

Fulkers Bailey Russell: Gravesend Office Phase 1 Use			Assessment Carried out by: Colin S Morton			
Date Assessment was carried out 23/10/2020						
What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risk?	Who needs to carry out the action	When is the action needed by?	
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff	Hand sanitising stations at entrance to office, the meeting room and in the main desk area.	signs in place to remind people to wash their hands	Richard Fulker/Claire Powell	Prior to office opening	
	Maintenance Contractors	Hand washing facilities in toilets.	Information to be provided to staff, about when and where they need to wash their hands		Prior to office opening	
	Delivery Drivers coming to your business	Notices in office and in toilet areas re washing hands	Supplies of hand sanitiser and soap kept in the office, for refilling dispensers.	Claire Powell	Prior to office opening	
	Visitors		Very minimal parcel deliveries only. Drivers will have access to sanitiser and hand washing in toilets.	Daily check of soap and sanitisers in place to ensure they don't run out.	Staff using office	Daily when office open
				Staff to be encouraged to report any dryness to skin from using sanitiser, to their line Manager	All Staff	Daily when office open

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Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Staff Maintenance Contractors Delivery Drivers coming to your business Visitors	<p>Kitchen out of use during Phase 1.</p> <p>Landlord for common area will deep clean the communal stair and all handrails, handles and push plates etc. with cleaning products that kill viruses.</p> <p>Face coverings to be worn when using the communal staircase.</p> <p>One person only on the common staircase at any time. Passing of people only permitted in the landing areas</p> <p>There is sanitiser at the entrance to the office, for use on entry and exit.</p> <p>During phase 1 office only opened for use of photocopier, printer, and plotters. No more than 4 people in the office</p> <p>Meetings to be virtual during the phase 1 opening, as meeting room can only accommodate 2 people</p>	<p>Landlord to provide sanitiser at entrance to the building.</p> <p>Landlord to provide signs</p>	<p>Landlord</p> <p>Landlord</p>	<p>Prior to office opening & when office is in use.</p> <p>Prior to office opening</p>

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Getting or spreading coronavirus through workers living together and/or travelling to work together	Staff	<p>At present no staff live together. Staff to inform HR if they live with or share a home with another staff member in the future.</p> <p>Staff to be encouraged not to commute together or in a group, whenever possible.</p>	Managers to discuss with their team, the need not to commute together.	Team Managers	Ongoing
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Staff	<p>Office to be deep cleaned prior to re-opening and will be cleaned every night, when in use including all desks, door handles, switches, and other surfaces.</p> <p>Cleaning products to be used that deactivate or kill viruses.</p> <p>No shared keyboards or mouse. Screens to be cleaned every day and after each use as a minimum.</p> <p>Sanitizing wipes and cleaning products are in place to wipe down equipment prior to and after each use and between cleaning.</p> <p>During the phase 1 opening, staff are to clean equipment and sign attendance register, showing they have been in the office and have cleaned all the equipment used</p>	<p>Cleaning regime to be monitored to establish any issues</p> <p>Cleaners to provide Technical and COSHH info, for products to be used.</p> <p>Supplies to be checked daily by staff using the office and report when reorder is required to Claire Powell</p>	<p>Office staff</p> <p>Cleaning company</p> <p>Office Staff</p> <p>Staff using the office</p>	<p>Daily or when office is occupied</p> <p>Prior to office opening</p> <p>Daily or when office is occupied</p> <p>Daily or when office is occupied</p>

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		Bins will be emptied each night or earlier when full.		Cleaning company	Daily when cleaning is taking place
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff	<p>Regular updates to be sent to all staff, to keep them informed of news from the business.</p> <p>Individual Teams to have a minimum of weekly virtual meetings.</p> <p>All staff to be sent this risk assessment prior to return to the office.</p> <p>All staff to be involved in preparing site visit risk assessments.</p> <p>Staff encouraged to take their leave entitlement.</p> <p>4 fully trained mental health first aiders have been appointed.</p>	<p>Fortnightly updates to be sent.</p> <p>Meetings to be booked in advance</p> <p>RA to be prepared for site visits</p> <p>Staff to be made aware and encouraged to use if required</p>	<p>Board Directors</p> <p>Team Leaders</p> <p>HR/Directors</p> <p>All staff & Managers</p> <p>HR/Managers</p>	<p>In Place & Ongoing</p> <p>In Place & Ongoing</p> <p>Prior to office opening</p> <p>In Place & Ongoing</p> <p>In Place & Ongoing</p> <p>17/9/20</p>
Contracting or spreading the virus by not social distancing	<p>Staff</p> <p>Maintenance Contractors</p>	During phase 1 opening office only used for printing and using plotter, for short term visits and less than 4 people. A drawing showing new office layout has been prepared	Drawing of desk layout and risk assessment to be sent to all staff	Directors by staff email	Prior to office opening

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	Visitors	<p>Booking system in place for desk space to ensure less than 4 staff members in office at any time.</p> <p>Staff to return to office on a voluntary basis</p> <p>Meetings should be virtual where possible. Only properly social distanced meetings in the office. Meeting room can only be used by 2 people Non virtual meetings must be risk assessed.</p> <p>Visitors to the office must be by appointment only. They should be sent the office COVID procedures in advance.</p> <p>Details of visitor's names and contact details to be kept for 21 days.</p>	<p>Staff to be briefed on booking system</p> <p>Team Leader to ensure RA are prepared for non-virtual meetings</p>	<p>Directors by staff email</p> <p>Meeting Organiser/team leader</p> <p>Staff member responsible for visitor</p> <p>Staff member responsible for visitor</p>	<p>Prior to office opening</p> <p>All meetings from office opening date</p> <p>Prior to office opening</p> <p>When office opens</p>
Musculoskeletal disorders as a result of using DSE at home for a long period of	Staff	<p>Staff sent DSE self-assessment sheet, power point instructions and HSE Video.</p> <p>Staff questionnaire sent including question on issues with home working</p>	Re send DSE self-assessment and video.	HR/H&S	1/10/20

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time		Carry out virtual DSE assessment with staff reporting issues Supply additional equipment if required by assessment.	Establish further controls from self-assessment.	H&S/HR Team Manager	When identified by initial self-assessment
Poor workplace ventilation leading to risks of coronavirus spreading	Staff Visitors	Opening windows to be used for introducing fresh air.	Solution required for ventilation during winter months	Richard Fulker	31/10/20

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Increased risk of infection and complications for vulnerable workers	Staff	<p>Questionnaire has been sent to all staff to establish if they are</p> <ul style="list-style-type: none"> ➤ Clinically extremely vulnerable ➤ Vulnerable ➤ living with someone extremely vulnerable or vulnerable. <p>Staff in the above categories to be encouraged to continue working from home.</p> <p>Staff given information on what to do if they, or someone living with them develop symptoms.</p>	<p>Staff to inform team leader if they fall into one of these categories in the future.</p> <p>Team Leader to discuss options with staff member</p>	<p>Staff Member</p> <p>Team Leader/staff member</p> <p>HR</p>	<p>When circumstances change</p> <p>Prior to returning to office</p> <p>Prior to returning to office</p>