

Risk assessment template

Company name: I Can Do That! CIC

Assessment carried out by: Amanda Moss

Date of next review: 01/08/2021

Date assessment was carried out: 01/08/2020

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
Transmission of virus from customers to staff/vice versa	Staff/Customers	Hand Gel upon entry and all desks, All customers to wear masks, staff to wear face shields or masks, Perspex screens on all desks inc reception, floor signage to show where to stand upon entry, door signage to ask customer to self-assess Covid symptoms and wear a mask, door signs on other doors alerting to not use as not a Covid secure entrance. Remote working wherever possible increased use of video calling for appointments and meetings.	Buy a thermometer to test staff and customers	Amanda Moss	Asap (when stock is available)	

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		Customer are now only offered sealed bottled water, no coffees/teas due to cross contamination on cups etc. Socially distanced desks (reorganised furniture in office).				
Transmission of virus in communal areas	Staff and customers	Emailed Landlord to point out communal areas need attention, ensured communal area cleaner is sanitising touch points daily, providing hand gel to all staff and customers for use after communal area use. Use remote sessions where possible to avoid use of communal areas.	Further contact with landlord to push for Covid signs and measures to be in place.	Lynda Wheeler	30/08/2020	
Transmission of virus when conducting outreach appointments	Staff and customers	Using remote sessions on video calling or telephone to prevent use of public areas. Meeting outside rather than enclosed environments. PPE issued to staff and customers. Using covid secure premises. Social distancing.	All action taken	n/a	n/a	n/a

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Staff/customer reports as Covid positive	Customers and other staff	Keeping records of customers and staff that have attended office and when/where they were. Ensuring social distancing in office and use of PPE/hand gel Contact tracing would be used to inform all at risk should this occur, office would be closed and sanitised with all relevant staff in isolation remotely working for 2 weeks.	n/a	n/a	n/a	n/a

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