

Covid-19 Risk Assessment

Company name: **DYKE YAXLEY**

Date of risk assessment: **22 June 2020 updated Sept 2020 updated Jan 21**

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>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>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>Outsourced cleaning company briefed on new regulations and started back in Telford and Shrewsbury. Cleaning rota in place</p> <p>No face-to-face client or team meetings in the office</p> <p>No employees to attend Audits on site unless appropriate measures in place and is absolutely necessary</p> <p>Online video meetings taking the place of face-to-face meetings</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. Rota set up to keep to this and revised seating plan.</p> <p>Guidelines/procedures provided for other companies using our offices</p> <p>Client to provide Risk Assessments when visiting their premises and put checklist in place for DY employees</p> <p>Write new procedures and communicate to employees, for working in the office</p> <p>One-way system set-up for entry and exit, signage throughout the building</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>Re-emphasise hygiene procedures regularly. Signage around the offices</p> <p>Provide guidance use of canteen and food hygiene. Two only in canteen</p>	HR for all staff	Ongoing	
				HR / Operations	Aug 2020	Complete
				KWM / Henshalls / Flex IT / DY USA	End June	Complete
				SG / SM	Ongoing use	Complete
				HR Team	1 July 2020	Complete
				KH / SG	3 July 2020	Complete
				KH / AC / NE	1 July 2020	Complete
				HR Team	Ongoing	
				HR Team	3 July 2020	Complete

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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. QR Code and guidelines set up Shrewsbury and Telford	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.	NE/KH	Sept 28th	Complete
		Visits to Shrewsbury and Telford office by working party to assess risk and required procedures	Reception staff to wear masks when Clients enter reception. Other staff under review.	Working Party	4 th August	Complete
		Staff questionnaire sent out to gauge opinion	Guidance to write for re-introduction for face-to-face meetings and visiting client sites for Audit etc. Keep record	Working Party	19 th October	Complete
		Check hygiene and cleaning equipment required	No drinks to be served to visitors or clients in offices downstairs	HR Team	7 July 2020	Complete
		Weekly Covid-19 updates vis Singleview	No unauthorised access to offices upstairs	Reception Team	Ongoing	
			Review cleaning rota. Update guidelines, especially for regular touch points. Checked four times per day	All staff	Ongoing	
			Workstation to be cleaned beginning and end of day	HR Team DY 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	Ongoing	
			One person only to each toilet at a time. Signage put on doors	All staff and visitors, delivery drivers	Ongoing 3 July 2020	Complete
			Review Risk Assessment monthly	HR Team	Ongoing	
				Working Party	Ongoing	

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

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<p>Musculoskeletal disorders as a result of using DSE at home for a long period of time</p>	<p>Workers</p>	<p>Follow our guidance on display screen equipment. For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, eg take regular breaks, stretching exercises, set the equipment up correctly.</p> <p>Regular e-mail and communication sent to all employees on looking after their wellbeing.</p> <p>Referred to in Company-wide presentation held on 23rd December.</p>	<p>Fill in the “Home Working Assessment”</p>	<p>All staff working from home</p>	<p>5th March</p>	
<p>Increased risk of infection and complications for vulnerable workers</p>	<p>Workers</p>	<p>Identify who in our workforce fall into one of the vulnerable categories: Discuss with employees what their personal risks are and Identify what we need to do in each case</p> <ul style="list-style-type: none"> - Identify how and where someone in one of these categories will work in current government guidance - If they are coming into work identify how we will protect them through social distancing and hygiene procedures. <p>Conversation held directly with all employees classed as vulnerable.</p> <p>Employee survey sent out July 2020.</p>	<p>Re-iterate the processes in place, so employees know when to notify us that they fall into any of the categories identified as vulnerable</p>	<p>Opps/HR</p>	<p>Ongoing</p>	

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Return to the office	Potential Risk to all staff	On going weekly meeting's from the 10 th May 21	Looking at all risks to limit the risk to all employees on return to the office Ensuring staff rotas are put in place and followed to Look at the seating plan Policy - reminder to all staff on return Policy on holiday leave	All	Ongoing	