

# COVID-19 Risk Assessment

**Company name: Paterson Simons (Africa) Limited**

**Assessment carried out by: René Blamire**

**Date assessment was carried out: 25/05/2020**

**Date of review: 02/06/2020 (John Traynor, Steve Baker, Dave Price, René Blamire)**

**Assessed in line with HM Government WORKING SAFELY DURING COVID-19 IN OFFICES AND CONTACT CENTRES 11<sup>TH</sup> MAY 2020**

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
1. Failure to consult staff	All staff	A staff representative has been chosen by the staff team.	Consult staff about returning to the office	DP	ASAP	Complete
2. Wellbeing of those working from home keeping in touch and	All those working from home during COVID-19 pandemic through stress or ergonomic strain.	Regular team meetings, twice weekly managers meetings and bi-weekly full staff meeting. As well as	Ensure the teams and Managers keep connecting through remote meetings on a regular basis, and any concerns addressed in Managers	Managers and Directors	Ongoing, reviewed in Managers team meetings	Ongoing

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providing equipment		photos of home workstations and work-from -home survey conducted.	twice weekly call, or more immediately if it can't wait.			
<b>3. Risk of virus spread if too many people in the office, or if high office staff turnover.</b>	Staff in the office	The Logistics Manager has been working alone in the office to field phone calls and receive/despach goods.	<ol style="list-style-type: none"> <li>1. Measure space between desks to decide at maximum how many people can attend the office.</li> <li>2. Allow some home workers who are struggling to work at home to come in on a voluntary basis.</li> </ol>	Directors, safety coordinator and staff rep	ASAP	
<b>4. COVID-19 being spread through an infected member of staff</b>	All staff in the office	N/A, only one staff member in the office.	Staff to sign acceptance on back to work induction that by reporting to work in the office each day we are accepting that they are not feeling unwell or have	MD	When staff return to the office	

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<p><b>attending the office</b></p>			<p>symptoms of coronavirus, have not to the best of their knowledge been exposed to anyone with the virus nor have not been advised to self-isolate by any governmental agency or advice. On the basis of this acceptance we will <u>not</u> require self-certification on a daily basis. We are expecting employees to act responsibly. Periodic reminders to be given to office staff by MD</p>			
<p><b>5. Protecting those at higher risk</b></p>	<p>Those who are deemed at high risk by the NHS</p>	<p>They are working from home and covered by home worker measures as above</p>	<p>Review their status</p>	<p>Relevant Managers and affected employees</p>	<p>ASAP</p>	

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<b>6. People who need to self-isolate</b>	Those showing signs of COVID-19, or as advised by Government Health Authority.	Home working has been set up for all staff.	Arrange cover should the Logistics Manger need to self-isolate.	MD	If and when necessary	Ongoing
<b>7. Equality in the workplace</b>	Any staff member who is disabled or an expectant mother.	Everyone is working from home.	Ask any employees who fall into this category <u>specifically what measures we need to put in place to support their disability.</u> These measures need to be reasonable.	DP	ASAP	
<b>8. Coming to work and leaving work</b>	Staff in the office		<ul style="list-style-type: none"> <li>1) Hand sanitiser at the entry and exit doors.</li> <li>2) Key fob to be given to staff member who arrives first, and the staff member who leaves last so that the alarm keypad</li> </ul>	<ul style="list-style-type: none"> <li>1) RB</li> <li>2) RB</li> </ul>	<p>ASAP</p> <p>When staff return to the office</p>	

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			doesn't need to be touched.			
<b>9. Moving around the office</b>	Staff in the office	N/A only a lone worker at present	1) A one-way system for entering and exiting the office using both doors. Signs will be added to make this obvious to all.	RB	When staff return to the office	
<b>10. Workstations</b>	Staff in the office	N/A only a lone worker at present	1) Tape will be placed on the floor around the desks in use to remind staff of the 2m distancing measure. 2) A certain number of desks will be marked as 'Not In Use' to ensure those at desks are more that 2m away from anyone else.	1)RB  2)RB	1-3 When staff return to the office	

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			3) Make it clear that work stations are not to be shared.	3)MD Induction		
<b>11. Meetings</b>	All staff	Only remote meetings taking place.	None			
<b>12. Common areas</b>	Staff in the office	N/A only a lone worker at present	1) Only one person in the kitchen at a time. SIGN 2) Wipes to be placed at the photo copier, in the bathroom and in the kitchen to wipe off surfaces which have been touched. 3) No food preparation in the kitchen will be allowed. SIGN 4) Fridge will be only for milk. SIGN	1)RB  2)RB  3)RB  4)RB  5)MD Induction	1-9 When staff return to the office	

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			<ul style="list-style-type: none"> <li>5) Storage of personal items and clothing in personal storage space. An archive box can be used if required.</li> <li>6) Expect staff to have windows open and bring extra layers if it gets cold.</li> <li>7) Ensure nobody is sharing a printer.</li> <li>8) Ensure all the trickle vents on the windows are open.</li> <li>9) Tea breaks to be taken outside weather permitting</li> </ul>	<ul style="list-style-type: none"> <li>6)MD Induction</li> <li>7)RB</li> <li>8)MD</li> <li>9)MD Induction</li> </ul>		
<p><b>13. Accidents, security and incidents</b></p>	<p>Staff in the office</p>	<p>Office door is kept locked at all times</p>	<ul style="list-style-type: none"> <li>1) Arranging for annual service of fire extinguishers</li> </ul>	<ul style="list-style-type: none"> <li>1) RB</li> </ul>	<ul style="list-style-type: none"> <li>1) ASAP</li> </ul>	

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			<p>to take place outside the office.</p> <p>2) Ensure we have gloves and masks in the first aid box in case first aid is required.</p>	2) RB	2) ASAP	
<b>14. Manage Contacts</b>	Staff in the office	Additional staff members who have been going into the office for short periods of time have been using a desk on the far side of the office and wiping down the photocopier and any other communal office if used.	<p>1) No visitors (staff or otherwise) allowed into the office without prior consent from MD.</p> <p>2) No personal courier deliveries allowed.</p> <p>3) Cleaning and IT visits to be done out of office hours</p>	<p>1) MD Induction</p> <p>2) MD Induction</p> <p>3) MD Induction</p>	1-3) When staff return to the office	
<b>15. Providing and explaining</b>	Staff in the office and visitors/contractors/couriers		1) More signage will be printed and displayed at	1) RB	1) When staff return to the office	

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available guidance			entrances and in other relevant areas. 2) Back to work induction document.	2) MD	2) ASAP	
<b>16. Steps before re-opening the office to more staff</b>	Staff who will be returning to be office.	Cleaners do a 2 hour clean of all surfaces each weekend	1) If more staff want to return to the office, we will ask the Cleaners to do an additional mid-week clean. 2) Personal hand-sanitisers and anti-bacterial wipes for all staff to keep at their desks. To clean their hands when they have handles anything which may carry germs, and to	1) RB  2) RB	1) Once staff have said they want to return  2&3) When staff return to the office	

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			<p>regularly wipe down their own workstations.</p> <p>3) Door handles to be wiped down twice a day, middle and end.</p>	3) MD		
<b>17. Hygiene</b>	All staff and visitors to the office	<p>1) Poster of how to wash your hands properly is displayed in the bathrooms and in the kitchen.</p> <p>2) Hand sanitisers dotted around communal areas.</p>	<p>1) Signs for hand washing and general good practice for sneezing and coughing will be put up.</p> <p>2) Provide paper towels for bathrooms and kitchen.</p>	<p>1) RB</p> <p>2) RB</p>	1&2 Once staff return to the offic	



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			<p>Manager and one other, to cover in need.</p> <p>3) Couriers are allowed to use the bathrooms on request, bathroom surfaces need to be wiped down afterwards, alternately advise MD when this occurs.</p>			
<p><b>19. PPE</b></p>	<p>All staff and visitors to the office</p>	<p>Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or</p>	<p>N/A</p>			

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		confirmed case of COVID-19.				
<b>20. COVID-19 guidelines not adhered to</b>	All staff in the office	N/A at present	MD will address staff who are seen to be ignoring these guidelines	MD	Ongoing	