

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 hazards	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 by?	Completed
Catching / Spreading	Employees Clients Public Visitors to premises Contractors Cleaners Drivers Vulnerable groups: Elderly Pregnant workers Existing underlying health conditions Anyone else who physically comes in contact in relation to the business	<p>Hand Washing</p> <ul style="list-style-type: none"> Welfare facilities will soap and water antibacterial gel. Stringent hand washing taking place regularly and thoroughly, for at least 20 seconds guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. Contact with personnel suspected of having caught COVID-19 will be avoided. Employees are reminded to not touch their eyes, nose or mouth if hands not clean. Employees are told to self-isolate for 14 days should 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. <p>Cleaning</p> <ul style="list-style-type: none"> A cleaning schedule has been implemented throughout the site, ensuring that public and staff areas are all thoroughly cleaned with an antibacterial cleaning substance. 	<ul style="list-style-type: none"> All site occupants reminded on a regular basis to wash hands for 20 seconds with water and soap and the importance of proper drying. All site occupants reminded to catch coughs and sneezes in tissues: Follow Catch it, Bin it, Kill it All site occupants reminded to avoid touching face, eyes, nose or mouth with unclean hands. Encourage all site occupants to report any problems to Reception or Malik House Operations To help reduce the spread of coronavirus (COVID-19) reminder to everyone: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing Display information reminders via Posters Checks carried out by Operations Management to ensure Reception and maintenance staff on site are ensuring necessary procedures are being followed. 	Reception/Operations Reception/Operations Reception/Operations Reception/Operations Reception via posters Reception via posters Operations Management	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	

		<p>will be sent home and advised to follow the stay at home guidance.</p> <ul style="list-style-type: none"> Line managers will maintain regular contact with staff members during this time. 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. <p><u>Drivers</u></p> <ul style="list-style-type: none"> Procedures in place for drivers to ensure adequate welfare facilities available whilst working: People should not share vehicles or cabs, if suitable distancing cannot be achieved. <p><u>Mental Health</u></p> <ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. 	<p>regularly to reassure and support in a fast changing situation.</p> <ul style="list-style-type: none"> Operations will offer support to staff who are affected by Coronavirus or has a family member affected. As appropriate communicate with companies to ensure welfare facilities will be available to our drivers. Open door policy for those who need additional support. 	<p>Operations Management</p> <p>Operations Management</p> <p>HR and Operations Management</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Employee travel plans	Employees, client, public	<p><u>Travel Plans</u></p> <ul style="list-style-type: none"> We will ask employees to inform us if they are leaving the country. 	<ul style="list-style-type: none"> We will provide relevant government guidance in line with the area / country they are visiting. Self-isolation will be enforced in line with the area / country guidance. 	<p>HR and Operations Manage</p>	<p>Ongoing</p>	
Lack of awareness	Employees, client	<p><u>Lack of awareness</u></p> <ul style="list-style-type: none"> The latest information will be displayed in suitable places around site. 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. 	<ul style="list-style-type: none"> We will continually adopt and review new government guidance as and when it is available. We will continually adopt and review new government guidance as and when it is available 	<p>Operations Management</p> <p>Operations Management</p>	<p>Ongoing</p> <p>Ongoing</p>	