

**Risk Assessment**

<b>Operation / Task:</b>	Bourne Group office operations (Covid 19) Ringwood	<b>Completed by:</b>	Nigel Moss	<b>Date:</b>	15/06/2021
<b>Revision:</b>	011	<b>Reviewed By:</b>	Dan Morphew	<b>Next Review</b>	19/07/2021(or change to Gov Guidance)

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

**Five Steps to safer working together. 1 COVID-19 Risk Assessment, 2. Cleaning, hand washing and hygiene procedures, 3. helping people to work at home, 4. Maintaining 2m distance, 5 Manage transmission risk.**

<b>What are the hazards?</b>	<b>Who might be harmed</b>	<b>Controls Required</b>	<b>Additional Controls</b>	<b>Action by who?</b>	<b>Action by when?</b>
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to the premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with the business.</li> </ul>	<p><b><u>Entrance/Common Areas</u></b></p> <p>Follow specific systems and controls in place by Landlord/Building Manger</p>	<p>Avoid common areas where possible, proceed directly from building entrance to BGL entrance. Maintain social distancing always and follow BGL Hygiene procedures and measures below.</p> <p>BGL employees to utilise main entrance access and staircase only. Rear Entrance and staircase access allocated to other building users.</p> <p>BGL employees to only utilise 1<sup>st</sup> floor toilet facilities.</p> <p>Communal lift limited to a maximum of 1 person at a time</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p>	<p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p>

		<p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Follow hand washing guidance.</li> <li>• Drying of hands completely.</li> <li>• Gel sanitisers provided in any area where washing facilities not readily available</li> <li>• Hands. Face. Space government campaign to be followed</li> </ul> <p><b><u>Cleaning</u></b> Cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands/gloves.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the government guidance. – Posters, leaflets and other materials are available for display.</p> <p>Rigorous checks will be carried out by Building Directors /Managers to ensure that the necessary procedures are being followed.</p> <p>Weekly sign-off by Management</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>	<p>22/05/20</p> <p>22/05/20</p> <p>22/05/20</p>
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		<p>products and methods. Professional Cleaners engaged to agreed regime.</p> <p><b><u>Social Distancing</u></b></p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre gap</p> <p>Hands. Face. Space government campaign to be followed</p> <p>Work schedules reviewed including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing maintained.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Rest breaks for staff staggered.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Additional signage/demarcation</p> <p>Management checks to ensure this is adhered to.</p> <p>No under 2m distance working is allowed</p> <p>Indoor meetings only in well ventilated areas maintaining social distancing (2M).</p>	<p>All</p> <p>All/DM</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>	
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	<p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p><b><u>Wearing of Face Coverings</u></b></p> <p>Face coverings will be mandatory for internal spaces where members of the public meet.</p> <p>Hands. Face. Space government campaign to be followed</p> <p><b><u>Symptoms of Covid-19</u></b></p> <p>If you or anyone at your home has symptoms of a new continuous cough or a high temperature you should stay at home and contact your line manager.</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they should inform their manager and they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p>	<p>Occupancy limits placed on communal areas such as canteen &amp; toilets.</p> <p>Factory/office staff to wear face coverings when not seated at their desk or at a specified green desk or table.</p> <p>Face coverings to be worn at all times when moving around the Factory/office, using communal areas or kitchens.</p> <p>Use the Self Isolation Service Hub by calling 020 3743 6715 to provide NHS Test &amp; Trace a list of personnel and their Contact Tracing and Advice Service (CTAS) ID who have tested positive.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>	
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