

COVID-19 specific risk assessment

<https://www.smseurope.co.uk/public/images/gra-template-covid-19.pdf>

Title of Assessment: Management of Coronavirus(Covid-19) Within the Workplace

Description of task: General management of welfare and hygiene practices to prevent the spread of Coronavirus within the workplace

Date of last review: 22.10.20

Company name: Amicus Wealth Ltd

Assessment carried out by: Matthew Lamb

Date assessment was carried out: 30.11.20

Date of next review: 05.01.21

HAZARD	HAZARD LOCATION	WHO IS AFFECTED	RISK LEVEL CATAGORY	EXISTING RISK CONTROLS	FURTHER RISK CONTROLS NECESSARY
<p>Spreading and/or Exposure to Coronavirus (Covid-19) Leading to Related Ill Health:</p> <p>COVID-19: A respiratory illness caused by a novel coronavirus (SARS coronavirus-2 (SARS-CoV2)).</p>	Entire Amicus Office site	<p>Staff</p> <p>Visitors</p> <p>Contractors and delivery drivers</p>	HIGH	<p>Additional hand washing provision in place at premises. Sanitisers provided via pump dispensers in meeting rooms and reception</p> <p>Sanitisers pump dispensers at exit / entry points & meeting rooms</p> <p>Increased signage to maintain distancing (2m apart of 1m with risk mitigation were 2m is not viable)</p> <p>Warm air-drying units provided in bathrooms.</p> <p>Provision of disposable tissues around site; bins provided in which to place used tissues.</p> <p>Provision of antibacterial wipes around site; bins provided in which to place used tissues.</p>	<p>Shaking hands with colleagues/visitors etc. to be avoided.</p> <p>Workers regularly updated and consulted on the current situation.</p> <p>Any surfaces recently contacted by affected individuals to be isolated and thoroughly cleaned in line with current guidance at: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings/covid-19-decontamination-in-nonhealthcare-settings</p>

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<p>Symptoms include a fever, cough, shortness of breath, breathing difficulties, Muscle Pain and Tiredness</p>				<p>Staff, Visitors and contractors strictly limited on site; Business critical support only; early contact made with those who are required to avoid visiting the premises.</p> <p>Waste bin bags containing tissues/cleaning waste is securely tied and removed by workers wearing disposable gloves.</p> <p>Increased hand washing advised to all workers and permitted visitors (wash for a minimum of 20 seconds). NHS handwashing advice provided Via signage</p> <p>Filing cabinets removed and where practical workstations are adapted to provide greater spacing between workers.</p> <p>Identify and assess any vulnerable workers e.g. aged 70 or over/long term health conditions.</p> <p>All non-essential business travel has ceased</p> <p>Further Increased hand washing advised to all workers and permitted visitors (wash for a minimum of 20 seconds). NHS handwashing advice provided Via signage</p> <p>Self-isolation periods for affected individuals</p>	<p>Establish a coordinator within the business to monitor ongoing external advice and feedback to business accordingly. (Matthew Lamb & James Harley)</p> <p>Waste bin bags containing tissues/cleaning waste is securely tied and removed by workers wearing disposable gloves.</p> <p>Continue to Identify and assess any vulnerable workers and visitors e.g. aged 70 or over/long term health conditions.</p> <p>Continue to have meetings via Microsoft TEAMS, required <u>wherever possible</u> to encourage social distancing.</p> <p><u>Essential</u> in office meetings, to respect social distancing, with mitigation actions will be introduced including all/any of the following:</p> <ul style="list-style-type: none"> ▪ Further increasing the frequency of hand washing and surface cleaning. ▪ Keeping the activity time involved as short as possible. ▪ Using screens or barriers to separate people from each other. ▪ Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
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			<p>(who live alone) should follow current Government advice (seven days).</p> <p>Workers are required to follow current government guidance and self-isolate for 14 days from the day when the first person in the household fell ill (when living with others).</p> <p>Management meetings (held with social distancing in mind) to discuss ongoing developments and feedback to workers via email and other mediums which minimise social contact.</p> <p>NHS or similar posters on effective hand washing placed around site and at wash areas.</p> <p>Additional skin moisturising facilities provided.</p> <p>Identify any opportunities for ‘mental’ health support for workers.</p> <p>Additional facilities such as bike racks or showers in 4 Moorgate Basement</p> <p>Restricting access to some areas</p> <p>“Keep left” flow System rather than one way</p> <p>“The Jam” meeting room used to regulate use of original locker room and “The Jam”</p>	<p>Continue staggering start times and shifts to minimise staffing contact and reduce crowding.</p> <p>Those who can work from home to do so.</p> <p>If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they need to go home and self Isolate for 7 days</p> <p>phone across the office rather than go and speak to them face-to-face</p> <p>Nominate single point of contact in case of outbreaks. If there are more than two cases, contact health protection team</p>
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Identify areas where people directly pass things and make drop-off or transfers zones including deliveries, & No personal post do reduce incoming post.

Workers instructed in good personal hygiene practice.

Managers are instructed on how to respond to an employee/visitor displaying symptoms of Covid-19. Individual to be sent home to self-isolate

Where workers are to work from home request they complete a self DSE assessment. provide appropriate DSE facilities such as laptops/screens.

Create returning to work document with additional measures to agree to and mental health support recognition.

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Screens in meeting rooms as mitigation as 2m distance unrealistic in meeting rooms.

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