 2020	Ongoing
		<p>Employees have been educated on preventative care.</p> <p>Hygiene guidance has been given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</p> <p>Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.</p> <p>Soap and water and alcohol-based hand rubs are provided in the</p>	Posters are displayed that encourage staying home when sick and cough and sneeze etiquette.	Executive PA & Administration Assistant	15 th July 2020	Ongoing

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		workplace and adequate supplies are maintained.				
			Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen.	Executive PA	31 st May 2020	Complete
		Social distancing while at work is maintained by continuing to limit social interactions by staggering lunchtime. Staff bring their own provisions in for lunch. Social gathering amongst employees has been discouraged whilst at work.	To maintain social distancing the Training room to be converted into a rest room (Grants Co-ordinator to put dots in training room). Grants Co-ordinator & Grants Administrator to inform staff.	Committee Grants Co-ordinator & Grants Administrator	31 st July 2020 24 th June 2020	Ongoing Complete
			Staff requested to keep in touch through remote technology such as phone, internet and social media.	Grants Co-ordinator & Grants Administrator	30 th June 2020	Complete

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			<p>Workstations assigned to an individual. If shared, they are shared by the smallest possible number of people.</p> <p>Hot desks avoided.</p> <p>Fixed pairing system for people who have to work in close proximity.</p>	Committee	First phase 30 th June 2020	Complete
			Reduced movement by discouraging non-essential trips within buildings. For example, encouraged use of telephones where permitted, and cleaning them between use.	To be incorporated into the Safe working guidance policy	10 th July 2020	Complete
			The government's e.g. Public Health England page is to be monitored regularly for latest details on guidance and advice.	Organisational Development Specialist	Ongoing	Ongoing
			<p>Business related travel is ceased.</p> <p>All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.</p>	Committee	24 th June 2020	Complete

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Someone entering the workplace with Covid-19			<p>Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or risk assessment.</p> <p>Staff are made aware of Covid-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p> <p>Anybody visiting site will be informed that they are not to enter if they're experiencing Covid-19 symptoms and will be advised to self-isolate in line with government recommendations.</p> <p>Staff will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying Covid-19 symptoms.</p>	<p>Executive PA</p> <p>Executive PA & Administration Assistant. Organisational Development Specialist to check symptoms</p> <p>Executive PA & Administration Assistant</p> <p>To be incorporated into the Safe working guidance policy</p>	<p>24th June 2020</p> <p>13th July 2020 6th July 2020</p> <p>13th July 2020</p> <p>10th July 2020</p>	<p>Complete</p> <p>Ongoing Complete</p> <p>Ongoing</p> <p>Ongoing</p>
Travelling to work	Staff, visitors, contractors		Maintain social distancing measures in the car park.	To be incorporated into the Safe working guidance policy	10 th July 2020	Complete

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			Staff told to avoid public transport where applicable.	Line managers	March 2020	Complete
			The number of people travelling together in any one vehicle is minimised.	Line managers	March 2020	Complete
Entry and exit to building	Staff, visitors, contractors		Access and exit from a building involving signing in/out at reception digitally managed.	Executive PA & Administration Assistant	13 th July 2020	Complete
			Access to the building restricted to contractors. Visitors to be avoided.	Executive PA & Administration Assistant	13 th July 2020	Complete
			Collaborative working conducted with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions and staircases.	Executive PA	Ongoing	Ongoing
Environmental Cleaning	Staff, visitors, contractors		A deep clean has been arranged. There are issues with the standard of cleaning.	Committee	Ongoing	Ongoing
Cleaning Frequency	Staff, visitors, contractors		A new cleaning routine is being proposed. This will be shared with the staff.	Committee	Ongoing	Ongoing

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Commonly touched surfaces	Staff, visitors, contractors		<p>All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, food preparation areas.</p> <p>Blinds be kept opened and locked if they cannot be removed.</p> <p>Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations.</p>	<p>Executive PA discussing with cleaning contractor</p> <p>To be incorporated into Safe working guidance policy</p> <p>To be incorporated into Safe working guidance policy</p>	<p>10th July 2020</p> <p>10th July 2020</p> <p>10th July 2020</p>	<p>Ongoing</p> <p>Complete</p> <p>Ongoing</p>
Fire, heat, burns, smoke inhalation			<p>Following checks have been carried out -</p> <p>Emergency lighting suitable, sufficient and maintained.</p> <p>Suitable number fire extinguishers available in required locations.</p> <p>Fire alarm and detection system for the building tested, inspected and maintained.</p> <p>Means of escape clear.</p>	Executive PA & Administration Assistant	<p>1st July 2020</p> <p>1st July 2020</p> <p>1st July 2020</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>

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			<p>Fire doors provided and maintained in good working order.</p> <p>The fire risk assessment suitable & sufficient / current.</p> <p>First aiders and fire warden list to be reviewed. Needs assessment reviewed and first aider and fire warden to be noted on office register.</p>	Organisational Development Specialist & Administration Assistant	<p>6th July 2020</p> <p>8th July 2020</p>	<p>Ongoing</p> <p>Complete</p>
Temperature/ Humidity		Workplace temperatures are monitored to ensure they are not too hot or too cold (at least 17 degrees Celsius).				
Ventilation			<p>Window survey carried out. Next steps to be agreed.</p> <p>Fans and air conditioning not to be used.</p>	<p>Committee – Administration Assistant</p> <p>Covered in new safe working guidance policy</p>	6 th July 2020	<p>Ongoing</p> <p>Complete</p>
Gas Installations			Gas.boiler to be serviced.	Administration Assistant	<p>1st July 2020</p> <p>March 2020</p>	<p>Complete</p> <p>Complete</p>

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			Supplier's emergency contact number clearly displayed, un-obscured and legible.	Administration Assistant		
Water outlets Legionella			Suitable controls are in place to reduce the risk of legionnaires disease.	Executive PA	w/c 6 th July 2020	Ongoing
Drinking water			<p>Drinking water facilities are safe for use i.e. provided at refreshing temperatures.</p> <p>Drinking water is from the water main.</p>	<p>Executive PA</p> <p>Executive PA</p>		<p>Complete</p> <p>Complete</p>