

Risk assessment: 232 Tolworth Rise South, Tolworth, KT5 9ND REDUCE THE RISK OF SPREAD OF COVID-19 CORONAVIRUS

Company name: Capitol Group

Assessment carried out by: Geoff Marchesi

Date of next review: 18th September 2020

Date assessment was carried out: 18th June 2020

The company has 25 staff at the Tolworth office and 30 mobile engineers/drivers, none of whom are disabled.

The offices contain a kitchen where staff can make drinks and heat food – there are toilets and washing facilities on the ground and first floor.

The office is cleaned weekly by contractors who store the cleaning chemicals in a storage area on the ground floor.

The office is occupied from 8.00am until 6.00pm Monday to Friday.

The building is protected out of these hours by standard security system.

In compiling this Risk Assessment we have followed the [hse.gov.uk/simple-health-safety/risk](https://www.hse.gov.uk/simple-health-safety/risk) assessment to identify the hazards.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>Spread of COVID-19 Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Vulnerable people • Anyone else who physically comes in contact in the office environment 	<p><u>Hand Washing</u></p> <p>Hand washing facilities with soap and water in place</p> <p>Stringent hand washing taking place in accordance with hand washing guidance.</p> <p>Drying of hands with paper towels</p> <p>Staff to protect skin by applying emollient cream.</p> <p>General sanitizers in general areas.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with soap and water and importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs, sneezes with tissues.</p> <p>Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme. To help reduce spread of Coronavirus (COVID 19) reminding everyone of public health advice.</p> <p>Posters Leaflets and other materials to be displayed</p>	<p>ALL</p>	<p>27/06/2020</p>	

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		<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods.</p> <p>Toilets/ Tea Station Regular cleaning carried out as a minimum 3 times a week (Tuesday, Thursday, Saturday)</p> <p>Consumption of food is to be discouraged in the general office area and the conservatory/break out area should be used for this purpose.</p>	<p>Rigorous checks will be carried out by line mangers to ensure that the necessary procedures are being followed.</p> <p>Disinfectant spray to be made available for use by all staff</p> <p>Weekly inspections</p> <p>Regular cleaning in accordance with general office clean. Food waste to be disposed of in sealed bags.</p> <p>Maximum capacity 4 people at any one time</p>	<p>ALL</p> <p>Manager</p> <p>ALL</p>	<p>27/06/2020</p> <p>27/06/2020</p> <p>27/06/2020</p>	

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		<p><u>Social Distancing</u> To reduce the number of persons and one work area to comply with the gap recommended by the Public Health Agency (currently 2 meters).</p> <p>Take steps to review work schedules including start and finish times / shift patterns and working from home to reduce numbers of workers in the office at any one time. Relocating workers to other tasks where possible.</p> <p>Where possible redesign process to ensure social distancing is in place and conference calls to be used instead of face to face meetings.</p> <p>Provide sufficient time for staff rest breaks on social distancing to be adhered to in the refreshment areas.</p>	<p>Staff reminded on a daily basis of the importance of social distancing both in the workplace and outside. Manager's checks to ensure this adhered to.</p>	<p>ALL</p>	<p>27/06/2020</p>	

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		<p><u>Symptoms of COVID-19</u></p> <p>If anyone becomes unwell with a new continuous cough or high temperature in the work place they will be sent home and advised to follow the stay at home guidance.</p> <p>Line Managers will maintain contact with staff members during this time.</p> <p>Where a member of staff has developed COVID 19 and was recently on our premises, the management team will contact the Public Health Authority to discuss the case, identify the people who they have been in contact with and take advice on any actions or precautions recommended.</p>	<p>An internal communication channel and cascading of messages through the line managers will be carried out regularly to reassure and support employees on any changes occurring.</p> <p>Where possible line managers will offer support to staff affected by Coronavirus or has a family member affected.</p>	<p>ALL</p> <p>Manager</p>	<p>27/06/2020</p> <p>27/06/2020</p>	

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		<p>Mental Health The management will promote Mental Health and Wellbeing awareness to all staff during the Coronavirus outbreak and we will offer support where possible.</p>		Managers	27/06/2020	
	Drivers and mobile Engineers	<p>Maintain procedures for drivers to ensure adequate welfare facilities available during their works reference hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm COVID 19 guidance</p> <p>Persons should not share vehicle or cabs where suitable distancing cannot be achieved.</p>	<p>Communicate where possible with companies we deliver to ensure welfare facilities will be available and allow drivers adequate breaks to avail of proper welfare facilities.</p> <p>Also mobile staff can obtain PPE from the company's existing suppliers</p>	ALL	27/06/2020	