

**RISK ASSESSMENT SRA 55**

Activity covered by this assessment	Location	Date
<b>Covid 19 Secure</b>	<b>Evotech Offices</b>	<b>23 July 2020</b>

**Significant Hazards - using Risk Matrix - P x S**

**Assessment of Risk**

		Low	Medium	High
A	Biological hazards, contracting Covid 19			25
B				
C				
D				
E				
F				
G				

**Persons at Risk:-** Operative–site staff–visitors–public–others within the immediate vicinity of the office

**Control Measures to be taken to eliminate or reduce the risk of the above hazards causing harm**

**Compliance with:**  
 Evotech Covid 19 Infection Control Policy  
 Evotech Covid 19 Information Sheet  
 NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts):<https://www.nhs.uk/conditions/coronavirus-covid-19/>  
 The WHO (World Health Organisation) provides awareness information regarding CV19:  
<https://openwho.org/courses/introduction-to-ncov>  
 NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist:  
<https://111.nhs.uk/covid-19>  
 Evotech has adopted a policy of allowing only essential staff to enter the offices in Elland and Basingstoke. Visitors are not allowed into the premises under any circumstances.  
 Wherever possible staff should work from home  
 Use of technology to reduce face to face meetings has been implemented so that we ensure that the numbers of people attending the offices can be kept to a minimum.  
 Notices have been posted at external entry door to inform visitors that they will not be allowed access to Evotech's offices.  
 Covid 19 site safety posters have been posted at entrances, toilets, kitchen areas and meeting rooms which forbids entry to people that have been to Covid 19 high risk areas, to people that have or are experiencing symptoms of fever, cough, sore throat, or other flu like symptoms. Instructions that handshakes and any personal contact are not permitted. Staff are also instructed to wash or disinfect their hands on a regular basis, that they must obey a strict 2 metres safe distance from colleagues and should they cough or sneeze they should sneeze into the crease of their elbow or into a tissue and dispose of the tissue immediately and to wash their hands following each cough or sneeze.  
 An infection control station is provided at the office entrance which instructs people to sanitise their hands before entering the office. The station also provides disposable face coverings, disposable gloves, sanitiser spray, blue roll, hand sanitiser and disinfection wipes for staff's use whenever they feel the need to use them.  
 The floors have been marked out with hazard tape to show safe walk ways and 2 meter spacing.  
 Specific instructions that limit the kitchen area to one person at a time have been posted onto the kitchen cupboard.  
 Office areas and meeting rooms must be ventilated by opening windows at opposite ends of the area that allows cross flow of air. Windows should be opened up by the first member of staff to enter the office and checked by the first member of the management team for compliance.  
 A detailed cleaning and disinfection guide (Daily Covid 19 CleaningSchedule Requirements) and completion certificate has been issued. This is held at the infection control station at the entrance area to each office and gives instruction on cleaning touch points, communal areas, meeting rooms, kitchen, men's and lady's toilets.  
 Additional consideration will be given to those employees who may be deemed to be at increased risk.  
 Working from home will be considered for relevant identified employees.  
 Situation monitored daily

**Risk assessment to be reviewed within 1 month or as and when official advice changes.**

The above controls have been selected to eliminate, minimize and protect the health and safety of operatives and others that may be affected by the above activities. These controls have been designed to protect against the hazards recorded and should only be used in relation to those specific site conditions.

### RISK ASSESSMENT

Assessment of remaining risks:

Assessment of remaining Risk		
Low	Medium	High

		Low	Medium	High
A	Biological hazards, contracting Covid 19		5	
B	0			
C	0			
D	0			
E	0			
F	0			
G	0			

This assessment is to be reviewed annually or when changes occur.

**ASSESSMENT UNDERTAKEN:**

Signed:



Name:

Mark O'Grady

Date of Assessment:

19/05/2020

Assessment Review:

19/06/2020

This assessment is to be reviewed annually or when changes occur.

**ASSESSMENT UNDERTAKEN:**

Signed:

Name:

Date of Assessment:

Assessment Review:

This assessment is to be reviewed annually or when changes occur.

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