

## Risk assessment template

Company name: ECS

Assessment carried out by: Lorna Benson & Mark Capaldi

Date of next review: As required

Date assessment was carried out: 03/08/20

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
<b>Arriving at office entrance on 3<sup>rd</sup> floor and displaying symptoms.</b>	Everyone in the office.	NHS notices are displayed internally advising people to return home and contact 111.	Place NHS notices on external surface of office doors to prevent people from entering.	Office manager.	Before reopening of office.	3/8/20
<b>Entering office entrance on 3<sup>rd</sup> floor and not having clean hands.</b>	Everyone in the office.	Signage advising people to regularly wash and/or sanitise.	Additional free-standing automatic hand sanitiser for use on entry to clean hands.	Office manager.	Before reopening of office.	3/8/20
<b>No hand sanitiser at photocopiers and printers.</b>	Users of the photocopier or printer transferring virus.	None.	Additional hand sanitizer for staff to use when using the photocopier or printer.	Office manager.	Before reopening of office.	3/8/20

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<p><b>No signs on toilet doors to show if toilet is in use. Also limit the numbers of staff who can be in the toilet to 1 person at a time.</b></p>	<p>Staff members being in close proximity to other staff and not being able to be socially distant.</p>	<p>None</p>	<p>Install and use Vacant/Occupied signage for toilets so that all staff know if the toilet is in use.</p>	<p>Office manager.</p>	<p>Before reopening of the office.</p>	<p>3/8/20</p>
<p><b>No wipes available in toilets.</b></p>	<p>Anyone using the toilets may be at harm of transferring the virus through touching cubicle locks, flush, and/or toilet seat.</p>	<p>Hand sanitiser is available in each toilet and immediately outside the toilet door.</p>	<p>Flushable bacterial wipes and/or disposable gloves required in each cubicle.</p>	<p>Office manager.</p>	<p>Before reopening of office.</p>	<p>3/8/20</p>
<p><b>No signage on meeting rooms to advise on maximum capacity in rooms.</b></p>	<p>Could lead to more staff entering a meeting room and having insufficient space to socially distance.</p>	<p>None</p>	<p>Addition of signage on all meeting room doors to advise on maximum number of staff allowed into the room at any given time.</p>	<p>Office manager.</p>	<p>Before reopening of office.</p>	<p>3/8/20</p>

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<b>Waste bin located at each bank of desks.</b>	All staff through possible transmission of germs/virus.	None	Removal of all small waste bins beside each desk to make office cleaning easier and less possible touchpoints.	Office manager.	Before reopening of the office.	3/8/20
<b>Office manager not knowing who is in the office at any point in time. This means Track &amp; Trace can't take place if a suspected case of Covid is identified in a staff member /visitor in the Edinburgh office.</b>	None	None	Staff must inform Office Manager prior to attending office. Each member of staff will be allocated a desk. (Possible use of QR Code solution??) All staff members to inform Office Manager on arrival and departure (requires signage to let staff know). This allows ECS to be able to comply with Track & Trace guidelines.	Office manager	Before reopening of offices	3/8/20
<b>Staff visiting Edinburgh office from other locations turning up and having no desks available leading to too</b>	All staff in the office as unable to maintain social distancing rules.	None.	All staff who plan to visit the Edinburgh office should notify the Office Manager at least 1 day prior to their visit to ensure that a desk can be allocated to them and staff numbers in the	Office manager.	Before the reopening of the office.	3/8/20

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many people in the office at any one time.			office can be maintained at safe levels.			
<b>Clients visiting the Edinburgh office.</b>	All staff in the office if a client arrives who may have a virus.	None	Restrict clients visiting the office to only those absolutely necessary. The host must be responsible for liaising with the office manager to ensure social distancing can be maintained. The host must also be responsible for securing the relevant information to allow track and trace to take place. Office Manager should ensure that relevant process is documented and available to hosts.	Office manager.	Before the reopening of the office.	3/8/20
<b>Possible cross contamination from staff using kitchen appliances as no cleaning</b>	All staff who use the kitchen appliances	None	Disinfectant wipes/sprays in kitchen and these have to be used on appliances after use. Signage will be required to notify all staff	Office manager.	Before reopening of the offices.	3/8/20

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products currently available for these.			that they must disinfect all appliances after use.			
<b>Possible risk of viruses entering the offices from external suppliers entering the building to carry out their services e.g. Shred-IT etc.</b>	All staff working in the office when a particular supplier visits the office.	None	External suppliers of services e.g. Shred-IT, Initial etc. will have to follow ECS H&S guidelines and use face masks while in the office	Office manager.	Before reopening of office.	3/8/20
<b>Contamination from use of water coolers.</b>	All staff who make use of the water coolers.	None.	Place disinfectant wipes at each water cooler. Display a notice instructing users to wipe down surfaces on the water cooler before and after use. Staff should also be instructed to use their own glasses or water bottles.	Office manager.	Before reopening of office.	3/8/20

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)