

Covid-19 Risk Assessment Form



The risk assessment process follows the 4-stage cycle of Plan, Do, Act, Review (PDCA):



Plan	Planning the return to work
Do	The physical return to the workplace
Check	Ongoing monitoring of the controls in place and listening to feedback from employees
Act	Implementing any required improvements suggested by employees and adapting control measures in line with Government guidelines

The Check and Act stages will need to be reviewed regularly and the lifting of any control measures will need to be appropriate and gradual. Depending on changes to the external environment, it may be necessary to reinstate previous lockdown measures, e.g. if there is a second wave of the Pandemic.

Risk Assessment

Location		The Tannery – Yorkshire Office
Completed by	Name: Andy Taylor	Signature: 
Position: Team Leader		Date: 20-08-2020
Approved by	Name: Mica MacInnes	Signature: 
Position: Head of HR and Learning and Development		Date: 28 th August, 2020

RISK ASSESSMENT						
Hazard	Who may be harmed and how?	Current Control Actions	Further Actions	Responsible (Name)	Target Completion Date	Action Completed (Date)
People: Work Patterns and Activities <ul style="list-style-type: none"> Contact with other employees, visitors and clients Ability to achieve and maintain social distancing Travel to Site People not maintaining social distancing measures People attending workplace that are symptomatic or asymptomatic 	All: Potential exposure and/or spread of virus between employees, visitors or clients and onward spread to others, e.g. family	Follow Government guidelines and work from home	N/A			
		Use of Teams and Zoom to conduct meetings and deliver workshops	N/A			
		Only attend Site where absolutely necessary to conduct essential work activities	Decision to be made on maximum safe number of people on Site – this will be communicated	Core RTW Team	10 AUG 2020	JULY 2020
		Keep to own work area and limit movement around Site	Implement procedure for regular cleaning of own work area – The Tannery have implemented daily sanitisation of workstations.			
		Entry restrictions and controls in place	The Tannery have implemented sanitisation stations at all entry points			
		Employees discouraged from handshaking and general close personal greetings	N/A			
		Employees sitting adjacent still possible	Remove all desks bar the four that we will use for hotdesking	Andy Taylor	16 th SEPT	
		Employees or someone in their household displaying Covid-19 symptoms are to self-isolate and not attend Site, and to arrange a Covid-19 test	N/A			
		Employees who are shielding to stay at home	N/A			
		Hand-washing for at least 20 seconds. Use of alcohol gel to supplement handwashing but not to replace it	The Tannery have installed signage in toilets and kitchens along with the sanitisation stations at entry points			
		Avoid touching face, mouth, eyes and nose	N/A			
		Signage displayed for the following: <ul style="list-style-type: none"> Covid-19 symptoms Handwashing 	Review of signage for covid-19 symptoms	Andy Taylor	01 Sep 2020	

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Places: Work Environment <ul style="list-style-type: none"> Contact with other employees, visitors and clients Ability to achieve and maintain social distancing Entry and exit from building and rooms Movement of air in the workplace Control of Communal areas Preparation and readiness of the workplace for employees returning Travel to Site 	All: Potential exposure and/or spread of virus between employees, visitors or clients and onward spread to others, e.g. family	Plan developed prior to return to identify the most effective layout for achieving social distancing, including move to hotdesking, segregated printing areas, floor markings to mark 2m social distancing and movement/procedures for outside our room but within the Tannery	Rearrange office to fit four hotdesks. Mark floors in office to ensure social distancing. Tannery procedures clearly communicated Temperature checks on all employees upon entering building	Andy Taylor	16 th SEP 2020	
		Temperature checks on arrival	Provide equipment and signage	Mica MacInnes	16 SEP 2020	
		Maximum of 1 person in tea point or kitchen at any one time	The Tannery have implemented this			
		Daily sanitisation of workstations and other areas at end of day	The Tannery have implemented this			
		Cleaning materials provided to enable staff to clean hotdesk after use,	Purchase cleaners and sanitisers	Andy Taylor / Mica MacInnes	01 SEP 2020	
		Discourage use of public transport and lift sharing	Communicate to team	Andy Taylor	16 SEP 2020	
		No visitors in office – use the Tannery meeting rooms	Communicate to team	Andy Taylor	16 th SEP 2020	
		Signage on printer to sanitise after use	Communicate to team / signage	Andy Taylor	16 th SEP 2020	

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Personal Protective Equipment (PPE) <ul style="list-style-type: none"> Exposure to virus through inhaling droplets Contact with contaminated surfaces Source and disposal considerations 	All: Potential exposure and/or spread of virus between employees, visitors or clients and onward spread to others, e.g. family	Social distancing	None			
Access to Welfare Provisions <ul style="list-style-type: none"> Shared facilities, including, handwashing facilities, hand sanitiser, toilets, tea point and kitchen 	All: Potential exposure and/or spread of virus between employees, visitors or clients and onward spread to others, e.g. family	Tannery procedures implemented	Communicate to all employees	Andy Taylor	16 th September 2020	
Access and Use of Equipment <ul style="list-style-type: none"> Shared facilities, e.g. printers, filing cabinets and files, hot desks, meeting rooms 	All: Potential exposure and/or spread of virus between employees, visitors or clients and onward spread to others, e.g. family	Cleaning materials provided to enable staff to clean hotdesk after use,	Purchase cleaners and sanitisers	Andy Taylor / Mica MacInnes	01 SEP 2020	
		Signage on printer to sanitise after use	Communicate to team / signage	Andy Taylor	16 th SEP 2020	

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Hazard	Who may be harmed and how?	Current Control Actions	Further Actions	Responsible (Name)	Target Completion Date	Action Completed (Date)
Stress and Wellbeing <ul style="list-style-type: none"> Staff anxiety of exposure to Covid-19 to self and others Uncertainty of control measures in place Feelings of isolation or exclusion Care for children or other dependents Shielding of self or family Home schooling Bereavement Lack of motivation Self-imposed measures to exceed normal working hours while home working Burnout Members of identified vulnerable group, e.g. BAME, pregnancy, obesity 	All: Potential exposure and/or spread of virus between employees, visitors or clients and onward spread to others, e.g. family	Plan for return to work developed and communicated across the business	To be discussed at staff meeting	Mica MacInnes/ Jamie Ollivere	17 JUL 2020	17 JUL 2020
		Employees made aware of the impact of Covid-19 and changes to their working environment	Presentation to be sent to all employees	Mica MacInnes/ Jim Barr	14 AUG 2020	
		All employees have access to appropriate technology to enable them to work effectively from home	N/A			
		Regular team meetings to ensure contact with team members	Monthly 1:1s with individual team members and Line Manager to discuss any personal issues regarding home life, including workload and any additional support needed	Line Managers		
		Staff aware of support mechanisms available, e.g. HR and external support services	Review options for additional support, e.g. EAP			
		Annual leave encouraged to be taken	N/A			
		Line Managers to monitor working hours to ensure burnout is avoided	N/A			
		Working from Home self-assessments completed and issues addressed	Provide RTC laptops for all employees	Mike Ball	30 SEP 2020	
		Concerns on workload or support needs are addressed by Line Manager	N/A			
		Employees who are in vulnerable groups are encouraged to contact their Line Manager to discuss support requirements	N/A			