



COVID-19 WORKPLACE RISK ASSESSMENT

Company Name: JSD Consulting Limited

Date of Risk Assessment: 01.09.2020

Workplace Location: 15a Banks Road, West Kirby CH48 0QX

Category of hazard	Outline of potential hazard	Control measures to be put in place to mitigate risks	Responsibility for putting control measures in place	Date measures put in place
Social Distancing	Workstations are less than two metres apart, preventing appropriate social distancing. Kitchen too small to allow social distancing. Corridor leading to toilet too narrow to allow social distancing.	Space workstations out (or where they cannot be moved, tape off every other workstations/install screens to separate workers from each other). Provision of bottled water. Staff are able to purchase food and drinks locally. Only one member of staff to use corridor at any one time.	Jenny Fox to rearrange workstations and furniture layout to allow for social distancing with workstations taped off and screens fitted and individual use of separate offices. Jenny Fox to encourage staff to take lunch break off site. Jenny Fox to advise staff of arrangements and review as necessary and to add appropriate signage.	01.09.2020
Working Patterns	Commuting, particularly involving public transport, raises the risk of staff catching and spreading the virus.	Consider staggering staff starting and finishing times.	Jenny Fox to agree any amendments to start/finish times for staff and to review such times where necessary according to individual circumstances and operational needs.	To be put in place if appropriate after discussion with staff.

<p>Hygiene & Cleanliness</p>	<p>A lack of hand hygiene among staff raises the risk of virus transmission.</p> <p>Contaminated surfaces raise the risk of virus transmission.</p>	<p>Install additional handwashing facilities/hand sanitizers in the workplace, including at entrances and exits.</p> <p>Arrange for increased cleaning of work areas and equipment.</p>	<p>Jenny Fox has provided a hand sanitizer at the entrance to the office and individual hygiene packs for staff including hand sanitizer, antibacterial wipes, tissues, gloves and cleaning equipment.</p> <p>Jenny Fox has put a procedure in place whereby all staff clear and clean and sanitize their workstations at the end of each day.</p> <p>Jenny Fox has added appropriate signage to ensure staff maintain hygiene standards.</p> <p>Waste is removed at the end of each day.</p>	<p>01.09.2020</p>
<p>Visitors</p>	<p>Allowing visitors into the office may raise the risk of spreading the virus.</p>	<p>Client visits to be discouraged until restrictions are lifted. Essential maintenance visits may be scheduled.</p>	<p>Visitors must follow handwashing/sanitizing procedure on entry to the office. Full cleaning of areas to be undertaken after such visits.</p>	<p>01.09.2020</p>

<p>Workers with possible or confirmed Coronavirus infection</p>	<p>Workers with Coronavirus symptoms may come to work and risk passing the virus on to their colleagues and contaminating the workplace.</p> <p>Workers who have someone in their household with Coronavirus symptoms or have been in close contact with someone who has been diagnosed with Coronavirus may come to work and risk passing the virus on to their colleagues and contaminating the workplace.</p>	<p>Provide clear instructions to workers with Coronavirus symptoms not to come to work and to self-isolate and follow medical advice.</p> <p>Provide clear instructions to workers who have been in close contact with a possible or confirmed case of Coronavirus not to come to work and to self-isolate.</p>	<p>Jenny Fox to ensure regular communication with workers to emphasise the necessity of staying away from the workplace as soon as they have any Coronavirus symptoms; following the Government’s advice on self-isolating; and arranging to have a test for Coronavirus via the NHS test and trace service.</p> <p>Jenny Fox to ensure regular communication with workers to emphasise the necessity of staying away from the workplace when they have been in close contact with a possible or confirmed case of Coronavirus; and self-isolating in line with the Government’s guidance on staying at home for possible or confirmed Coronavirus infections. This could be where someone in their household has symptoms or the NHS test and trace service informs them that they have been in contact with someone who has tested positive.</p>	<p>01.09.2020</p>
<p>Vulnerable Workers</p>	<p>Workers who are classed as “clinically vulnerable”, such as pregnant workers and those aged 70 or over, are at higher risk of severe illness if they contract Coronavirus.</p>	<p>Consult “clinically vulnerable”, such as pregnant workers and those aged 70 or over, individually about potential adaptations to their role in advance of their return to work.</p>	<p>Jenny Fox to discuss with “clinically vulnerable” workers their circumstances, consulting with them about potential adaptations to their role in advance of a return to work.</p>	<p>To be put in place if any staff are employed/identified as “clinically vulnerable”.</p>

Mental Health	Workers face an anxious time when they are attending work, whether they fear the risk of infection, are facing difficulties away from work (for example with family illness or bereavement) or fears for the future (for example financial worries).	Remind workers about access to mental health support, so that staff have a first point of contact if they need to reach out to someone, or need guidance on where to get further support.	Jenny Fox to refer staff to Mersey Counselling and Therapy Centre: https://www.mctcwirral.org.uk/ for free local advice and support.	01.09.2020
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Supporting Documents to be read in conjunction with this Risk Assessment:

- **Coronavirus Policy**
- **Working Safely during Covid-19 in offices and contact centres – Guidance for employers, employees and the self-employed**
- **HSE Working Safely during Coronavirus Outbreak – Short Guide**
- **Health & Safety Policy**
- **Health & Safety Law Guide HSE**
- **Flexible Working Policy**
- **Home Working Policy**

Assessment Review Date: 01 October 2020 (to be reviewed monthly or as circumstances change)

Lead Risk Assessor: Judith Roach, Office Administrator

Risk Assessment Sign-off: Jenny Fox, Managing Director

Signed:.....



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Date: 01.09.2020