

HEALTH AND SAFETY RISK ASSESSMENT – COVID 19

COMPANY NAME: MALIK HOUSE LTD DATE ASSESSMENT CARRIED OUT: 31.05.20 DATE OF REVIEW: Ongoing in line with government guidelines

What are the	Who might be harmed and how?	What are you already doing?	What further action do you need to take?	Who needs to carry out the action?	Action needed	Completed
hazards					by?	
Catching /	Employees	Hand Washing				
Spreading	Clients					
	Public	 Welfare facilities will soap and water antibacterial gel. 	 All site occupants reminded on a regular basis to wash 	Reception/Operations	Ongoing	
	Visitors to premises		hands for 20 seconds with water and soap and the			
	Contractors Cleaners	Stringent hand washing taking place regularly and	importance of proper drying.	Decenties (Onerstiese	Ongoing	
		thoroughly, for at least 20 seconds guidance:				
	Drivers	https://www.nhs.uk/live-well/healthy-body/best-way-	 All site occupants reminded to catch coughs and an access in tissues. 	Reception/Operations	Ongoing	
	Vulnerable groups: Elderly	to-wash-your-hands/	sneezes in tissues: Follow Catch it, Bin it, Kill it			
	Pregnant workers	• Use tissues when coughing or sneezing and then place				
	Existing underlying health conditions	the used tissue in the bin before washing hands.	 All site occupants reminded to avoid touching face, eyes, nose or mouth with unclean hands. 	Reception/Operations	Ongoing	
	Anyone else who	 Contact with personnel suspected of having caught 				
	physically comes in contact in relation to	COVID-19 will be avoided.	 Encourage all site occupants to report any problems to Reception or Malik House Operations 	Reception/Operations	Ongoing	
	the business	• Employees are reminded to not touch their eyes, nose				
		or mouth if hands not clean.	 To help reduce the spread of coronavirus (COVID-19) reminder to everyone: 	Reception via posters	Ongoing	
		• Employees are told to self-isolate for 14 days should	https://www.gov.uk/government/publications/staying- alert-and-safe-social-distancing/staying-alert-and-safe- social-distancing			
		they find they have a new, persistent cough and/or a high temperature.				
		Any employees disclose that personnel living with	-			
		them are self-isolating, they will also be encouraged to do the same for 14 days as per Government guidance.	Display information reminders via Posters	Reception via posters	Ongoing	
		Cleaning				
		 A cleaning schedule has been implemented throughout the site, ensuring that public and staff areas are all thoroughly cleaned with an antibacterial cleaning 	• Checks carried out by Operations Management to ensure Reception and maintenance staff on site are ensuring necessary procedures are being followed.	Operations Management	Ongoing	
		substance.				

 Gel sanitiser Reception area where washing facilities not readily available Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as work surfaces, door handles, light switches, taps, staircases, welfare facilities, Reception areas, using appropriate cleaning products and methods. 	• Checks carried out by Operations Management to ensure Reception and maintenance staff on site are ensuring necessary procedures are being followed	Operations Management	Ongoing
Social Distancing			
 Social Distancing reducing the number of people in work areas to comply with the 2 metre (6.5 foot) gap recommended by: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing Reduced number of workers on site at any one time, amended schedules for start & finish times Redesigned processes for social distancing in place. Conference calling instead of face to face meetings. Redesigned rest breaks for staff. Social distancing adhered to for lunch breaks and 	 Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Operations Management check to ensure this is adhered to. 	Operations Management Operations Management	Ongoing Ongoing
smoking area.			
PPE			
• Relevant staff to wearing gloves, Reception to have an adequate supply. Staff instructed how to remove gloves carefully to reduce contamination and how to dispose of them safely.	 All reminded that wearing of gloves is not a substitute for good hand washing. As appropriate gloves should be sanitised before and the substitute for the substite for the substitute fo	Reception/Operations Reception/Maintenance	Ongoing
 All on site to observe social distancing measures and practice good hand hygiene behaviours 	immediately after using a suitable disinfectant cleaning wipe	Acception, Maintenance	
Symptoms of Covid-19			
• If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they	 Internal communication channels and cascading of messages through site personnel will be carried out 	Reception/Operations Management	Ongoing
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		will be sent home and advised to follow the stay at home guidance.		regularly to reassure and support in a fast changing situation.			
		• Line managers will maintain regular contact with staff members during this time.	•	Operations will offer support to staff who are affected by Coronavirus or has a family member affected.	Operations Management	Ongoing	
		• If advised that anyone on site or public has developed Covid-19 and were recently on our premises management will contact relevant Authority and take advice on any actions or precautions to take.					
		<u>Drivers</u>					
		Procedures in place for drivers to ensure adequate welfare facilities available whilst working:	•	As appropriate communicate with companies to ensure welfare facilities will be available to our drivers.	Operations Management	Ongoing	
		• People should not share vehicles or cabs, if suitable distancing cannot be achieved.					
		Mental Health					
		 Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. 	•	Open door policy for those who need additional support.	HR and Operations Management	Ongoing	
Employee	Employees, client,	Travel Plans					
travel plans	public	• We will ask employees to inform us if they are leaving the country.	•	We will provide relevant government guidance in line with the area / country they are visiting.	HR and Operations Manage	Ongoing	
			•	Self-isolation will be enforced in line with the area / country guidance.			
Lack of awareness	Employees, client	Lack of awareness					
		• The latest information will be displayed in suitable places around site.	•	We will continually adopt and review new government guidance as and when it is available.	Operations Management	Ongoing	
		 Updates to personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance, informing of the known symptoms. 	•	We will continually adopt and review new government guidance as and when it is available	Operations Management	Ongoing	