

Title	Home Counties Yard Office Covid 19 Risk Assessment
Reference Number	
SOP Reference	
Date of Assessment	4.6.20
Review Date	4.6.21
Accepting Managers Name	Mark Watson
Accepting Managers Signature	



Hazard	People affected	S	P	Unmitigated Risk Rating	Control Action Required	Current controls in Place	S	P	Mitigated Risk Rating	Further Actions if Required
Control of cross contamination through touchpoints	Employees. Contractors. Visitors.	5	4	20	Yes	<p>Hand washing facilities with soap, and hot water provided.</p> <p>All site users to be asked to declare if they have a skin condition that prevents them using paper hand towels or sanitiser</p> <p>Compulsory use of sanitiser stations provided at entrances with directions for use</p> <p>Hand sanitiser to be used before and after using shared appliances i.e. photocopier, etc</p> <p>Only one driver to be in the yard office at any time</p> <p>All drivers to clean touch points in the office after use with supplied cleaner</p> <p>Sign on entry that only one person can use at any time.</p> <p>Instruct all colleagues on the safe use of PPE, how to remove gloves and use of hand sanitiser stations.</p>	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines
Use of yard & shared washroom facilities	Employees. Contractors. Visitors.	5	4	20	Yes	<p>Site risk assessment to be communicated and observed at all times</p> <p>Social distancing to be practiced when using shared washroom facility and awareness of occupants to ensure this can be observed</p>	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines

						Each user to hand sanitise before entry and wash hands with soap and water before exiting				
Movement around offices	Employees	5	4	20	Yes	<p>Only one person to use office at anytime</p> <p>All colleagues must observe 2m safe distancing on entry and exit</p> <p>In use sign to be displayed on the outside of the office door to control use</p> <p>Staggered start/finish times to reduce number of staff entering and leaving the office</p>	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines
Use of shared beverage making facilities	Employees	5	4	20	Yes	<p>Crockery and cutlery in shared kitchen areas should be cleaned with warm water and detergent and dried</p> <p>Colleagues to only make themselves a hot drink to avoid contact with a cup/mug that someone else is to use</p>	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines
People with symptoms of Covid 19	Employees. Contractors. Visitors.	5	4	20	Yes	<p>Any colleague displaying any symptoms must not enter the office</p> <p>Any contractors or visitors must have a point of contact and liaise with them before attending site</p> <p>A thermal thermometer will be provided for use on a voluntary basis, anyone with a temperature of 37.8 degrees Celsius or above must not enter the office. After a rest period retake your temperature to confirm if your original reading was correct, and if so you must return home immediately.</p> <p>Any colleagues who has displayed symptoms or notifies their colleagues of feeling unwell, must be sent home with immediate effect and follow Government advice</p>	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines and inform colleagues of escalating situations. Line managers in conjunction with the business HR partner will offer support and advice to staff who are affected or have a family member affected by Coronavirus

						No colleague, contractor or visitor will be allowed back until full isolation has been completed and verified				
						Line managers and business HR partner will advise anyone who has been exposed to a colleague or contractor that has been confirmed as having Covid 19				
Meetings/Appraisals	Employees. Contractors. Visitors.	5	4	20	Yes	There will be no face to face meetings with colleagues, contractors or visitors All meetings will be conducted via Zoom or Skype	2	1	2	
Mental Health	Employees	4	3	12	Yes	Regular communication of mental health information and open door policy for those who need additional support	4	1	4	
External storage	Employees	5	3	15	Yes	Disposable gloves to be worn when opening or entering external storage unit(s)	5	2	10	Regular communication by Depot Manager to be assured everyone is adhering to guidelines