|  |  |
| --- | --- |
| **Company Name:** | ProAktive  |
| **Location:** | Doncaster and Sheffield Office  | **Task:** |  |
| **Date of Assessment:** | 23/2/2022 | **Review Date:** | 23/3/2023 | **Revision No:** |  |
| **Persons Exposed:** | **Employees:** | x | **Other Workers:** |  | **Public / Visitors:** | x | **Young Persons:** |  | **Estimated total number of persons at risk:** | 80 |
| **New / Expectant Mothers:** |  | **Vulnerable Persons:** |  | **Other:** |  |

|  |  |
| --- | --- |
| Task Description: | Risk assessment for the return to the office  |

| **Hazard** | **Factors of Harm** | **Risk** | **Control Measures in place** | **Factors of Harm** | **Residual Risk** | **Further Actions** | **Acceptable Risk?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **S** | **L** | **S** | **Yes** | **No** |
| **Lack of Information** | 4 | 5 | 20 | The company has subscribed to information and updates from approved sources. These include, but are not limited to: * The UK Government (UK Gov) (<https://www.gov.uk/coronavirus>),
* Public Health England (PHE) (<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>),
* National Health Service (NHS) (<https://www.nhs.uk/conditions/coronavirus-covid-19/>)
* Health and Safety Executive (HSE) <https://www.hse.gov.uk/news/coronavirus.htm>

Updates are passed to all staff members to ensure that they are kept informed regularlyThere are regular news broadcasts on terrestrial and satellite television and so it is likely that all employees are keeping up to date with updates on the virus. | 1 | 5 | 5 |  |  |  |
| **Transmission of Virus/Hygiene**  | 4 | 5 | 20 | Anyone falling ill at work with Covid 19 related symptoms is to leave work, informing their manager and contacting NHS on 111 (do not attend the hospital or GP surgery)Staff to sanitise on entry to the office and sanisitse when leaving the office  | 2 | 5 | 10 | Where infection rates increase and on require to introduce more stringent control measures, proaktive will introduce where neccesary these controls to control transmission of the virus. Ensure that notices are displayed in the office upon return requiring all persons arriving on site to use hand sanitiser, or similar, before entering the main building. |  |  |
| **Vulnerable persons**  | 4 |  5 | 20 | The company is able to access the list of those persons classified as a ‘vulnerable person’ at any time from the UK Government.The company’s policy on Vulnerable Persons will follow the official advice.The company does not currently have any employees who have been classed as ‘high risk’ and advised to shield for 12 weeks. |  1 | 5 | 5 |  |  |  |
| **Houskeeping**  | 4 | 5 | 20 | Adequate supplies of cleaning materials are kept on site.Cleaning staff have been instructed to inclease the frequency of cleaning wherever possible.Surfaces where regular contact is likely, such as door handles, tables etc. are being prioritised to ensure that they are cleaned.Housekeeping staff are trained in the correct use of cleaning equipment and chemicals.The building is subject to regular cleaning by trained and competent persons. If required a ‘deep clean’ is able to be requested. | 2 | 5 | 10 | A more regular inventory of the cleaning stock should be made to ensure that supplies remain adequate, especially if availability becomes restricted. |  |  |
| **Emergency Procedures** | 4 | 5 | 20 | The company has formulated an emergency plan to follow should closure be required.Employees have been made aware of the emergency plan in the event of an outbreak | 1 | 5 | 5 | The emergency plan will include ‘working from home arrangements’ to be reintroduced if neccesary.  |  |  |
| **Persons Becoming unwell**  | 4 |  5 | 20 | The symptoms of the virus are being communicated extensively through media outlets and government information and so it is likely that persons are aware of the virus and it’s symptoms.Employees are instructed to remain at home at the first onset of any symptom and will only return to the office when they fell better or free from symptons. There is no longer a legal requirement to self isolate however should employees display symptoms of COVID 19 or any other illnesses then they should work from home.  | 2 | 5 | 10 | Senior Leadership to remain vigilant for employees displaying the signs of symptoms of Coronavirus |  |  |
| **Social Distancing** (No longer a legal requirement) | 4 | 5 | 20 | Employees must ensure that personal hygiene standards are maintained to a high standard.Employees must ensure that handwashing facilities are used where required. Infection control techniques must be increased to include regular washing of surfaces using a sanitiser with an alcohol content >60%. | 2 | 5 | 10 |  |  |  |
| **Visitors to the site** | 4 |  5 | 20 | Visitors are instructed to wash hands on arrival at the site and when leaving.Visitors must follow the same infection control and hygiene rules as all other persons on site. If a visitor refuses to follow the company’s policies in any way then they are to be removed from site immediately.Any visitors who display symptoms of the virus on arrival at the site will not be permitted access. | 2 | 5 | 10 |  |  |  |
| **Travelling to customer sites** |  |  |  | Anyone undertaking client visits must familiarise themselves with the Coronavirus Risk Assessment and ensure that they are strictly adhering to its requirements set out by their client or premises they are attending.  Any social distancing measures introduced by the client will be followed whilst on a client’s site or premises and hygiene procedures (washing hands) will be followed upon arrival and when leaving the premises.Any employee who is undertaking a client visit should ensure that they contact the client to discuss their PPE requirements before attending site. When visiting a client’s premises, it is important that work items are not shared, for example, pens.Employees who are required to provide a negative Lateral flow test as required by their client should continue to do so as per their request.  |  |  |  |  |  |  |
| **Air conditioning**  | 4 | 5 | 20 | The air conditioning system in the office is an open system that vents to the outside, so it doesn’t recycle the air inside the office. The internal ducting is sprayed regularly with biocides. It is, therefore, safe to use once the office is reopened. | 2 | 5 | 10 | Ensure the last treatment of the air conditioning is in date. If not, arrange for this to be carried out before people return to the office. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Assessor:** | **Aaron Moxam**  | **Signature:** |  |

**Action Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Further Actions** | **Assigned To** | **Due Date** | **Priority** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | Severity | 5 | 5 | 10 | 15 | 20 | 25 |  | **Likelihood** | **Severity** | **Risk (Likelihood x Severity)** |
|  | 4 | 4 | 8 | 12 | 16 | 20 |  | 1 = Very Unlikely | 1 = No injury | 1 – 6 = Low  |
|  | 3 | 3 | 6 | 9 | 12 | 15 |  | 2 = Unlikely | 2 = Minor Injury or Illness | 8 – 12 = Medium |
|  | 2 | 2 | 4 | 6 | 8 | 10 |  | 3 = Likely | 3 = 7-day Injury or Illness | 15 – 25 = High |
|  | 1 | 1 | 2 | 3 | 4 | 5 |  | 4 = Very Likely | 4 = Specified Injury or Illness |  |
|  |  | 1 | 2 | 3 | 4 | 5 |  | 5 = Almost Certain | 5 = Fatality or disabling injury |  |
|  | Likelihood |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Signing Sheet**

By signing this document below, I confirm that I have read and understood the content of the risk assessment above. I understand that the company requires me to comply with all controls and policies described in the risk assessment and that failure to adhere to the contents may result in disciplinary action against me.

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |