Risk assessment

This risk assessment has been written using the practical steps and advise supplied within the UK Government COVID-19 Secure information for employers and their workplaces (https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19).

The risk assessment considers the practical steps we can take to reduce and managing the risk of COVID-19. Using the government advice, we have used the following areas to consider within this risk assessment and look to improve those areas to reduce the COVID-19 risk.

Hygiene Procedures:

- What are the Current Cleaning, handwashing, and hygiene procedures in place?

Work from home:

- Which people from our work place can continue to work from home?

Social Distancing:

- How can we ensure that the 2m safe working distance is applied?

Manage the transmission risk

- Where people cannot be 2m apart, what else can we do to manage the transmission risk?

Symptoms of the virus:
If a member of staff has the symptoms of the virus a new continuous cough, a high temperature, or the loss of taste or smell), then they will be required to follow the government advise on self-isolation for the required period of time away from work.

Mental Health
Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help the employee.

Risk assessment

Savoir Beds Limited

Date of risk assessment: revised **15 June 2020**

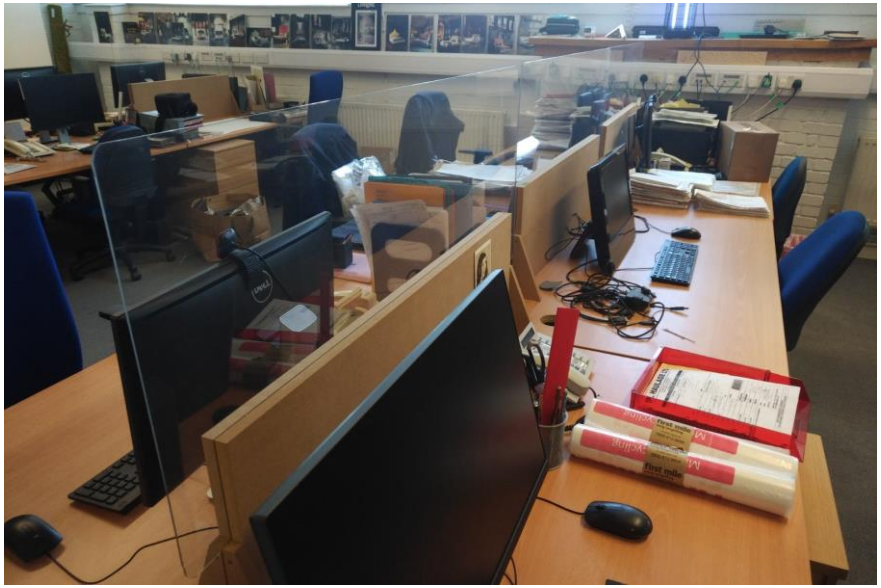
Locations: Office Location

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	**Employees** **Contractors (cleaners, maintenance personnel)**	**Hygiene Procedures:** Hand washing facilities with soap and water in place. Stringent hand washing taking place. Drying of hands with disposable paper towels. Staff encouraged to protect the skin by applying emollient cream regularly Gel sanitisers in additional places to back-up hand washing.	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 with disposable towels. 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. Tissues will be made available throughout the workplace. Posters displayed to reinforce this message	Ensure handwashing posters are correctly displayed to reinforce advice.	Actioned in March 2020	
			Frequently 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 products and methods.	Cleaning schedule to be drawn up and staff assigned to cleaning duties	Schedule & process to be actioned w/c 8 June 2020	
		Work from home: Office based employees that can work from home will be encouraged and supported to continue. This will help reduce the transmission risk and further support social distancing.	Some staff are currently working from home, and this needs to be further assessed as the sales increase and the business returns to normal.	On going assessment based on the needs of the business.		
		Control number of people within office: Current home working being used for some marketing, some sales operations, all accounting. Some members of the team visiting office on odd days to perform specific paperwork tasks not possible from home.	Schedule to be drawn-up by Sales Operations, Marketing, Production, Accounting team for days where a team day is required within the office. Teams to ensure they do not clash with another full team in to restrict the number of people within the office.			

		<u>Manage the transmission risk</u> A parcel/ paperwork drop-off point has been located outside the office to reduce the number of people entering the office. This has helped lower the transmission risk.	Reinforce the use of this drop-off point by reminding all staff to use this drop-off point.		Craig Ward/ Daryl Adkins w/c 25 May – w/c 1 June 2020	Done
		Entry/ Exit into and out of the building can be altered to increase social distancing and manage the risk of transmission. Three internals stairs cases have been identified as being put to one-way use to prevent people crossing on the stairs.	Label the staircases as the clear direction of people traffic, and management to enforce this. At the entry and exit positions then make 70% alcohol gel hand sanitiser available to reduce the transmission risk.		Daryl Adkins, w/c 25 May 2020	
		Paperwork sign offs Within the office there is a requirement to sign off and hand over paperwork to another employee (invoices, delivery notes, letters etc).	Consider use of paperwork drop off points/ team trays for paperwork to be left and then collected by the team as required.			
		Shared equipment: There are shared pieces of equipment within the office (printers/ scanner copier).	Antibacterial wipes are available within the office, and 70% alcohol hand gel is supplied for use. It is recommended that staff either wipe the equipment before use, or wash their hands or use hand sanitiser after using any piece of shared equipment.			Done
		Social Distancing: **Meeting room:** Meetings were held at more than 2 metres at the start of COVID-19 to reduce the transmission risk.	Remove chairs from the meeting room table to enforce this behaviour, and ensure doors remain open to allow air flow through the room during meetings where possible. Room to be designated at a maximum 6 person meeting room, however only 4 positions around the table will be set as the norm, with a further 2 chairs against the wall for sitting.	Daryl to create signage & remove additional chairs.	w/c 08 June 2020	Done

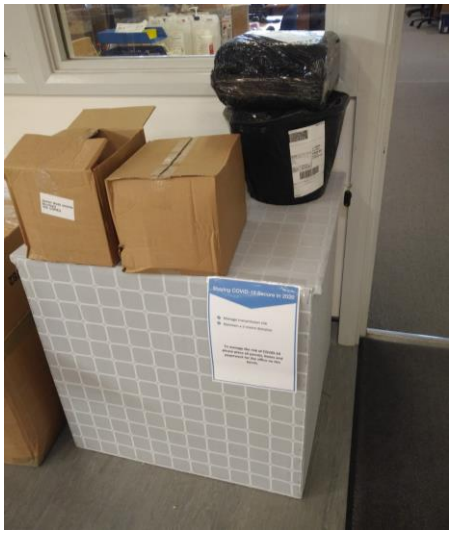
		Desks: Desk facing each other are 1.6metres apart, so do not comply with social distancing rules. Stagger/ checkerboard the desk layout where possible. Workstations of Guy Luscombe, Hannah Nichols and Nicola Duffy to be moved to another desk area to allow for social distancing.	Clear acrylic screens will be installed where office employees are facing each other and cannot be moved. Consider use of a side screens for those where a desk relocation is not possible to maintain social distance.		Hannah's work area to be moved when Hannah is in office	
		First floor foyer/ sofa meeting point: 2m distance is possible within this area, meeting of 3 people allowed within the area.	Signage to be created to remind staff/ visitors that only 3 people can meet at this location	Daryl to create signage.	w/c 08 June 2020	Done
		Office Kitchen Social distancing at 2 metres is not possible as this room is small. Current reduced staffing levels reduce the contamination risk.	This area to be designated at 1 person use only. Signage to be created, and rule to be enforced to ensure this separation.	Daryl to create signage.	w/c 08 June 2020	Done
		Marketing room, Accessory room: Because of the size/ layout of these rooms, social distancing at 2m is not possible.	These areas will be marked and labelled as a 1 person use room.	Daryl to create signage.	w/c 08 June 2020	Done

		Travelling to work: Working from home encouraged to reduce numbers of staff within the office. If staff are travelling to work and would prefer to drive to work, then ensure car park spaces are available. If staff travelling to work using public transport, then consider staggered start/ finish to avoid rush hours.	Car park spaces to be checked on number of required spaces. Office teams to consider staff/ finish times and check with their line manager on suitability.			
		Air Conditioning Units: Based on the style of air conditioning units (self-contained system, not centralised air units) the risk of virus transmission is extremely low.	Maintain regular servicing of units as per schedule.		w/c 15 June 2020	
		Cleaning: Regular contract cleaning has been continued in the communal areas and the office areas.	Cleaning rota to be drawn up for all door handles and staircase handle rails to further improve hygiene standards. Cleaning of these areas to take place every day. Deep clean to be considered for desk areas, but a tidy-up of desks will be needed by staff before cleaning.			

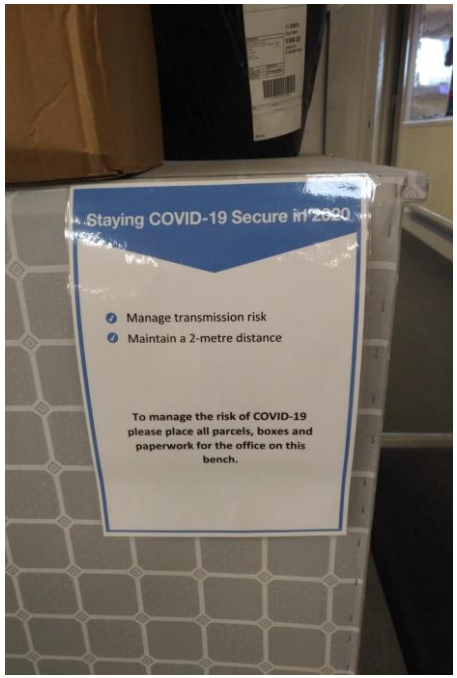


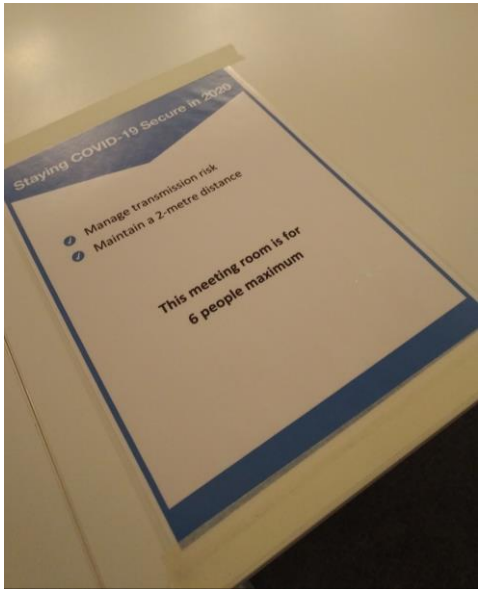
Office Area: Sneeze Screens Installed

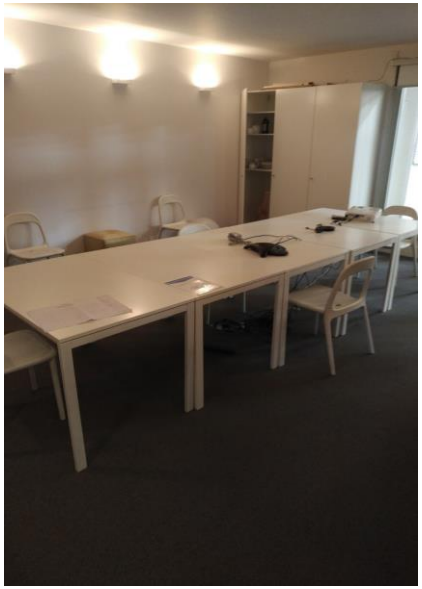
Office meeting area: Restricted to 3 people, and 70% alcohol hand gel available



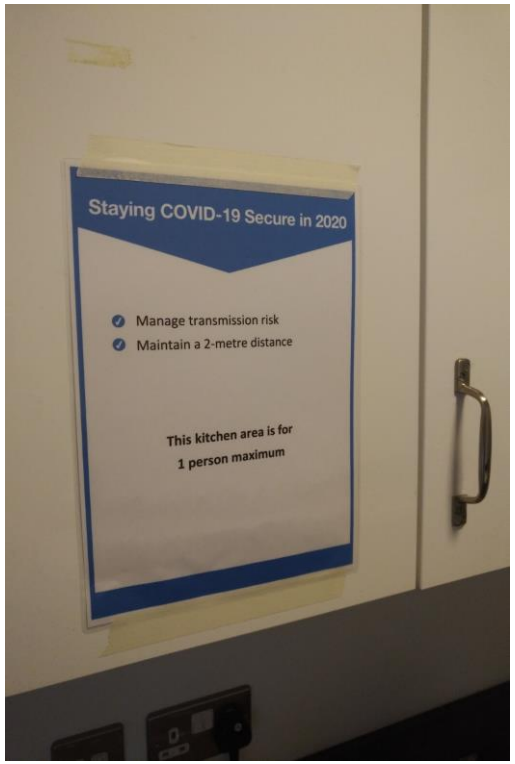
Office Parcel & paperwork drop-off zone: set-up outside office







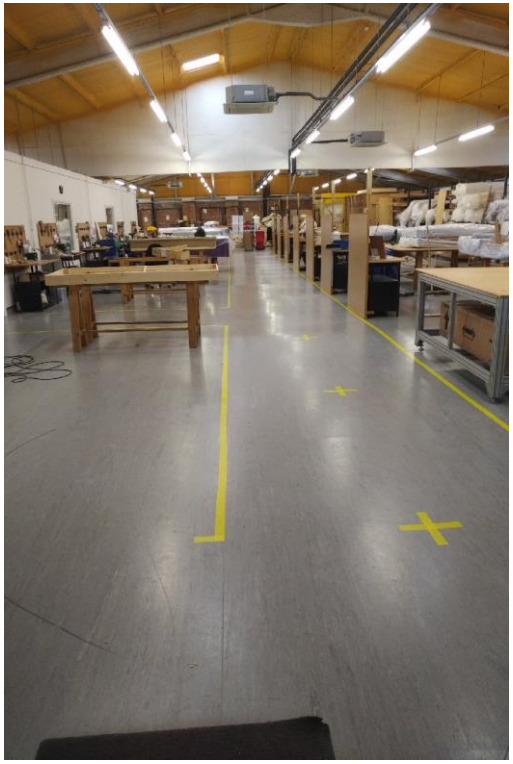
Meeting Room: restricted to 6-people, additional chairs removed.



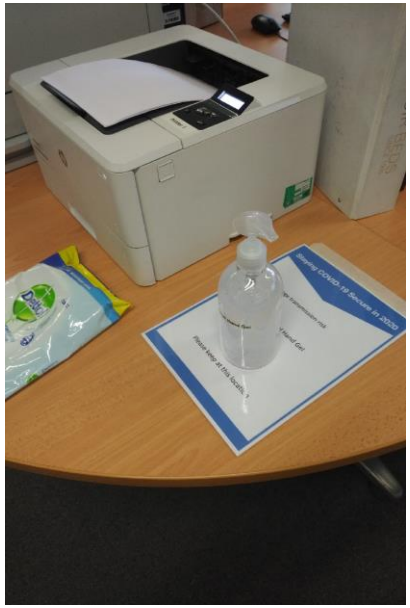
Office Kitchen: sign to remind on 1-person use

Marketing storeroom: signage to remind 1-person use area

Accessory storeroom: signage to remind 1-person use area



Main Production Floor: benches separated to provide 2metre walkway and distancing area



Office Area: 70% alcohol hand sanitiser & antibacterial wipes