

# Risk Assessment for Covid-19

Name of Assessor	Andrea Fielder
Date Assessment carried out	01/06/2020
Review Frequency Monthly. Date assessment reviewed	

Hazard and Consequence	Those Affected	Risk Level Without Controls	Control Measures	Additional Controls required	Risk Level With Controls in Place
Spread of coronavirus - Death	All employees, visitors, contractors and anyone else who enters the building	High	<ul style="list-style-type: none"> <li>Staff to confirm via completion of the staff declaration form that they or members of their household do not have any Covid-19 symptoms, and if that situation changes they will report to their manager before coming into work</li> <li>Staff are to work at home if possible</li> <li>If anyone develops symptoms of Covid-19 they are to self-isolate for 7 days as per the government guidelines.</li> <li>If you do not have symptoms but have been in contact with someone who has then you must self-isolate for 14 days as per the government guidelines</li> <li>Staff to where possible avoid public transport on their commute to and from work; where public transport has to be used, they will wear a face covering as advised by Government guidance</li> <li>Hand Washing facilities with soap and water along with paper towels with closed bin are available</li> </ul>	<ul style="list-style-type: none"> <li>Daily anti-bacterial cleaning of all surfaces within the office</li> </ul>	Low

Risk Assessment Covid-19  
01/05/2020  
Version 1



t: 01772 440340  
e: [info@dcmsurfaces.com](mailto:info@dcmsurfaces.com)  
[www.dcmsurfaces.com](http://www.dcmsurfaces.com)

			<ul style="list-style-type: none"> <li>• Staff encouraged to protect their skin with cream to prevent drying out</li> <li>• Staff are reminded verbally and with posters around the building to regularly wash their hands for at least 20 seconds</li> <li>• Staff are reminded to sneeze and cough into a tissue and place it in a bin which can be closed. The waste from these bins is to be treated as clinical waste and tied up and left for 72 hours before being disposed of/collected</li> <li>• Anti-bacterial wipes available where washing facilities are not</li> <li>• Weekly deep clean of the whole office including tables, hand rails, door handles</li> <li>• Social Distancing – observe the 2 meter distancing rule</li> <li>• Conference calls are to be used instead of face to face meetings with visitors</li> <li>• If internal meetings are to go ahead, then the 2 meter rule will be observed, in rooms where the windows can be opened where possible</li> <li>• First aiders to wear face mask and gloves when attending to injured persons, and must not perform any mouth to mouth resuscitation. If possible, the injured person will also wear a face mask</li> <li>• Contractors will sign in at reception, complete the visitor's health declaration form and will adhere to site rules</li> </ul>		
--	--	--	--	--	--

Risk Assessment Covid-19  
01/05/2020  
Version 1

Hazard and Consequence	Those Affected	Risk Level Without Controls	Control Measures	Additional Controls required	Risk Level With Controls in Place
Mental Health – depression or similar	All employees	High	<ul style="list-style-type: none"> <li>Management will promote mental health &amp; wellbeing awareness to staff during the outbreak and offer help where they can</li> </ul>	<ul style="list-style-type: none"> <li>Regular contact and communication and open door policy for those who need additional support</li> </ul>	Low

Risk Assessment Covid-19  
01/05/2020  
Version 1



t: 01772 440340  
e: [info@dcmsurfaces.com](mailto:info@dcmsurfaces.com)  
[www.dcmsurfaces.com](http://www.dcmsurfaces.com)