



COVID 19 Risk Assessment – Catcliffe Office

Company name

Impelling Solutions Ltd

Assessment carried out by

Ed Hardie

Date of assessment

18th August 2020

Document Overview

Impelling employs 14 staff, who since the “stay at home” order on the 13th March have been working from home where possible. With the advice now updated we are partially re-opening the office located at Unit B Poplars Business Park, Poplar Way, Catcliffe, S60 5TR.

As an employer we must protect our staff, the people they live with and others from contracting the coronavirus. This risk assessment details the measures we’ll be taking to ensure the safety of the employees who choose to work at the Poplar Way office.

Risk Assessment

Identified hazard	Who might be harmed?
<ul style="list-style-type: none"> Contracting or spreading coronavirus through proximity to others. 	<ul style="list-style-type: none"> Workers Visitors Delivery personnel Cleaning personnel
How is the risk controlled?	
<ul style="list-style-type: none"> Reduce the number of staff allowed to visit the office, enforcing a maximum of seven people on site at any given time. Providing employees with designated work areas, distanced at least 1m away from others. Preventing employees sitting opposite one another. Limiting access to the communal areas such as the kitchen and the toilets, only allowing one employee at a time to enter. Restricting meeting room usage to a maximum of one person with prior booking needed. Preventing visitor access to the building. Opening windows for extra ventilation where possible. Following government social distancing guidance at all times whilst in the building. Following government guidance, and company policy on cleaning and hygiene. Discourage the use of public transport to get to site, advise face coverings and distancing is practised while on public transport if there is no other means of transport. Preventing music being played in the office to reduce the chance of shouting or raised voices. Advise any employees with symptoms to immediately cancel any planned visits, follow government guidance to isolate, get tested, and stay away from the office for two weeks. 	
Additional action to further control the risks	

- Employees who wish to work at the office will require written approval from the Operations Manager before they can enter the building.
- The Operations Manager will ensure there is a maximum of seven people on site at any one time.
- Signage to remind employees to social distance will be placed at strategic points around the office.
- Walkways, with a one way system around desks will be marked on the floor to reduce the chance of employees passing one another when walking to their workstation. Instruct employees exiting the building to wait 2m away from the entrance if they see another employee approaching the entrance, or a neighbouring worker exiting the building.

Identified hazard	Who might be harmed and how?
<ul style="list-style-type: none"> • Contracting or spreading coronavirus through surface contact. 	<ul style="list-style-type: none"> • Workers • Visitors • Delivery personnel • Cleaning personnel
How is the risk controlled?	
<ul style="list-style-type: none"> • Advise employees to follow government guidance on cleaning and hygiene at all times while working in the office. • Implement a cleaning checklist for personal workstations, to be followed by each employee at the end of each day. • Implement a cleaning checklist to be completed by the designated safety officer at the end of each day. • Clean commonly touched surfaces such as door handles and light switches at regular intervals throughout the day. • Receiving deliveries “contact free”, correctly disposing of packaging and washing hands immediately afterwards. • Regular cleaning by professional cleaners. • Co-ordinate a cleaning regime with the downstairs neighbours for the communal building entrance. 	
Additional action to further control the risks	
<ul style="list-style-type: none"> • Providing hand sanitiser and tissues at each workstation. • Employees will be required to remove or place personal equipment such as keyboards and mice in their own desk drawers at the end of each day. • The designated safety officer will regularly replenish cleaning equipment and hand sanitiser. • Clearly display a cleaning checklist poster that indicates the steps a worker needs to take before they can safely leave site and instruct workers to follow this process. • Document completion of cleaning checklist to be completed by the designated safety officer at the end of each day. 	

Identified hazard	Who might be harmed and how?
<ul style="list-style-type: none"> Increased risk of infection or complications for vulnerable workers 	<ul style="list-style-type: none"> Workers
How is the risk controlled?	
<ul style="list-style-type: none"> Identify workers who are deemed clinically vulnerable, or live with people who are clinically vulnerable. Discuss with employees what their personal risks are and advise those who are at significant risk to remain working from home. 	
Additional action to further control the risks	
<ul style="list-style-type: none"> Provide workers who are remaining at home with necessary equipment to ensure they don't need to come to the office for anything. 	

Identified hazard	Who might be harmed and how?
<ul style="list-style-type: none"> Spreading coronavirus via the installed HVAC air conditioning system. 	<ul style="list-style-type: none"> Workers Visitors Delivery personnel Cleaning personnel
How is the risk controlled?	
<ul style="list-style-type: none"> Prevent the use of the air conditioning system by disabling its controls. Open windows for cooling instead. 	
Additional action to further control the risks	