



COVID-19 risk assessment

Company name: Select Appointments

Assessment carried out by: Geoff Bond

Date of next review: 1 November 2020

Date assessment was carried out: 29 September 2020

Overview

As an employer we have a duty to reduce the workplace risk of COVID-19 to the lowest reasonably practicable level by taking preventative measures. We must work with both building managers, other employers sharing the workplace and visiting contractors so that everybody's health and safety is protected. In the context of COVID- 19 this means working through these steps in order:

1. Complete a risk assessment for all offices
2. Implement all H&S changes and procedures recommended by the risk assessment
3. Understand who at **Select Appointments** can and should go to work
4. Review these procedures regularly as Government and H&S advice is updated

Office Risk Assessment – reviewed & updated 29 September 2020

What are the hazards?	Who might be harmed and how?	What have we done to control the risks?	Any further action?	Who carries out the action?	Actions implemented?
Social Distancing	Can anyone visiting the office maintain a safe 2m from others	<ul style="list-style-type: none"> • Only use every other desk • Meetings – remove some chairs • Limit number of people on each floor / area – signage indicates this on each area door. 	Signage	All staff	Yes – 18 May 20
Cleaning	Anyone visiting the office by touching an infected surface	<ul style="list-style-type: none"> • Regular office cleaning • Regular hand washing • Hand sanitiser and wipes on all floors • Wiping down all surfaces and door handles after each use • Staff responsibility to wipe own desk each morning • Ask all visitors to sanitise their hands on entering 	Ensure adequate wipes are provided Signage for sanitising	All staff	Yes – 18 May 20
Toilets	Anyone using the toilets	<ul style="list-style-type: none"> • Already single occupancy • Ensure hands are washed in line with hand washing guidance before leaving the toilet • Wipe down office door handles on re-entry 	None	All staff	Yes – 18 May 20
Deliveries	All staff	<ul style="list-style-type: none"> • Maintain social distancing at all times and wash hands after receiving goods 	None	All staff	Yes – 18 May 20

Meetings	All staff, clients and candidates	<ul style="list-style-type: none"> • Only use the meeting rooms if absolutely necessary • Physical meetings to be avoided where possible and use of online to be encouraged • Face to face meetings externally can only be attended if agreed by RR – face masks MUST be worn 	None	All staff	Yes – 18 May 20
Arrival to work/ Moving around	All staff	<ul style="list-style-type: none"> • On arrival into the office, ensure you either wash or sanitise your hands • If you meet another person on the stairs, please go back to your floor and wait until they have passed • Ensure 2m social distancing is observed – is this is not possible 1m • Use hand saniser where provided when entering a different floor 	None	All staff	
Use of shared areas i.e. Kitchen and 4th floor	All staff	<ul style="list-style-type: none"> • Keep to 2m social distancing. • 1 person at a time in the kitchen area • Where possible, stagger lunch breaks and ensure social distancing is adhered too 	None	All staff	
Ventilation	All staff	<ul style="list-style-type: none"> • Ventilation – where possible ensure windows are kept open 	None	All staff	
Desks/equipment	All staff	<ul style="list-style-type: none"> • Do not share desks or equipment – unless there is no alternative, then sanitise and wipe the shared areas 	None	All staff	

First Aid	First aiders	<ul style="list-style-type: none">Masks to be provided to be worn by First aiders in the event of First aid having to be administered	Mask to be left in First aid box	First aiders	
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Common areas, entering and exiting the building

- Bins will be provided in foyers - please dispose of any PPE you may be wearing once you have entered the building into the bin provided.
- Hand sanitising stations will be provided at common entrances to buildings - please wash your hands thoroughly after entering
- Increased cleaning schedule for common parts - cleaning contractors will attend daily to sanitise any high touch surfaces such as doors and handrails.
- Signage will be displayed throughout the common parts to remind all occupants to adhere to social distancing rules and thorough hand washing practice.
 - Please wash your hands often for at least 20 seconds with soap or sanitiser as per the published guidance.
 - Please wipe down any shared kitchen areas after each use.
 - Please use common sense when in the common parts and socially distance from others as per Government guidance.

Who at Select Appointments can and should go to into work?

1. Only employees back from Furlough at **Select Appointments** can go into their place of work OR work from home

2. Employees are encouraged to work from home as much as possible but ARE allowed to work from the office if the following criteria are met:
 - a. They are not in a high risk group who should be shielding
 - b. Members of their household are not in a high risk group who should be shielding
 - c. They are able to get to and from work safely – walking, cycling or driving
 - d. No members of their household are self-isolating with symptoms of COVID-19
 - e. They are comfortable and confident coming back to work

3. Employees have read their office risk assessment and understand the current procedures and ways of working specific to COVID-19

If all of the above measures are met then office working is allowed.

These rules will apply until further notice

If you have any questions or concerns about any of the above please contact your manager to discuss

All of the systems and procedures within this document have been take from the government's advice at the time on the date of this assessment.

For more detail please refer to the following link:

<https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf>