

## Covid-19 Risk assessment

Company name: Devoteam UK

Assessment carried out by: Richard Andrews & Manny Bhangal

Date of next review: 15<sup>th</sup> August 2020

Date assessment was carried out: 27<sup>th</sup> May 2020

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

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
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Couriers</li> <li>• Vulnerable groups Elderly, Pregnant workers,</li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels.</li> </ul>	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues - – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be	Line managers and employees	01/06/2020	27/05/2020

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	<p>those with existing underlying health conditions</p> <ul style="list-style-type: none"> <li>Anyone else who physically come in contact with you in relation to your business</li> </ul>	<p><a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <ul style="list-style-type: none"> <li>Staff encouraged to protect the skin by applying emollient cream regularly</li> <li><a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>Gel sanitisers in any area where washing facilities not readily available including at entrances/exits</li> </ul> <p><b>Cleaning</b></p>	<p>made available throughout the workplace. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>To help reduce the spread of coronavirus (Covid-19) reminding everyone of the public health advice</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do">https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do</a></p> <p>Posters, leaflets and any other materials are available for display.</p> <p>Office being cleaned frequently by building</p>	<p>Line Manager and Employees</p> <p>H&amp;S Rep's</p> <p>H&amp;S Rep's</p> <p>Cleaners and staff</p>	<p>Ongoing</p> <p>01/06/2020</p> <p>01/06/2020</p> <p>Ongoing</p>	<p>Ongoing</p> <p>27/05/2020</p> <p>27/05/2020</p>

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		<p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, reception areas using appropriate cleaning products and methods.</p> <p><b>Social Distancing</b> Social Distancing – Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. No more than 12 people in main office and 4 in the meeting room are allowed in the office at any one time.</p> <p><a href="https://www.hse.gov.uk/news/social-distancing-coronavirus.htm">https://www.hse.gov.uk/news/social-distancing-coronavirus.htm</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</p>	<p>management. Anti-bacterial wipes provided in office so that employees can clean own desks through the day, keyboards etc.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Perplex screens for desks to be fitted</p> <p>A number of desks taken out of action in office to ensure that the number of people in office are capped at no more than 10 in main office and no more than 4 in meeting room.</p>	<p>H&amp;S Rep's and line managers</p> <p>H&amp;S reps</p> <p>H&amp;S Rep's and Managers</p>	<p>01/06/2020 and ongoing</p> <p>15/06/2020</p> <p>01/06/2020 and ongoing</p>	<p>27/05/2020</p> <p>27/05/2020</p> <p>27/05/2020</p>

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		<p>Redesigning processes to ensure social distancing in place. Conference/video calls to be used instead of face to face meetings. Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in communal areas of the building and smoking areas.</p> <p><b>Wearing of Gloves</b> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b>PPE</b> Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours Wearing a mask in enclosed</p>	<p>Where face to face meetings take place such as using white boards, staff are not to share pens. Pens must be wiped down using the anti-bacterial wipes after use.</p> <p>Employees to be reminded that wearing of gloves is not a good substitute for good hand washing.</p> <p><a href="https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering">https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering</a></p>	<p>ALL</p> <p>H&amp;S Rep's and line managers</p> <p>Employees</p>	<p>Ongoing</p> <p>01/06/2020 and ongoing</p> <p>01/06/2020 and ongoing</p>	

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		<p>spaces such as public transport will be mandatory from 15 June 2020.</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings</a></p> <p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or visitor or any other person has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as client premises), the management team of the workplace will contact the Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Office attendance logging system - will allow us to: Identify who is in the workplace and when, so that if a member of team</p>	<p>Senior Management and line managers</p> <p>Line managers</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p> <p>01/06/2020</p>	<p>28/05/2020</p>

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		<p><b><u>Mental Health</u></b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the coronavirus outbreak and will offer whatever support they can to help. Including making employees aware of the Employee Assistance Programme, WeCare and other support such as Mind.  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p>	<p>falls ill we can track back to see who else was working to alert and isolate them.            Manage who is coming and going from our workplace.            Log guests, avoiding the need for a signing in book  <a href="https://docs.google.com/forms/d/e/1FAIpQLSf55Bj70FeFBEDJZOZBERU88oVTH5A-IREPBrxJLIWz-zTv2w/viewform">https://docs.google.com/forms/d/e/1FAIpQLSf55Bj70FeFBEDJZOZBERU88oVTH5A-IREPBrxJLIWz-zTv2w/viewform</a></p>	<p>Senior management and line managers</p>	<p>Ongoing</p>	<p>Ongoing</p>

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)