

Risk assessment template

Company name: Prospect

Assessment carried out by: Senior Management Team (SMT)

Date of next review: In line with HMG

Date assessment was carried out: 15 July 2020

Version control			
Version	date	created/amended by	What was updated
1	19/06/2020	Nicola Duffy (created)	
2	17/07/2020	Nicola Duffy (amended)	Bathroom facilities, visitors to offices, first aiders

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
Travelling to and from the office	Staff using public transport Possible exposure to Covid-19	<ul style="list-style-type: none"> Gradual re— opening of offices Alternative ways to travel Staggered working hours Face coverings 	<ul style="list-style-type: none"> Review of our guidance in line with official advice Personalised dynamic risk assessments where required 	Staff travelling & SMT to review	When travelling to offices Continuously during pandemic or until advice changes	√

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		<ul style="list-style-type: none"> Sanitising products/hygiene Observe social distancing advice 				
Security/reception	<p>Security and reception staff</p> <p>Possible exposure to Covid-19</p>	<ul style="list-style-type: none"> Protection screens PPE* provided Social distancing enforced 	<ul style="list-style-type: none"> Review of our guidance in line with official advice 	SMT and facilities team	Continuously during pandemic or until advice changes	√
Lifts & stairs	<p>Staff in the office</p> <p>Possible exposure to Covid-19</p>	<ul style="list-style-type: none"> Implement traffic flows One person at a time in lifts Stairs for down use only Sanitising products available 	<ul style="list-style-type: none"> Review of our guidance in line with official advice 	SMT to produce signs and communicate to staff	Continuously during pandemic or until advice changes	√

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<p>Proximity/spacing in office areas</p>	<p>Staff in the office</p> <p>Possible exposure to Covid-19</p>	<ul style="list-style-type: none"> • 2 metres apart at all times • Screens installed where necessary • Staggered rotas/hours • Sanitising/cleaning products available 	<ul style="list-style-type: none"> • Review of our guidance in line with official advice 	<p>SMT to communicate to staff and Line managers to ensure action is carried out</p>	<p>Continuously during pandemic or until advice changes</p>	<p>√</p>
<p>Use of meeting rooms for distancing and meetings</p>	<p>Staff using meeting rooms</p> <p>Possible exposure to Covid-19</p>	<ul style="list-style-type: none"> • Small rooms not used for meetings • Only small necessary meetings allowed • Rooms setup to ensure 2 metre recommendation applies • Cleaning products supplied 	<ul style="list-style-type: none"> • Review of our guidance in line with official advice • Cleaning sheets in all meeting rooms for monitoring 	<p>SMT to communicate to staff and meeting organisers responsible</p>	<p>Continuously during pandemic or until advice changes</p>	<p>√</p>

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Cleaning and cleaning products	N/A	<ul style="list-style-type: none"> • Deep office clean before re-opening the office • Additional cleaning • Appropriate cleaning products available for staff to ensure surfaces and hand are clean 	<ul style="list-style-type: none"> • Review of our guidance in line with official advice 	SMT to authorise facilities to purchase appropriate products	Continuously during pandemic or until advice changes	√
Bathroom facilities	Staff in the office Possible exposure to Covid-19	<ul style="list-style-type: none"> • Extra cleaning • Disinfectant products available • Hand dryers out of order – replaced with paper towels 	<ul style="list-style-type: none"> • regular checks by facilities • Review of our guidance in line with official advice 	SMT to authorise facilities to purchase appropriate products	Continuously during pandemic or until advice changes	
Catering and tea-points	Staff in the office	<ul style="list-style-type: none"> • Canteen will remain closed 	<ul style="list-style-type: none"> • Review of our guidance in line with official advice 	SMT to communicate to staff and facilities to	Continuously during pandemic or until advice changes	√

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	Possible exposure to Covid-19	<ul style="list-style-type: none"> Tea points will be closed except for water access 		ensure signage is clear		
Post deliveries & handling	<p>Staff required to handle</p> <p>Possible exposure to Covid-19</p>	<ul style="list-style-type: none"> Provide PPE* for staff No personal deliveries Controls on collection of post 	<ul style="list-style-type: none"> Review of our guidance in line with official advice 	SMT to communicate to staff and facilities to order PPE*	Continuously during pandemic or until advice changes	√
Building maintenance	<p>Staff in the office and contractors</p> <p>Possible exposure to Covid-19</p>	<ul style="list-style-type: none"> Contractors will only be allowed onsite for emergencies and essential purposes (e.g. cleaning and urgent repairs) 	<ul style="list-style-type: none"> Review of our guidance in line with official advice 	SMT to communicate to staff and facilities to liaise with contractors/suppliers	Continuously during pandemic or until advice changes	√
Visitors to Prospect offices	Staff and/or visitors exposed to Covid-19	<ul style="list-style-type: none"> Provide clear guidance on expectations within our premises 	<ul style="list-style-type: none"> Review of our guidance in line with official advice 	SMT to provide guidance for circulation to visitors	Continuously during pandemic or until advice changes	√

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First Aiders	Possible exposure to Covid-19	<ul style="list-style-type: none"> Provide full PPE to registered first aiders. 	<ul style="list-style-type: none"> Review of our guidance in line with official advice 	Nicola Duffy to arrange	Now – in hand	✓

*PPE – Personal Protective Equipment. Prospect will provide gloves and masks to all offices and will consider other PPE requested where justified for undertaking work activities.

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/