

General Risk Assessment

LOCATION AND/OR ACTIVITY: MKG Aldridge Office

Description of Hazard	Who is at Risk ?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Covid-19 Infection: Workplace incapable of allowing social distancing</p> <p>Staff with COVID -19 symptoms attending work premises</p> <p>Clinically Vulnerable or Clinically Extremely Vulnerable attending work premises</p> <p>New & Expectant Mothers or persons with disabilities attending work premises</p> <p>Staff working remotely feeling isolated/anxious or not informed on safe working practices</p>	<p>Employees Visitors Public</p>	<p>Staff Considerations: Only staff who cannot work from home permitted to work from work premises.</p> <p>Staff have been informed that they must stay at home if they or someone in their household has presented with symptoms of COVID -19, namely a new continuous cough, high temperature (above 37.8°C) and a loss of, or change in, your normal sense of taste or smell (anosmia). Temperature checks to be carried by staff on arrival daily. Staff to observe self-isolation in accordance with Govt. Guidance. Clinically Vulnerable or Clinically Extremely Vulnerable employees or those with a person in these categories in their household have been identified and will work from home until Govt. advice suggests otherwise. Staff to observe shielding and self-isolation in accordance with Govt. Guidance.</p> <p>A specific New & Expectant Mothers Risk Assessment to be conducted when company is formally informed that an employee is pregnant or when returning to work after maternity leave.</p> <p>Consideration has been given to how any changes to the work premises will affect persons with disabilities.</p> <p>Arrangements in place to maintain ongoing communication with staff on the company's response to COVID -19 and the implications for them. Staff provided with information and guidance on safe working practices. Staff encouraged to talk/share concerns to minimise impact on mental health wellbeing.</p>	<p>Yes</p>			

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<p>Covid-19 Infection: Employees not consulted on health and safety implications</p> <p>Staff and visitors unaware of the infection risks and the risk controls in place</p> <p>Staff become ill while at work</p>	<p>Employees Visitors Public</p>	<p>Staff Considerations: The findings of this COVID – 19 Risk Assessment to be shared with employees by means of company communications.</p> <p>Employees consulted on the risk control measures in place to mitigate the risk of infection and actively encouraged to raise any matters of concern with their line manager.</p> <p>Staff trained, instructed and informed on the risk of infection and the risk controls in place. Training records to be maintained.</p> <p>Clear signage and posters in place to inform all persons of the risks and what they can do to minimise the risk of infection.</p> <p>Signage in place to remind persons to maintain social distance, wash hands regularly for 20 seconds and cough/sneeze into a tissue and then dispose of it in the waste bins provided.</p> <p>Any member of staff who develops symptoms of COVID - 19 whilst at work will be asked to go home and instructed to stay at home for 7 days from onset of symptoms.</p> <p>If the member of staff lives in a household where someone else is unwell with symptoms then they must stay at home in line with the stay at home Govt. guidance.</p>	<p>Yes</p>			

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<p>Covid-19 Infection: Travel to/from work premises</p> <p>Work-related travel including deliveries to customers</p>	<p>Employees Public</p> <p>Employees Public</p>	<p><u>Travel Considerations:</u> For employees attending work premises, consideration has been given to minimising the risk of infection during travel to/from work.</p> <p>Employees have been advised to avoid public transport if possible.</p> <p>Car sharing to, from and at work is not permitted.</p> <p>Non-essential travel will be minimised and consideration will be given to remote options first.</p> <p>Visits to third-party sites to be approved by a Director.</p> <p>Strict adherence to the third-party site's COVID -19 risk management protocols.</p>	<p>Yes</p>			

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<p>Covid-19 Infection: Workplace size and layout not suitable for permitting social distancing</p> <p>or for effective prevention of common touch points</p>	<p>Employees Visitors Employees</p>	<p><u>Workplace Considerations:</u> Staff parking facilities allow for vehicles to be parked enabling social distancing at MKG Premises.</p> <p>The number of staff in the MKG Aldridge Office at any one time is such as to enable them to observe the Government recommended social distancing.</p> <p>Where appropriate, consideration has been given to staggering the start and finish times or possibly the days that staff attend the MKG Aldridge Office.</p> <p>Where reasonably practicable the movement of individuals throughout the workplace will follow a one-way system to enable social distancing.</p> <p>Where possible common touch points at entrance/exits will be avoided. Where appropriate floor tape or markers will be used to mark areas to enable social distancing.</p> <p>Only where it is not possible to move workstations further apart, we will arrange for people to work side by side or facing away from each other rather than face-to-face.</p> <p>Only where it is not possible to move workstations further apart, we will use screens to separate people from each other.</p> <p>The use of hot desks, shared equipment and shared spaces will be avoided. Where this is unavoidable cleaning and sanitising of workstations or equipment will be carried out between different individuals. Disposable gloves provided for use by staff.</p> <p>Staff will be instructed to avoid non-essential movement around the workplace and job/location rotation at the office.</p>	<p>Yes</p>			

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<p>Covid-19 Infection: Workplace size, layout and processes not suitable for permitting social distancing</p> <p>or for effective prevention of common touch points</p>	<p>Employees Visitors Contractors</p>	<p><u>Workplace Considerations:</u></p> <p>The number of persons using confined areas such as the kitchen, canteen and toilets will be limited to observe social distancing.</p> <p>Signage will be used to reinforce the arrangements.</p> <p>At third-party premises staff will observe the site requirements on social distancing.</p> <p>Digital and remote transfers of material will be used where possible rather than paper format, such as using e-forms, online portal, emails and e-banking.</p> <p>Face to face meetings will be avoided if possible. Where this is unavoidable, this will be kept to 15 minutes or less wherever possible in a well-ventilated space.</p> <p>As an added precaution staff will wear a face covering, where appropriate.</p> <p>As much as possible, teams of workers will be kept together (cohorting) and numbers in a team will be as small as possible.</p> <p>For members of staff who work at third-party premises, the principles of social distancing will be observed and arrangements are in place for access to hand washing/hand sanitiser (minimum 60% alcohol content).</p>	<p>Yes</p>			

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<p>Covid-19 Infection: Inadequate arrangements for effective personal hygiene in the workplace</p> <p>Inadequate arrangements for the cleaning of surfaces & equipment</p>	<p>Employees Visitors</p>	<p><u>Hygiene Considerations:</u></p> <p>Adequate hand washing facilities provided with hot/cold water, soap and hand drying facilities at the MKG Aldridge Office and reliance on third-party premises to do the same.</p> <p>Hand sanitiser (minimum 60% alcohol content) dispensers provided around the office premises workplace in easily accessible locations.</p> <p>Staff issued with hand sanitiser for personal use at third-party premises.</p> <p>Employees reminded to wash their hands for 20 seconds more frequently and catch coughs and sneezes in tissues by means of posters/signage.</p> <p><u>Cleaning Arrangements:</u></p> <p>Arrangements are in place for the effective cleaning of the workplace at the MKG Aldridge Office.</p> <p>Objects and surfaces that are touched regularly will be cleaned and disinfected thoroughly using suitable cleaning chemicals and disposable tissues/anti-bacterial wipes.</p> <p>Common touch surfaces such as door handles, taps, WC seats and cistern handles, handrails, will be cleaned more frequently.</p> <p>All waste materials will be safely stored and disposed of.</p>	<p>Yes</p>			

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<p>Covid-19 Infection: Inadequate arrangements for the cleaning of utensils and cutlery</p> <p>Use of onsite facilities do not permit social distancing</p> <p>Inadequate arrangements for the safe evacuation in an emergency.</p> <p>Inadequate arrangements for first aid.</p>	<p>Employees Visitors</p> <p>Employees</p> <p>Employees</p>	<p><u>Cleaning Arrangements:</u> At the MKG Aldridge Office common use of utensils such as plates/mugs/cups and cutlery will be avoided by using disposable items where possible.</p> <p>Where this is unavoidable arrangements will be made to thoroughly clean and disinfect the items in between users.</p> <p><u>Staff Welfare Facilities:</u> All staff will be encouraged to bring their own food and to eat/drink at their desk.</p> <p><u>Emergency Arrangements:</u> Due consideration given to ensuring that all occupants of the office, including those with disabilities, can evacuate safely in an emergency.</p> <p>At third-party premises, staff will adhere to the site emergency arrangements. The social distancing rule may be ignored in an emergency.</p> <p>When determining the number of persons to be at the MKG Aldridge Office at any one-time, suitable arrangements will be made for an adequate number of trained first aiders.</p>	<p>Yes</p>			