

Hazards	Person at Risk	Risk			Existing controls	Risk			Additional Controls required	Responsibility
		L	C	IR		L	C	RR		
Transmission of virus during the working day	all persons within the building and premises	4	5	20	All persons to sign in every day Hand washing facilities	2	5	10	Receptionist to sign All in Induction undertaken from covering controls for COVID 19 COVID-19 policy in place for which covers details of controls and symptoms of COVID 19 Temperatures taken of all persons entering the building. Any person showing a temperature above the agreed threshold of 37 will be retested and if a similar reading is noted no admittance to will be allowed. Health questions will be asked of employees, clients and visitors which covers questions on COVID 19 symptoms or <b>underlying conditions</b> . This information will not be stored anywhere. Regular staff and visitors will be asked as they come to reception then they must inform us of any changes. Irregular visitors (i.e once a fortnight or longer) must complete every time. Clients/visitors must remain in the outer foyer until the person they wish to see comes and collects them. Only two people in foyer at any one time keeping 2mtrs apart Area taped off showing a good 2m distancing at reception	Receptionist Director Director/Trustees All All employees Office Manager Office Manager Office Manager

								<p>Hand sanitisers in place in the outer foyer and at the back door entrance for all persons to clean hands on arrival and departure</p> <p>Post - a separate post box will be placed in reception for all finance/payroll correspondence such as timesheets etc. only to be collected by Director</p> <p>Stationery – you will need a small supply of stationery at your desk for your personal use to prevent cross contamination.</p> <p>If anyone in the building requires First Aid, they must wear PPE – gloves &amp; mask.</p>	<p>All staff</p> <p>All</p> <p>All</p> <p>All</p>	
Working arrangements within the offices and communal areas	all persons within the building and premises	4	5	20		2	5	10	<p>Offices to be cleaned prior to persons returning to work by Cleaner</p> <p>Persons monitored during the day to ensure as far as possible that 2m distancing is observed</p> <p>Offices to be reconfigured to facilitate a safe 2m between persons in the offices including spacing of desks or staggered working times rather than concurrent working to minimise the number of persons in one area at any time.</p> <p>Screens to be put on all desks</p> <p>Signs at the front of the building saying only 2 in the foyer. Please wait outside.</p> <p>Sign at the back door – Staff only.</p> <p>There will be a gap between sessions to</p>	<p>Office Manager/Cleaner</p> <p>All</p> <p>Director</p> <p>Office Manager</p> <p>Office Manager</p> <p>Counsellors/Office</p>



Unauthorised entry to various rooms/offices on site	all persons within the building and premises	3	4	12		1	4	2	Signage to be displayed to prohibit unauthorised entry into rooms /offices as designated  Signs for Kitchens and photocopier room – One at a time.	Office Manager
Lack of hygienic clean areas	all persons within the building and premises	4	5	20	Regular cleaning of all surfaces by nominated staff	2	5	10	Ensure all handrails on doors and lift, bannister, finger plates, touch pads glass is etc cleaned on a regular daily basis  Regular cleaner will continue to do two hours per day every day  All cleaning to be logged on a sheet.  All bins to be emptied on a daily basis and double bagged	All  Cleaner  Cleaner  All/Cleaner
Reporting procedures	all persons within the building and premises	2	4	8	Any person who shows any signs or symptoms of COVID 19 to report to Director for further action.	1	4	4	If anyone becomes ill, this must be reported to the Director	All
Travelling to and from offices	all persons within the building and premises	4	5	20	Advice given to staff not to share vehicles unless isolating within the same household.	1	5	5		All

<p>LIKELIHOOD (L) = Certain (5) – Very likely (4) – Likely (3) – Unlikely (2) – Extremely unlikely (1)  CONSEQUENCE (C) = Death (5) – Major injury/damage (4) – Reportable injury/illness (3) – Minor injury/damage (2) – No injury/damage (1)  Initial Risk (IR) = Risk prior to suitable and sufficient control measures are introduced  Residual Risk (RR) = Level of risk that remains after suitable and sufficient control measures are introduced</p> <p>Risk Rating Score Rate of &lt;6 is a low risk &lt; 12 is a medium risk and &gt;16 is a high risk</p>
--