

Location: <i>FDTs Ltd Main Site</i>	Date of Assessment: <i>01/06/2020</i>	Risk Assessor: <i>Employee</i>
Title: <i>COVID19 Risk Assessment</i>	People involved in making this assessment: <i>Employees</i>	
Risk Assessment Reference: <i>C19RA001</i>	People at Risk: <i>Staff, Customers, Contractors, Delivery Drivers, Visitors</i>	

Hazard: *Getting or spreading coronavirus by not washing hands or not washing them adequately*

Control Measures:

1. Signs and appropriate posters displayed to remind people when, where and how to wash their hands.
2. Water, soap and hand sanitiser provided at wash stations.
3. Washing and sanitising products always replenished before supply runs out.

Hazard: *Getting or spreading coronavirus in common use high traffic areas such as lobby, meeting room, toilet facility, entry/exit points to facilities and other communal areas.*

Control Measures:

1. Limiting the number of people in rooms so that social distancing rules can be met.
2. One-way system in place in corridors or regularly used routes to manage the flow of people moving around workplace to allow social distancing rules.
3. Cleaning regime in place to make sure high traffic communal areas are kept clean.

4. All visitors to wear face masks (available on arrival in lobby)

5. Restriction of one visitor at a time.

Hazard: *Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations.*

Control Measures:

1. Staff trained and instructed how to use cleaning and disinfecting products.

2. Cleaning regime in place to clean equipment and workstations between each user.

3. Reduced the need for people to move around your site as far as possible to reduce the potential spread of any contamination through touched surfaces.

Hazard: *Mental health and wellbeing affected through isolation or anxiety about coronavirus.*

Control Measures:

1. Regular keep in touch weekly meetings with staff in place to talk about any work issues and concerns.

Hazard: *Contracting or spreading the virus by not social distancing.*

Control Measures:

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| 1. Limited number of people on site at one time. |
| 2. Allocating time slots for customers if visits cannot be avoided. |
| 3. Rearranged work tasks to allow people to meet social distancing. |
| 4. Wearing of face masks by visitors. |

Policy reviewed in line with government guidelines and new instructions.

Documents Associated with this Risk Assessment:

Review Date: 02/12/2020

Reviewer: -