

# RISK ASSESSMENT FORM

Assessment No: 0004A	Location/Dept: Offices/Reception desks	Persons involved in or affected by task:												
Assessment Date: 01/10/2021	Assessor's Name: Matt Crane													
<p><b>Read this risk assessment in conjunction with 0001A</b></p> <p><b>Task/Activity/Area Assessed</b> Accounts/AdminOffice/Development Office/Reception desks</p>		<table border="1"> <tr><td>Employees</td><td>X</td></tr> <tr><td>Visitors</td><td></td></tr> <tr><td>Contractors</td><td>X</td></tr> <tr><td>Members of the public</td><td></td></tr> <tr><td>Others 1</td><td></td></tr> <tr><td>Others 2</td><td></td></tr> </table>	Employees	X	Visitors		Contractors	X	Members of the public		Others 1		Others 2	
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What are the Hazards?	Who might be harmed, and how?	What are you already doing?	Do you need to do anything else?	Action by Whom	Action by When	Completed
COVID-19	Staff and contractors by infection / contamination from equipment sharing, touch surfaces via droplets by sneezing, coughing, touch.	Purpose built sneeze screens separate employees from users at reception desks	No desk sharing where possible	Senior Management	Jun/Jul 20	✓
		Employees will have the option of their own keyboard and mouse when working at reception or bar and catering till points.	Reduce paperwork in normal practices	Senior Management	Jul-20	✓
		Where possible employees have been asked to only use their own desk, keyboard and mouse. Where this is not possible employees are asked to sanitize areas before and after use.				
		Employee numbers have been reduced in offices and reception to ensure social distancing of 2 metres. Where this is not possible sneeze screens will be used.	Cleaners will have revised cleaning specifications for employees areas focusing on touch points and regular cleaning throughout their shift.	Cleaning Supervisor	Jun-20	✓

			<p>Increased use of emails, phone calls or Zoom meetings to reduce in person contact for employees</p> <p>All employees to have induction training before returning to work to ensure updates on policy and procedural can be implemented</p> <p>Any meetings taking place need to be in areas where social distancing of 2 metres can be achieved together with sufficient ventilation</p>	<p>Manager</p> <p>Senior Management</p> <p>Manager</p>	<p>Jun-20</p> <p>01/06/2020 and 01/08/20</p> <p>Jun-20</p>	<p>✓</p> <p>✓</p> <p>✓</p>
Regular use of display screen equipment.	<p>Employees risk posture problems and pain, discomfort or injuries (eg to hands/arms) from overuse, improper use.</p> <p>Headaches or sore eyes can also occur, eg if the lighting is poor</p>	<p>Workstations are assessed, risks are reduced and information and training are provided.</p> <p>Staff advised to inform their Line manager if they experience any pains or problems that might be associated with computer use.</p> <p>Assessments are reviewed upon change of user or equipment.</p>				
Working at height - Placing stock/files on high shelves	Falls from any height can cause bruising and fractures.	<p>Appropriate equipment, eg suitable ladder, is provided and staff shown how to use it safely.</p> <p>The condition of the ladder is checked before use to ensure it is safe to use.</p>				
Slips and trips	Staff may be injured if they trip over objects	Good housekeeping is carried out. The floor is in good condition. Trialing cables and leads are secured.				

Electrical Equipment	Staff could get shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires.	Staff are encouraged to spot and report any defective equipment.  Faulty equipment is promptly taken out of use. Yearly PAT tests of the electrical equipment are carried out to ensure that it to be safe.				
Hot water from use of kettle	Staff may suffer scalds or burns when they are handling hot substances or come into contact with hot surfaces.	Staff ahave been made aware of the risks of hot water and steam and the correct use of equipment.				

Action Required (Note any temporary action/Control measures required)	Action Review Date	Action Completed (Names and title)/Date

Further Actions that may require Longer-term considerations	Action Review Date	Action Completed (name and title)/Date

Signature  <i>Matt Crane</i>	Date:  01/10/2021
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Completed by  Matt Crane	Next review Date: 30/09/2022
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