

COVID-19 risk assessment

For Arrows Group use only.



Company name: Arrows Group Professional

Assessment carried out by: Harriet Campbell-Clause

Date assessment was carried out: 15th June 2020

Date of next review: 30th September 2020

Overview

As an employer we have a duty to minimise the risk of COVID-19 in the workplace to the lowest reasonably practicable level by taking preventative measures.

We must work with both the employees and visitors to the office so that everybody's health and safety is protected & risk is reduced at all times.

All entering the office should be confident that measures have been taken to reduce risk as much as reasonably practicable whilst acknowledging the risk can not be completely eliminated.

We will continue to monitor the situation and update guidelines & measures in line with government advice.

Office Risk Assessment

What are the hazards?	Who might be harmed and how?	What have we done to control the risks?	Any further action?	Who carries out the action?	Actions implemented?
<p>The ability to social distance whilst in the office</p>	<p>Staff / anyone visiting the office</p>	<ul style="list-style-type: none"> • 2m desk spacing (only 2 desks maximum, used per pod) • Keep a 2-metre distance when moving around the office • Meeting room limits (a maximum of 2 persons in small meetings rooms & 4 in large meeting room at any one time). • Kitchen area – maximum of one person at any time (kitchen equipment out of use) • Reception doors left open as much as reasonably possible, so people do not have to buzz in and out / touch door handle on entry / exit. • Reviewed working patterns, including staggered start & finish times, working from home, flexible working thus reducing the number of people in the office at any one time. • One-way systems throughout the office 	<p>Put up posters & signage</p>	<p>All Staff</p>	<p>Yes 15/06/2020</p>
<p>Contaminated office /surfaces</p>	<p>Anyone visiting or working in the office by touching an infected surface</p>	<ul style="list-style-type: none"> • Regular full office clean: daily: Monday – Friday by cleaning company • Clear desk policy • No hot desking • Regular hand washing with anti-bacterial soap & throw away paper towels provided. • Hand sanitiser and wipes placed on all pods, 	<p>Sanitizer & wipes to be placed on all pods and communal areas</p>	<p>All staff plus cleaning company</p>	<p>Yes 15/06/2020</p>

		<p>reception & common areas so individuals can wipe down touch points</p> <ul style="list-style-type: none"> • All to wipe down surfaces and door handles after each use (anti-bacterial sprays and wipes left in all meeting rooms / on reception). • Avoid touching hand rails on stairs • Doors (apart from fire doors which must remain closed) within office left open as much as reasonably practicable to reduce high touch points. • All staff to know symptoms of covid-19 and to report immediately if they or anyone they have been in close contact with become ill / tests positive. • Everyone entering the office to dispose of / put away any PPE as soon as they enter the building and disinfect hands. • All employees / visitors to act responsibly both in and outside the office and to ensure they do all they practicably can to minimise risk to themselves and those around them. • Responsible travel to and from the office – avoid using public transport as much as possible. • Personalised fobs to be used with photocopiers to avoid having to touch screen. Photocopier wiped down after each use. • Everyone must do a temperature check each morning before going into the office. 			
Toilets	Anyone using the toilets (staff & visitors)	<ul style="list-style-type: none"> • Only one person allowed in the bathroom area at any one time (both male & female toilets) • Wash hands thoroughly – hand sanitizer & antibacterial soap to be provided. • Wipe down door handles before entry / on exit • Wipe toilet button flush after use. 	Put up posters	All staff	Yes 15/06/2020
Deliveries	Staff	<ul style="list-style-type: none"> • Maintain social distancing at all times and wash hands after receiving and opening goods. • Individuals to be responsible for receiving personal 	None	All staff	Yes 15/06/2020

		deliveries to minimise contamination by multiple people handling parcels.			
Meetings	Staff, clients and candidates	<ul style="list-style-type: none"> • Only use the meeting rooms if absolutely necessary. • Where possible use open spaces in office to hold meetings. • Keep 2 metres distance whilst in meetings • No face to face meetings with external clients / candidates until further notice. All external meetings to be held virtually. • Ideally all meeting room doors left open to avoid touching handles. • Anti-bacterial spray / wipes left in all meetings rooms and surfaces / touch points wiped down after each use. • All interviews to be held via zoom / MS Teams / phone calls until further notice 	None	All staff	Yes 15/06/2020
Internal Interviews	Staff and external candidates	<ul style="list-style-type: none"> • All interviews to be held virtually via zoom / MS Teams / phone calls until further notice. • No face to face interviews 	None	All staff	Yes 15/06/2020
Training	Staff	<ul style="list-style-type: none"> • Training to be held virtually via MS Teams / Zoom • If face to face training <u>has to</u> take place must adhere to 2-meter social distancing. 	None	All staff	Yes 15/06/2020
Refreshments	Staff	<ul style="list-style-type: none"> • All staff to bring own refreshments / water bottles to avoid using shared glasses. • Water cooler to be cleaned after each use. • Coffee machine out of use 	None	All staff	Yes 15/06/2020

Kitchen / Kitchen Equipment	Staff	<ul style="list-style-type: none"> All kitchen equipment off limits: toaster, glass wear, mugs, cutlery. Refrigerator & microwave to be used as little as reasonably possible. Doors / touch points to be washed down before and after use. Food stored in the fridge to be individually wrapped. Wash hands after use. 	None	All staff	Yes 15/06/2020
First Aid Kits	Staff	<ul style="list-style-type: none"> Any first aid to be applied to individuals themselves where possible. If help is needed gloves to be used (gloves to be provided within first aid kit) 	None	All staff	Yes 15/06/2020
Consultation with staff	Staff	<ul style="list-style-type: none"> Keeping staff up to date with guidance around covid-19 and how to stay safe. 	Staying up to date with news & government guidelines	COS / Senior Management	Yes 15/06/2020

Shared areas, entering and exiting the building

- Bottles of hand sanitizer & wipes will be provided on reception and at pods - please disinfect your hands after entering the office & wash hands regularly throughout the day.
- Reception doors & meeting room doors will be left open as much as reasonably practicable to reduce the need for opening and closing doors / touching door handles / buzzer.
- Regular cleaning schedule for office - cleaning contractors will attend daily to clean the office and sanitize any high touch surfaces such as doors and handrails. This will be in conjunction with all employees acting responsibly and adhering to guidelines around disinfecting surfaces after use to try to minimize contamination to office and surfaces.
- Signage will be displayed throughout the office to remind all occupants to adhere to social distancing rules and hand washing practice.
- Posters will be displayed to remind all employees / visitors of the practices to minimize the risks around covid-19 and what they need to do if they display symptoms, test positive for covid-19 or have been in close contact with anyone that has tested positive for covid-19.

Key things to remember:

- Wash your hands regularly for at least 20 seconds with soap or sanitizer as per the published guidance.
- Please wipe down any shared areas or surfaces after each use.
- Please use common sense at all times and socially distance from others as per Government guidance.
- No hot desking
- Please wait for anyone using the bathrooms to vacate before entering
- If you are displaying symptoms, test positive or have been in close contact with anyone that tests positive please make management aware.
- Every employee must do a temperature check every morning before they go into the office
- Please remember that risk assessment starts at home. Individuals should do all you can to minimize risk as much as reasonably possible at home, during your travel to work and in the office.

If you have any questions or concerns about any of the above please contact your manager or **Hatty Campbell-Clause** to discuss.

All of the regulations and guidelines within this document have been taken from the government's advice on the date of this assessment.

For more details please refer to the following link:

<https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-240520.pdf>

This risk assessment is for Arrows Group use only. Any company wishing to follow Arrows' example should complete their own risk assessment.