

RISK ASSESSMENT

Detail: Quay Point & Handcross Office Risk Assessment

Assessor: Emma Sutton & Joanne Smith

Location: 1-2 Quay Point, PO6 3TD & 1 The Grain Store, RH17 6HB

Date: 13th January 2022

Review Date: 13th January 2023

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What are the hazards? Moderate or High risks?	Who might be harmed and how?	What are you already doing? Where can information be found?	What further action is necessary?	Action by whom?	Action when?	Done
<p>Covid-19 Infection</p> <p><u>Current probability:</u> Low</p> <p><u>Severity:</u> Low for vaccinated & 'boosted' employees</p> <p>Medium for vulnerable employees</p>	<p>Employees</p> <p>Employees may contract the virus from other employees when accessing/leaving/on site</p> <ul style="list-style-type: none"> • No PPE • Working in close proximity to others • Employees arriving and leaving at similar times 	<ul style="list-style-type: none"> • In cases where employees have vulnerable people at home, or are vulnerable themselves, the business supports requests of at-home working • Remote-working software readily available to employees to support virtual meetings etc.to minimise face-to-face interactions • Social distancing encouraged around the site • Signage around the site providing clear Covid related guidance • Ensure desks are clean and clear of unnecessary items • Enhanced general housekeeping and common touch points cleaned regularly • Ensure walkways are clear • Each desk pod has been supplied with a hand sanitiser at each end • When moving around the offices employees are encouraged to use the hand sanitiser provided extensively throughout 	<p>Regular daily review of working practice to ensure safeguards remain in place, fit for purpose and adhered to in line with Government guidelines, best practice and the best interest of all employees</p>	<p>HR & Facilities Manager</p> <p>Group Commercial Director</p> <p>Onsite Senior Management</p>	<p>Immediate if risk identified and deemed as high</p> <p>Immediate if Government guidelines require</p>	

		<ul style="list-style-type: none"> • Ensure cleaning etiquette is encouraged and followed e.g. handwashing advice displayed around site • Employees advised not to attend the workplace if displaying any COVID-19 related symptoms. If displaying symptoms, employees are asked to carry out a lateral flow test for every day they have symptoms and only attend work if the test result is negative. If lateral flow test is positive, employees must follow government guidelines and complete PCR test and not return to work until the end of their isolation period. • Employees are asked to work from home if someone in the household has tested positive for COVID-19 via a Lateral Flow Test, or a PCR test. Employees are asked to remain working from home for the duration of the isolation period. Once this isolation period is over, employees are asked that prior to returning to the office they carry out a lateral flow test. If the result is negative and the employee has no symptoms, then they are safe to return to the office • COVID-19 information is available to all employees on E-Boost • All employees are actively encouraged to follow COVID-19 guidance at all times 				
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<p>Current probability: Low</p> <p>Severity: Low for vaccinated & 'boosted' employees</p> <p>Medium for vulnerable employees</p>	<p>Visitors</p> <p>Visitors may contract the virus from other employees when accessing/leaving/on site</p> <ul style="list-style-type: none"> No PPE Potentially coming in to contact with employees in the duration of visit to site 	<ul style="list-style-type: none"> Where possible, we discourage visitors to the offices at the present time Ensure hand sanitiser available before and on entry to the office Social distancing encouraged around the site Signage around the site providing clear Covid related guidance Ensure desks are clean and clear of unnecessary items Enhanced general housekeeping and common touch points cleaned regularly Ensure walkways are clear Ensure hand sanitiser is available throughout site including on entry Ensure cleaning etiquette is encouraged and followed e.g. handwashing advice displayed around site Employees advised not to attend the workplace if displaying any COVID-19 related symptoms. If displaying symptoms, employees are asked to carry out a lateral flow test for every day they have symptoms and only attend work if the test result is negative. If lateral flow test is positive, employees must follow government guidelines and complete PCR test and not return to work until the end of their isolation period. 	<p>Regular daily review of working practice to ensure safeguards remain in place, fit for purpose and adhered to in line with Government guidelines, best practice and the best interest of all employees</p>	<p>HR & Facilities Manager</p> <p>Group Commercial Director</p> <p>Onsite Senior Management</p>	<p>Immediate if risk identified and deemed as high</p> <p>Immediate if Government guidelines require</p>	
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Name	Steve Saunders
Job title	Group Commercial Director
Signature	
Date	17 January 2022