

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: 04/08/20

| 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 |
|---|--|--|---|------------------------------------|-------------------------------|----------|
| Entering front door at Number 6 and not having clean hands | Everyone in the office | Signage advising people who are unwell to leave the building and return home | Additional free standing automatic hand sanitizer for use on entry to clean hands | Office manager | Before reopening of office | 4/8/2020 |
| No hand sanitizer at photocopier | Users on the photocopier transferring virus | None | Additional hand sanitizer for staff to use when using the photocopier | Office manager | Before reopening of office | 4/8/2020 |
| No hand sanitizer available when leaving the toilets, kitchen and back doors in the basement | Anyone using the kitchen, toilets or leaving the building may be at harm of transferring the | None | Additional hand sanitisers required next to the kitchen, both toilets and inside the back door to allow staff to sanitize their hands | Office manager | Before reopening of office | 4/8/2020 |

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| | virus through touching handles | | | | | |
| No hand sanitizer outside of toilet on the top floor of building | Anyone using the kitchen, toilets or leaving the building may be at harm of transferring the virus through touching handles | None | Hand sanitizer required outside of the toilets on the top floor | Office manager | Before reopening of office | 4/8/2020 |
| No signage on the back door to stop staff entering via that door | All staff as it no window in door and could lead to staff coming into close contact | None | Add a sign to the back door to advise staff to enter only by the front door MC (4/8/20): All staff will be instructed that they must inform the office manager of their presence on arrival at the office. | Office manager | Before reopening of office | 4/8/2020 |
| No signage on Meeting rooms to advise on | Could lead to more staff entering a meeting | None | Addition of signage on all meeting room doors to advise on maximum | Office manager | Before reopening of office | 4/8/2020 |

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| maximum capacity in rooms | room and having insufficient space to socially distance | | number of staff allowed into the room at any given time | | | |
| 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, not enough space to be socially distant in any of the toilets. | Staff members being in close proximity to other staff and not being able to be socially distant | None | Install and use Vacant/Occupied signage for toilets so that all staff know if the toilet is in use. Hand sanitizer required to be installed outside of toilet to ensure that no cross contamination can take place when staff are using the Vacant/Occupied signage | Office manager | Before reopening of the office | 4/8/2020 |
| No clear guidance on maximum number of staff allowed in each office which could lead to too many staff in a room at any given time meaning no space | Staff working in their designated offices due to a lack of available social distancing | None | Signage on the doors of all relevant offices to notify staff of the maximum number of staff allowed in the office at any given time plus the staff in the office should coordinate a rota to work who will be in the office on given days to | Office manager for signage and all relevant office users | Before reopening of the office | 4/8/2020 |

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| to be socially distant | | | reduce the risk of having too many people in the office at the same time | | | |
| Colin Botfield having clients or visitors in the office | All staff in the office due to unplanned visitors entering the building | None | Colin Botfield will have to work to match ensure that he follows the ECS guidelines on clients and or visitors coming into the Glasgow office | Office manager to advise Colin Botfield of ECS guidelines | Before reopening of office | 4/8/2020 |
| High number of waste bins located throughout the building | 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 | 4/8/2020 |
| Office manager not knowing who is in the office at any time/date therefore it means any Track & Trace can't take place if a suspected case of Covid is identified in a staff member | None | None | Register at the main reception which all staff must complete on entry or exit from building or possible use of QR Code solution?? All staff members to sign into the office on arrival to ensure Office manager knows who is in the office (requires signage to let staff | Office manager | Before reopening of offices | 4/8/2020 |

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| in the Glasgow office | | | know) thus allowing ECS to be able to comply with Track & Trace guidelines | | | |
| Staff visiting Glasgow office from other locations turning up and having no desks available leading to too many people in the office at any one time. | All staff in the office as unable to maintain social distancing rules | None | All staff who plan to visit the Glasgow 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 can be maintained at safe levels | Office manager | Before the reopening of the office | 4/8/2020 |
| External visitors, what are the plans to restrict or stop external visitors to the Glasgow office | All staff in the office if an unannounced visitor arrives who may have a virus | None | Restrict external visitors allowed to arrive at the office and all who do must do so by notifying the office manager prior to arrival | Office manager | Before the reopening of the office | 4/8/2020 |
| Possible cross contamination from staff using kitchen appliances as no cleaning products currently available for these | 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 that they must disinfect all appliances after use. | Office manager | Before reopening of the offices | 4/8/2020 |

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| Possible risk of viruses entering the offices from External suppliers entering the building to carry out their services i.e. Shred-IT etc. | 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 | 4/8/2020 |
| Delivery of personal packets to the Glasgow office | All staff in the office due to additional delivery drivers entering the office and packages lying around reception | None | Delivery of personal packages is no longer allowed to the Glasgow office. Email to be sent to all Glasgow staff to make them aware of this change | Office Manager | Before reopening of office | 4/8/2020 |

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/