

Contract name	P008 – Sceptre House – Head Office	Date of assessment	29 July 2020
Assessor	Scott Ellis	Issue number	3
Assessor signature	<i>Scott Ellis</i>	Review date	28 August 2021

This risk assessment is to be incorporated into all relevant method statements and the operatives briefed on its contents prior to start of work.

Item No.	Activity / task (What are we doing) (1)	Hazard (What will cause harm e.g. chemical, electricity, fall from height) (2)	Who may be harmed (Employee, other contractors, members of the public) (3)	Primary risk level (Before control measures) (4)	Control measures (Detail the measures that need to be implemented to control the hazard or reduce the risk) (5)	Residual risk level (After control measures) (6)	Team member(s) responsible for implementation of control measures (7)
1	Travelling to Head Office	Transfer of virus	Employees Supply chain Members of the public	H	Stop all non-essential travel Those that can work from home do Travel on own and using own transport where possible Wipe down car hard surfaces, steering wheel, handbrake, etc Wipe down petrol/diesel/charging points when use (before & after) Produce staff guidance	L	GMT Directors Line managers Head office employees
2	Accessing Head Office	Transfer of virus	Employees Supply chain Members of the public	H	Stop all non-essential access to the building Determine a maximum occupancy within Head Office Those who can work from home do Disinfectant wipes and / or hand sanitiser in reception Staff guidance to be issued – re; improved hygiene Wipe down communal areas with disinfectant wipes before and after use – photocopiers, door handles, stair rails etc. Full time cleaner (Tenon) Ensure 2m rule can apply and that all abide by that rule Display directional signage where necessary Produce staff guidance	L	GMT Directors Line managers Head office employees
3	Use of equipment	Transfer of virus	Employees Supply chain Members of the public	H	Where possible desks and equipment should not shared Communal items such as photocopiers etc to be wiped down before and after use Safe seating to be established to ensure social distancing between communal equipment and seat position Full time cleaner (Tenon) Produce staff guidance	L	GMT Directors Line managers Head office employees

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4	Use of offices and meeting rooms	Transfer of virus	Employees Supply chain Members of the public	H	No more than the designated number of people in an office space or meeting room (see office plan for room capacity) 2m distance to be maintained where possible or additional controls e.g. face coverings, screens, increased hygiene, back to back or side to side working Meetings to be undertaken by Skype or similar where possible Produce staff guidance	L	GMT Directors Line managers Head office employees
5	Toilet facilities	Transfer of virus	Employees Supply chain Members of the public	H	Maximum of 2 people in toilet room maintain 2m distancing Personal hygiene to be followed at all times; thoroughly wash hands with hot water and soap for at least 20 seconds Ensure that a closed bin is available for discarded tissues Exit the facilities using a hand towel or disinfectant wipe on the handle and dispose of in the bins Produce staff guidance	L	GMT Directors Line managers Head office employees
6	Kitchen areas	Transfer of virus	Employees Supply chain Members of the public	H	One member of staff at the brew station (2m distance) Maximum of 6 people in the Bistro at any one time to ensure 2m distance rule adhered to Use of disinfectant wipes to open and close cupboards and drawers	L	GMT Directors Line managers Head office employees
7	Collaborative working	Transfer of virus	Employees Supply chain	H	Use of big screens in meeting rooms Screen share to a monitor Review separate copies of drawings Last resort – wear face coverings	L	GMT Directors Line managers Head office employees
8	Showers & Gym	Transfer of virus	Employees Supply chain	H	One person only in changing room Maximum of 4 people in the gym to maintain 2m social distancing while using equipment. User to wipe down touch points before and after use Enhanced cleaning in place (Tenon)	L	GMT Directors Line managers Head office employees

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9	Test and trace	Transfer of virus	Employees Supply chain Members of public	H	Do not report to work if you have symptoms or if somebody in your household has symptoms Report via phone or email to your line manager Arrange for a test via the NHS Record who you have been in contact with or where you have visited for the NHS test and trace team to follow up Issue guidance for staff and supply chain Record absenteeism and COVID absence reporting to GMT any identified trends CMT to report to PHE if an outbreak is suspected	L	GMT Directors Line managers Staff

	Name	Sign	Date
The risks and precautions identified in the above assessments have been explained to me and I agree to work in accordance with them.			

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