

Name of assessor(s) Kate Kinninmont
Date of RA 05/11/2021
Salamander Yards
Work area and Albert Road
Task being assessed Covid safety
Review date 05/01/2022

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risking rating			Additional controls	New risk rating (residual)		
				L	C	R		L	C	R
Staff with Covid-19 coming onsite	Staff Visitors Contractors	Contracting Covid-19	* Most staff who can WFH do so most of the time. * If staff have Covid-19 symptoms or have been a close contact, they stay home and the company gets in touch to discuss appropriate next steps for the given situation. * Staff supported to self-isolate if needed (sick pay offered). * Staff to initial on entry to confirm they will stick to Bookspeed Covid-19 procedures whilst onsite. This is to remind staff of the importance of these policies.	1	4	4	* Staff regularly reminded not to come onsite if experiencing any of the 3 Covid-19 symptoms.	1	4	4
Transmission of Covid-19 in the building (general)	Staff Visitors Contractors	Contracting Covid-19	* Masks worn at all times when moving around the building. * 2m+ social distancing maintained wherever possible. * Hand sanitizing stations available throughout the building. * Signage about safe hygiene up around the building. * Windows/doors opened for ventilation where possible. * Disposable masks and gloves are provided. * Staff instructed to dispose of used PPE responsibly. * Warehouses and offices cleaned during the week.	2	4	8	* Onsite managers trained to identify anyone looking unwell and send them home if required. * Refresh onsite signage as needed, to ensure it stands out.	1	4	4
Transmission of Covid-19 in the warehouse	Staff Visitors Contractors	Contracting Covid-19	* Masks worn at all times, unless exempt. * 2m+ social distancing maintained in aisles where possible. * Work benches positioned 2m+ apart to enable distancing. * Staff assigned a fixed bench to avoid cross contamination. * Regular cleaning of touch points by management.	2	4	8	* Managers to remind staff to wash hands regularly.	1	4	4
Transmission of Covid-19 in the open plan office	Staff Visitors Contractors	Contracting Covid-19	* Masks worn unless seated at desk, 2m+ from others. * Staff to book desks in advance, to help manage numbers. * Staff to wipe down their hot desk at after use. * Staff instructed to avoid gathering around desks.	2	4	8	* Max capacity to reflect number of socially distanced desks (2m+) available.	1	4	4
Transmission of Covid-19 in the directors' offices	Staff Visitors Contractors	Contracting Covid-19	* Masks to be worn for meetings in directors' offices. * Directors able to wipe down offices as needed. * Max of 3 people in directors' offices.	1	4	4		1	4	4
Transmission of Covid-19 in the showroom	Staff Visitors Contractors	Contracting Covid-19	* Masks to be worn for meetings/groupwork in the showroom. * Staff to wipe down showroom after use. * Staff to maintain social distancing in showroom.	2	4	8	* Max capacity of 6 people if seated, to enable distancing. * Max capacity of 4 if moving around, to enable distancing.	1	4	4
Transmission of Covid-19 in the toilets	Staff Visitors Contractors	Contracting Covid-19	* Staff to wipe down surfaces in toilets after use.	1	4	4		1	4	4
Transmission of Covid-19 in the upstairs kitchen	Staff Visitors Contractors	Contracting Covid-19	* Max capacity of 1 person, to enable social distancing. * Staff to wipe down kitchen after use.	1	4	4		1	4	4
Transmission of Covid-19 in the tearooms	Staff Visitors Contractors	Contracting Covid-19	* Warehouse breaks staggered, to enable social distancing. * Max capacity indicating by markings on tables. * Office staff to eat lunch at desks, if needed for distancing. * Staff to wipe down surfaces in tearoom after use.	1	4	4		1	4	4
Transmission of Covid-19 in Bookspeed vehicles	Staff	Contracting Covid-19	* Max of 1 driver and 2 passengers (distanced) in the minibus. * Max of 1 driver and 1 passenger in Bookspeed cars. * Windows open for ventilation. * Staff to wipe down vehicles as needed.	1	4	4		1	4	4

Isolation/stress due to working under extra rules onsite	Staff	Stress/mental health	* Staff encouraged to raise concerns with management team.	3	2	6	* Staff feedback on H&S improvements invited * Regular review of onsite rules to ensure streamlining.	2	2	4
Isolation/stress due to working from home	Staff	Stress/mental health	* Line managers to check in with remote staff. * New remote workers complete a wellbeing survey. * Opportunities for socialising offered.	2	2	4		2	2	4
Transmission of Covid-19 by contractors	Staff Visitors Contractors	Contracting Covid-19	* Contractors receive safety info before coming onsite. * Contractors do a Visitor Onsite Questionnaire before entry.	2	4	8	* Paper copies of safety guidance available at front door too.	1	4	4
Transmission of Covid-19 by visitors	Staff Visitors Contractors	Contracting Covid-19	* Visitors to book in advance, to help manage numbers. * Visitors safety info before coming onsite. * Visitors do a Visitor Onsite Questionnaire before entry.	2	4	8	* Paper copies of safety guidance available at front door too.	1	4	4
Transmission of Covid-19 at work socials	Staff	Contracting Covid-19	* Companywide indoor socials not currently possible.	1	1	1		1	1	1