

Risk assessment template

Company name: I Can Do That! CIC

Assessment carried out by: Amanda Moss

Date of next review: 23.02.23

Date assessment was carried out: 23.02.22

| 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. Thermometer has been purchased to test customers and staff. | n/a | Amanda Moss | n/a | |

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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 | Landlord has installed a hand gel facility on entrance, 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. | n/a | n/a | n/a | |
| 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 All relevant staff in isolation remotely working for 2 weeks. Office sanitisation. | n/a | n/a | n/a | n/a |
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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/