

Covid-19 Risk Assessment

Company name: Aerospheres (UK) Ltd

Date of next review: 16/12/20

Assessment carried out by: Bryan Thornton

Date assessment was carried out: 16/09/20

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
Getting or spreading coronavirus by not washing hands sufficiently	Employees	Hand Sanitisers issued to all depts and communal areas.	Hand sanitiser stations for delivery drivers.	BT/YF	22/09/20	YES
	Visitors		Hand sanitisers by clocking machine and sign to encourage use by all employees when they enter and leave building.	BT/YF	23/09/20	YES
	Delivery Drivers	Hand Sanitisers issued to all employees for personal/home use.				
		Water, soap and drying facilities in toilets and kitchens.	Mandatory use of gloves in warehouse – work gloves or disposables as appropriate for task.	YF	21/09/20	YES
	Signs encouraging and reminding			BT/FK	22/9/20	YES

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		employees for the need to regularly and correctly wash hands – especially in toilets and kitchens.	Disinfectant to wipe surfaces in kitchens, collections and reception etc.			
Getting or spreading coronavirus from insufficient social distancing	Employees	Covid-19 Safety Update issued to all employees giving clear instructions and reminder to follow social distancing and other safety guidelines (9/9/20). Single occupancy offices where possible.	Signs to limit the number of people who can access multi occupancy or open plan offices at any one time.	BT	17/09/20	YES
	Visitors		Ensure separation of staff in sales office so no workers are directly opposite. Introduce rota for max number of team on site on any one day.	AI	21/09/20	YES
	Delivery Drivers		Tape in kitchen to help with social distancing	BT	24/9/20	YES

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		Desk dividers between all opposite desks in Sales Room act as shield screens.	Signs to remind social distancing at all entrances.	BT	22/09/20	YES
		Signs to remind people to maintain minimum 1 meter distance in offices.	Introduce wearing masks in warehouse where social distancing cannot be maintained	YF	22/9/20	YES
		Spread employees around open plan office to maximise social distancing.	Protocols & equipment for protection of first aiders when in contact with casualty	BT	29/9/20	YES
		Arranging work from home wherever possible/practical.	Refresh/additional signage in warehouse	BT	24/9/20	YES
		Single occupancy workstations in warehouse.	Revised home working rota for Sales to reduce occupancy of open plan office to ensure 2 metres	AI/FK	24/9/20	YES
			Consider mandatory use of face masks for meetings with visitors and/or when in	BT/FK/PT	TBD	

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		<p>Limited access signs for kitchens and toilets.</p> <p>Management meetings via video conference rather than face to face.</p> <p>Masks made available for all employees who consider they are necessary if 2m social distancing for their work environment cannot be maintained.</p> <p>Fixed teams with minimal outside visitors in office.</p>	<p>close social contact situations where 2 meters cannot be maintained.</p>			

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Getting or spreading coronavirus from contact with surfaces, equipment, workstations etc.	Employees	Employees instructed to wash all utensils in kitchen after use – empty sink policy Daily cleaning of work surfaces and work stations.	Review cleaning procedures and frequency. Advise cleaner to ensure all high contact points are always cleaned with disinfectant.	BT/FK	17/09/20	YES
	Visitors		Identify comprehensive cleaning checklist and introduce with cleaner.	FK	TBA	
	Delivery Drivers		Disinfectant sprays for kitchens, board room and collection/delivery points. Signs to encourage cleaning.	FK	24/09/20	YES
			Daily wipe down of communal door plates, handles and stairs etc.	FK/BT/YF	29/09/20	

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Getting or spreading coronavirus in high traffic or communal areas.	Employees	Limit the number of people in kitchens and toilets	Review signage and instruction for all communal areas and choke points.	BT	29/09/20	YES
	Visitors		Manage break times in warehouse when necessary.	YH	24/09/20	YES
	Delivery Drivers		Consider reducing lunch break to half hour.	PT/MI/FK	TBD	
Getting or spreading coronavirus from poor ventilation	Employees	All offices have windows and/or air conditioning. All air conditioning working and properly maintained. Self-closing doors to minimise transmission.	Fire doors should not be propped open.	BT	17/09/20	YES
	Visitors		Humidity monitor in Sales Office (low humidity from air con heating could increase risk)	BT	13/10/20	YES

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		Open window for fresh air where possible and practical				
Getting or spreading coronavirus from visitors or delivery drivers	Employees	Hand sanitiser at receptions.	Introduce Covid-19 Safety Briefing for all visitors.	BT	22/9/20	YES
	Visitors	Visitors discouraged and customer/supplier meetings cancelled where possible.	Policy and instruction to monitoring control for drivers requesting use of toilet or washing facilities	BT	16/9/20	YES
	Delivery Drivers	Warning Signs at reception and collection door.	Visitor instruction/policy e-mail to all employees.	BT	22/9/20	YES
Getting or spreading coronavirus from travelling to work	Employees	Encouraging all employees to avoid public transport where possible.	Sanitise hands on arrival/departure	BT/YF	23/09/20	YES

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		Offering staggered start times to avoid rush hour.				
Getting or spreading coronavirus if evidence of symptoms	Employees	Sickness policy instructing stay at home for any infectious symptoms. Daily temperature check of all employees	Check temperature of visitors as part of visitor policy	BT	22/9/20	YES
Increased risks for vulnerable Employees	Employees Visitors	Questionnaire issued to all employees so company aware of individual circumstances Special consideration offered to those	Consider testing for antibodies and flu jab.	BT/FK	14/10/20	

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		<p>identified as high risk or with vulnerable family members.</p> <p>Masks made available for all employees who consider they are vulnerable.</p>				
<p>Transmission of coronavirus to/from visitors or wider society</p>	<p>Employees Visitors Delivery Drivers Families and social groups</p>	<p>Visitors and off site visits discouraged and strictly controlled.</p> <p>Access to building controlled – doors and shutters kept closed.</p> <p>Social distancing from other estate works.</p>				

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		Management consideration for family circumstances				
Musculoskeletal disorders through home use of DSE	Employees	None	DSE review for all home workers. Where necessary, provide correct equipment.	BT/FK BT/FK	14/10/20 TBD	YES
Mental health and well being affected by isolation and anxiety about coronavirus	Employees	All home workers encouraged and required to work in office on rota. Regular contact by HR and management to ensure well being for all long term furloughed or home workers.				

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		HR mentoring available if required.				

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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