

Covid-19 Risk Assessment

Company name: Tripleplay & ONELAN

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Date of next review: 07/12/2020

Initial assessment was carried out in May 2020

Reviewed 03/11/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of Covid-19	Staff Visitors Cleaners Contractors Drivers OneMedia Red Solutions There is a direct threat to staff and visitor health and wellbeing from	Asking all staff who can work from home to do so.	Circulate "COVID secure" coronavirus policies and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe Establish Covid-19 risk management team (SMT),	COO/ Steve Rickless	Prior to asking employees to return into the offices. Prior to asking employees to	Complete
		Any staff who come to the office must have authorisation from COO before doing so.		COO		Complete

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	<p>transmission of the Covid-19 coronavirus whilst in the building. People can catch the virus in the following ways:</p> <p>Person to person in droplets from the nose or mouth which is spread when a person with the virus coughs or exhales.</p> <p>The virus can survive up to 72 hours out of the body on surfaces which people have coughed on etc.</p>	<p>Anti-bac hand gel provided in certain area's</p> <p>Anti-bac surface cleaner being used in production</p> <p>Gloves provided to production team</p> <p>Provided guidance re social distancing.</p> <p>Focused cleaning to specific areas of the build (e.g. doors, door handles, communal surfaces and equipment)</p>	<p>this team will be responsible for communicating updates or information relating to change in policies etc.</p>		return into the offices.	
			Communicate and reinforce all Government public health guidelines to all staff.	COO/SMT	Ongoing	Ongoing
			Clearly communicate to all employees who should be attending site and who shouldn't, include the process for occasional attendance (short term)	COO/HR/SMT	SMT	Ongoing
			Review any special precautions for anyone classed as vulnerable	HR	Ongoing	Ongoing
			Setup a register of who is on site on each day?	HR	18/09/20	Complete

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	People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth		Identify all high use “touch points” in the buildings, minimise where possible	COO	18/08/20	Complete
			Purchase anti-back hand sanitiser, anti-bac wipes	HR/COO	18/08/20	Complete
			Provide anti-bac hand sanitiser, hand wash and wipes in these areas as appropriate.	COO	18/08/20	Complete
			Provide guidance on social distance rules to all staff	COO	18/08/20	Complete
			Provide PPE when needed to support specific processes (e.g. gloves for cleaning)	COO	Ongoing	Ongoing
			Provide guidance for stairway access	HR	11/09/20	Done
			Look into option of using door retainers for fire doors	COO	18/08/20	Complete

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			New order to be placed for install of door retainers at Reading site.	COO	23/11/20	Complete in the Reading office, awaiting install in Poole
			Purchase & put up Covid-19 signs around the buildings	COO	18/09/20	Complete
			Put appropriate content on digital signage within the building showing Covid-19 guidance	Marketing	11/09/20	Complete
			Identify employee capacity in certain areas and provide guidance to employees (e.g. kitchen).	CRMT	18/09/20	Complete
			Agree with department heads strategy for bringing	COO	Ongoing	Ongoing

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			their teams back (when appropriate) – possible rota system, review capacity plan for each area, look at alternative layouts if appropriate.			
			Provide guidance over food hygiene good practice (e.g. bring own plates, cutlery in)	HR	Prior to asking employees to return into the offices.	Complete and included in Covid-19 secure policy
			Disable the door access system on front door. Reading: when more people are on site. Poole: Looking at what can be done.	COO	23/11/20	Ongoing
			Review meeting room use	COO	18/09/20	Complete
			Hot desking – provide process to allow desk sharing option.	COO	23/11/20	Under review

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			No personal deliveries to site.	COO	18/09/20	Complete
			Review cleaning process and schedules with cleaners, adjust accordingly.	COO	Ongoing	Ongoing
			Monitor ongoing official advice and adjust policies accordingly, communicate as appropriate.	COO/CRMT	Ongoing	Ongoing
Legionella	Anyone using the drinking water within the building	When people go to the buildings the hot & cold water is flushed through, this includes sinks and any system that provides drinking water	Ensure all staff authorised to enter the buildings are aware of this requirement	COO/CRMT	Ongoing	Ongoing

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/