

## CORONAVIRUS (COVID-19) RISK ASSESSMENT - Southwood

To reduce risk to the lowest reasonably practical level

Hazard	Risk	Control measures	Persons at risk
Suspected case whilst working on site	H	If an employee/client starts showing symptoms they are asked to leave immediately. Every area they have visited/worked in will then be disinfected and (if possible) locked. Cleaners will perform a deep clean of this area as soon as possible	All individuals on site
Protection for staff on location (external site). Those commuting to work	H	Client facing staff/on external sites to be supplied with a washable/reusable mask whilst on site. Those staff commuting (via car) to office - on arrival at Southwood Park, all staff to enter wash rooms where possible or use anti bacterial gels on site as soon as they	All staff members
Poor hygiene practices from people on site	H	Hand sanitisers and PPE are available for all to use. Anti-bac soap provided in every toilet. Temperature gun on site and all staff and clients coming in will be checked prior to entry - clear communication around this protocol. Hand Sanitiser will be available on site for those unable to wash hands frequently. All visitors on site (for a f2f meeting) will be required to wear a face mask whilst on site in	All individuals on site
Company Vehicles - Staff protocols	H	Disposable gloves to be provided in all company vehicles for delivery and collection. All drivers to be issued with 2x washable face covering to be used when social distancing is unavoidable.	All Drivers
Small kitchen (s) - Southwood Park	H	Only 1 person in kitchen Clients not allowed in kitchens, water testing carried out & all clear	All individuals on site
Stairways	H	Only 1 person allowed on the stairs at any given time.	All individuals on site
Congestion in toilets	H	1 in 1 out system in place. Social distancing measures in place	All individuals on site
Staff sitting near each other in office areas	H	Seating plan will be implemented to ensure people are always at least 2 meters away from one another when working. Staff schedules/rotas to be reviewed and implemented. Conference calls used instead of f2f meetings. Redesigning working spaces to ensure social distancing	All staff on sites
Staff Meeting room protocols in building	H	Clearly marked how can be used in each site - signage and markings	All staff on sites
Staffing levels in main office Southwood park)	H	Encouraging remote working for both staff & clients to avoid contact where possible on site and Warehouse on rota (once 100% working) Reviewing desking in open plan areas/occupancy levels in line with safety guidance	All individuals on site
Clients and visitors attending site	H	All Clients, contractors and visitors due on site will be instructed to wear PPE whenever visiting the premises	All individuals on site
Accident, security and other incidents - safely and in compliance	H	Ensuring awareness of handling emergency situations - both fire and first aid protocols. communicating clearly how will be handled/assistance and sanitisation after incident has occurred.	All individuals on site
General Communications to staff around returning to work	H	Ensuring all workers understand COVID 19 related Safety procedures for each site	All individuals on site
To maintain social distancing with - goods in/out Southwood Park	H	Revising pick up and drop off collection points. Minimising unnecessary contact in warehouse.	All individuals on site
All personell to read & sign COVID document on entry into the building	H	Located within reception at all sites will be a document that every guest or visitor will need to read & sign before they enter the building.	All Guests & Visitors
Quarantined area for kit returning back from site for a period up to 72 hours	H	Designated bonded areas introduced at Southwood Park to quarantine all returning UK freight for a period of up to 72 hours	All individuals or come in location with the returning kit
Fit to work Risk Assessments	H	Any individual that has been off from work & who are perceived as Vulnerable, Pregnant or Having Underlying Health Issues will be required to undertake a fit to work risk assessment with our COVID Partners 1st Option. Each individual will be called by 1st Option prior to returning and talked through each element of risk pertaining to their role. On arrival at work they will be met by a member of senior management and requested to acknowledge & sign said document.	All Individuals concerned
Spacing of kitchen seating	H	Kitchen facilities including seating will be spaced accordingly in line with government social distancing protocols. Phased lunchbreaks to control numbers within the kitchen area at any one time. Water testing carried out & all clear	All individuals
<b>Medical Guidance needed</b> call NHS on 111, where you will be assessed by an appropriate specialist. NHS guidance is that you <u>do not</u> go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs.			
<b>Version:</b> COVID-19 Risk Assessment - vJan2021		<b>Review Date:</b> As required	