

Covid-19 Risk Assessment

Company name: **DYKE YAXLEY**

Date of risk assessment: **22 June 2020 updated 27 July 2020**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Contracting and transmitting Coronavirus and associated risks from the virus	<p>Anyone can transmit the virus to other staff members, customers and the wider public unknowingly, especially where they are asymptomatic.</p> <ul style="list-style-type: none"> • Staff • Employees at Henshalls, KWM and Flex IT • Visitors to premises • Cleaners • Contractors • Delivery drivers • Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions#]Anyone else who physically comes in contact with us in relation to your business <p>Dyke Yaxley employees visiting client sites</p>	<p>Vast majority of employees working from home</p>	<p>Maintain the guidance of working from home wherever possible. Maintain 2m social distancing, when in office. Maintain process of calling office if need to come in</p>	<p>HR for all staff</p>	<p>Ongoing</p>	
		<p>Protecting those employees who are in the vulnerable categories Anyone wishing to visit the office needs to call the HR Department and book a time slot. Only two employees per pod</p>	<p>Guidelines/procedures provided for other companies using our offices</p>	<p>KWM / Henshalls / Flex IT / DY USA</p>	<p>End June</p>	<p>Complete</p>
		<p>Seven employees only working permanently in the Shrewsbury office and one in Telford, under social distancing and 'cleaning' routines, working 2m apart. No hot desking</p>	<p>Client to provide Risk Assessments when visiting their premises and put checklist in place for DY employees</p>	<p>SG / SM</p>	<p>Ongoing use</p>	<p>Complete</p>
		<p>Outsourced cleaning company briefed on new regulations and started back in Telford and Shrewsbury. Cleaning rota in place</p>	<p>Write new procedures and communicate to employees, for working in the office</p>	<p>HR Team</p>	<p>1 July 2020</p>	<p>Complete</p>
		<p>No face-to-face client or team meetings in the office</p>	<p>One-way system set-up for entry and exit, signage throughout the building</p>	<p>KH / SG</p>	<p>3 July 2020</p>	<p>Complete</p>
		<p>No employees to attend Audits on site unless appropriate measures in place and is absolutely necessary</p>	<p>Set-up sanitising stations throughout the building used on entry and exit and throughout the day. Set-up new supplier regularly review requirements</p>	<p>KH / AC / NE</p>	<p>1 July 2020</p>	<p>Complete</p>
		<p>Online video meetings taking the place of face-to-face meetings</p>	<p>Re-emphasise hygiene procedures regularly. Signage around the offices</p>	<p>HR Team</p>	<p>Ongoing</p>	
			<p>Provide guidance use of canteen and food hygiene. Two only in canteen</p>	<p>HR Team</p>	<p>3 July 2020</p>	<p>Complete</p>

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		Working party of two Directors and HR Team set-up to look at next stage	Review internal meetings and use of meeting rooms to meet with social distancing guidelines, specific to each room. Write and send out guidelines. Notices put on doors	HR Team	3 July 2020	Complete
		Webinars attended to review best practice and keep up-to-date with guidance and regulations	Write procedures for visitors and deliveries. Communicate to all external clients to book appointments and guidelines sent	HR Team and Reception	7 July 2020	Complete
		Should any staff member develop any symptoms of Covid-19 to follow Government guidance and self-isolate immediately	Visitors to wear masks when on the premises	Working Party	4 August	Complete
		Visits to Shrewsbury and Telford office by working party to assess risk and required procedures	Guidance to write for re-introduction for face-to-face meetings and visiting client sites for Audit etc. Keep record	HR Team	7 July 2020	Complete
		Staff questionnaire sent out to gauge opinion	No drinks to be served to visitors or clients in offices downstairs	Reception Team	Ongoing	
		Check hygiene and cleaning equipment required	No unauthorised access to offices upstairs	All staff	Ongoing	
		Weekly Covid-19 updates vis Singleview	Review cleaning rota. Update guidelines, especially for regular touch points. Checked four times per day	HR Team DY staff	Ongoing	
			Workstation to be cleaned beginning and end of day	All staff	Ongoing	
			Only two people allowed at one time in the foyer. Anyone going in Reception of the office sanitises hands. Signage and A board placed in foyer	All staff and visitors, delivery drivers	Ongoing 3 July 2020	Complete
			One person only to each toilet at a time. Signage put on doors	HR Team	Ongoing	
			Review Risk Assessment monthly	Working Party	Ongoing	

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<p>Staff welfare and communications</p>	<p>Need to be aware of impact of Covid-19, furlough, working from home and shutdown can have on employees mental health and well-being</p>	<p>Staff questionnaire sent out to gauge opinion on personal circumstances and thoughts on returning to the workplace. Will assist with input for risk assessment and internal procedures</p> <p>Regular calls to employees from line management and HR Team</p>	<p>Respond to feedback from questionnaire. Prioritise who needs to return to work on a permanent basis and part-days. Monitored by HR</p> <p>Assist with equipment and home working set-up where practical</p> <p>Set-up Zoom calls for non-work related 'chat'. Set-up in pods</p> <p>Reiterate who to contact with any well-being matters</p> <p>Video communications by Directors. Maintain updates on Singleview</p> <p>Update working from home policy and issue updated home-working risk assessment, where applicable</p> <p>Attend webinars and training broadcasts for any further updates on guidance. Send to appropriate employees to attend</p>	<p>Working Party</p> <p>Working Party</p> <p>HR Team</p> <p>HR Team</p> <p>MD and Directors</p> <p>HR Team</p> <p>HR Team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>10 July 2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>31 July 2020</p> <p>Ongoing</p>	<p>Complete</p>
<p>Premises and facilities with reduced staffing and less traffic</p>	<p>Employees using equipment need to ensure maintenance is up-to-date</p> <p>Anyone working visiting the premises to ensure premises are safe and risks and hazards checked</p>	<p>Walk around of car park area completed</p> <p>Air conditioning will be left on as it circulates fresh air (from outside)</p> <p>Visual check of appliances</p> <p>Office has been occupied with small group of employees. Hot and cold water regularly used – no stagnant water</p>	<p>Windows can be opened for extra ventilation</p> <p>Fire doors not to be propped open, communicate with procedures</p> <p>Shower run through on hot regularly</p> <p>Water system temperatures checked regularly by external company</p>	<p>Working Party for staff in office</p> <p>HR Team</p> <p>AK</p>	<p>Ongoing</p> <p>3 July 2020</p> <p>23 July 2020</p>	<p>Complete</p> <p>Complete</p>