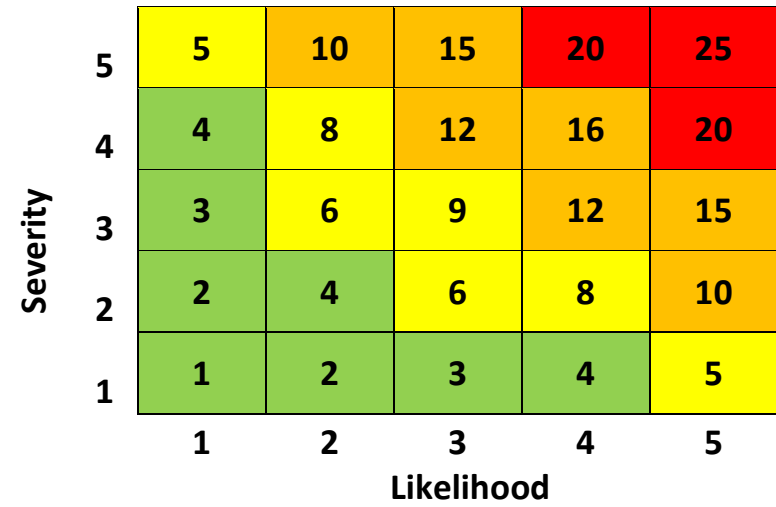


<b>Department/Area</b>	Production, Offices, Meeting Rooms
<b>Work Activity</b>	Workplace Access
<b>Activity Location</b>	11 Ashville Way
<b>Persons Affected</b>	All personnel either using or passing through area
<b>Manager</b>	EU Managing Director
<b>Date of Assessment</b>	01.10.20




KHTLE - Health and Safety Risk Assessment Ref: RA CV-19 02

Task	What are the Hazards?	Who might be harmed and how?	What are the existing control measures?	Risk (S x L = R)	What further action is necessary to reduce the risk?
Workplace Access	Contamination through shared facilities	Risk of infection spread and/or contamination through staff, visitors, cleaners, contractors, drivers, vulnerable groups, anyone who physically comes into contact with the workplace.	Alcohol foam and disposable gloves provided at reception desk upon entry. Door handles wiped down by cleaning staff at end of day.  Changes to work schedules including staggered start & finish times, working from home, reducing number of workers on site at any one time.  Frequent cleaning and disinfecting objects/ surfaces that are touched regularly, particularly door handles, desks, reception areas.  Temperature checking for all persons contractual or visitors upon entering the building	4 x 4 = 16	Door handle cleaning upon shift change.  Alcohol foam to be provided on outside of front doors, prior to door handle being touched.  Clear and concise signage at all entrance/exit points in the building detailing health and safety procedures  Introduce a "Desk Wipe Down Protocol" and place signs at each desk.  Red/Green indicators for non-sanitised/sanitised desks; supply sanitising spray and paper towel at each desk for this purpose.  Minimise visitors
Vigilance/C-19 awareness	The virus remains with us and hasn't "gone away"	Boredom/complacency in 2 metre distancing /personal hygiene/attention whilst moving around the building.	Floor taped to show 2 metre spacing. Signage around building	3 x 3 = 9	Refresher "Covid Aware" sessions on periodic basis


Assessor: Health & Safety Officer

*Heather Thurston*

Date: 01.10.20

I accept that this is a suitable and sufficient assessment of the hazards and risks within this activity and that the remedial actions will be implemented as detailed below.		
Manager: Managing Director		Date: 01.10.20

ACTION LIST				
What further action is necessary to reduce the risk?	Action by whom?	Date for completion	Date completed	Risk after action (S x L = R)
Keep abreast of Government guidance and update all personnel accordingly	H&S Officer	Ongoing	~	~

All actions have now been completed to reduce the risks listed above. I consider that any residual risk falls within acceptable/tolerable levels:				
Manager's Name: Hugh Welch			Signature: 	Date: 11.08.20
REVIEW:	NEXT REVIEW DATE	REVIEWED BY	SIGNATURE	DATE
	01.12.20	Heather Thurston	<i>Heather Thurston</i>	01.10.20

Guidance

17-25

**Unacceptable**  
Stop activity and make immediate improvements

10-16

**Tolerable**  
Look to improve within specified timescale

5-9

**Adequate**  
Look to improve at next review

1-4

**Acceptable**