

COVID WORKPLACE Risk Assessment

Section 1: General Details

Activity name	COVID-19 Risk Assessment of Vision Asset Finance office premises to enable essential employees to continue to safely to work.
Date Risk assessment completed	Version 1, 7 th January 2021
Location of Activity	Vision Asset Finance Offices at Galgorm Castle, BALLYMENA
Risk assessment completed by	David Preston – Company Secretary
Date risk assessment to be reviewed by	Under continual review
Risk assessment Signed off by and date	Trevor Finlay - MD, 8 th January 2021

Section 2: Brief description of activity

This risk assessment is a live document and covers the controls the business has put in place to reduce the risk to Directors, Employees, Suppliers and Visitors of contracting and spreading COVID 19. Employers are required to put into place controls to allow staff to carry out their tasks in a safe manner and with adherence to the 2-meter distancing to reduce the risk of spreading COVID 19.

This risk assessment covers the risks area where staff could spread COVID 19 and the controls the business has put in place. The areas of concern are:

- Access points to and from the office
- Moving around the office (common areas)
- Meetings and group working
- Common areas such as refreshment provision, toilets

Activity	Potential Hazard	Persons Exposed	Risk			Existing Control Measures	Additional Control Measures	Residual Risk			Completion Date / Person
			Severity	Likelihood	Risk			Severity	Likelihood	Risk	
Interaction of staff in work areas	Spread of contagious virus causing illness	Employees	3	4	12	<p>Staff (particularly those in vulnerable groups) work from home where possible.</p> <p>Work areas are arranged to ensure social distancing.</p> <p>Direct worker contact is avoided.</p> <p>Face coverings and increased hygiene measures must be used where social distancing cannot be maintained.</p> <p>Staff use dedicated equipment as far as possible.</p> <p>Where equipment must be shared, it is wiped clean before and after use.</p> <p>Anti-bacterial wipes have been provided for the purpose of cleaning equipment.</p> <p>Hands are washed / sanitised regularly (in particular on arrival at work, before/after eating and after using the toilet).</p> <p>Cleaning products, hand washing facilities and hand sanitiser are readily available. All products are replenished as required.</p>	<p>If a user of shared equipment falls ill, the equipment must not be used until it has been thoroughly sterilised, or 72 hours have passed.</p> <p>Signage is erected to remind staff to wash hands regularly / use the sanitisers provided.</p>	3	2	6	Management, Ongoing basis

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						<p>At the end of the day, staff are required to leave the building one at a time and to maintain a social distance.</p> <p>Employees have been advised on the correct procedure to follow should they fall ill both inside and outside work.</p> <p>All frequent touch points (eg. keypad, door handles, handrails, light switches etc.) are frequently cleaned and sanitised.</p> <p>The company have procedures in place to ensure the workplace is thoroughly cleaned on a regular basis.</p> <p>Staff are responsible for cleaning personal items they have brought to work and are likely to be handled at work or during breaks (eg. lunch bags, mobile phones etc.). Staff avoid leaving these items on communal surfaces or clean the surface after the items are removed.</p>					

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			Severity	Likelihood	Risk			Severity	Likelihood	Risk	
						<p>Staff should avoid touching their face, eyes, nose and mouth.</p> <p>Staff should cough or sneeze into a tissue or the crook of their arm. Tissues should be discarded in the bin immediately after use.</p> <p>Staff are responsible for emptying their own waste bin.</p> <p>Waste (e.g. cleaning waste, tissues etc.) from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection.</p> <p>Shared food is not permitted in the workplace.</p>					
Meetings	Spread of contagious virus causing illness	Employees / Clients	3	4	12	<p>Face-to-face meetings are kept to a minimum. Staff use telephone, e-mail, conference calls etc. where possible.</p> <p>Where face-to-face meetings cannot be avoided, social distancing & hygiene measures are maintained.</p> <p>Staff avoid handshaking or other close contact.</p>	None	3	2	6	N/A

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			Severity	Likelihood	Risk			Severity	Likelihood	Risk	
						<p>Where staff attend meetings offsite, Covid controls are discussed with the host prior to attending.</p> <p>Where more than one person is required to attend an offsite meeting, they are required to travel separately in their own vehicle.</p> <p>Employees have been advised on the correct procedure to follow should they fall ill both inside and outside work.</p>					
Interaction with Visitors	Spread of contagious virus causing illness	Employees / Visitors	3	4	12	<p>Visitors to site are kept to a minimum and by appointment only where possible.</p> <p>Visitors are instructed of the control measures in place regarding social distancing, hygiene etc. on arrival.</p> <p>Visitors are expected to wear face coverings on site.</p> <p>The waiting area is immediately cleaned and sanitised after a visitor leaves it.</p> <p>Staff avoid handshaking or other close contact with visitors.</p>	Appropriate signage to be erected regarding control measures in place.	3	2	6	TF

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			Severity	Likelihood	Risk			Severity	Likelihood	Risk	
						<p>Closed door meetings are kept to a minimum and social distancing / hygiene measures are observed throughout.</p> <p>Visitors are responsible for cleaning and sanitising any equipment brought on site.</p>					
Interaction with Customers	Spread of contagious virus causing illness	Employees / Visitors	3	4	12	<p>Customer numbers are restricted.</p> <p>Hand sanitisation stations are erected at the entrance.</p> <p>Staff avoid close contact with customers.</p>	Suitable signage is to be erected to inform customers of the control measures in place regarding social distancing, hygiene etc. on arrival.	3	2	6	TF
Staff training	Spread of contagious virus causing illness	Employees / Visitors	3	4	12	<p>Training is delivered online as far as possible.</p> <p>Where training must be carried out in-house, numbers are restricted to ensure social distance can be maintained.</p> <p>All participants are instructed of the control measures in place regarding social distancing, hygiene etc. prior to the event.</p>	If a user of shared equipment falls ill, the equipment must not be used until it has been thoroughly sterilised, or 72 hours have passed.	3	2	6	Management, Ongoing basis

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						<p>The training host is responsible for ensuring suitable arrangements are in place (e.g. room layout, sanitising products, equipment etc.) and that control measures are adhered to throughout the event.</p> <p>Where the event is co-hosted, staff must ensure social distancing is maintained and shared equipment is sanitised between users.</p> <p>Staff avoid handshaking or other close contact with attendees.</p>					
Using Welfare Facilities (kitchen, toilets etc.)	Spread of contagious virus causing illness	Employees	3	2	6	<p>Strictly only one person is permitted in the kitchen at any time. A sign is erected on the kitchen door to remind staff.</p> <p>Shared equipment (e.g. fridge, microwave, toaster, cupboard handles etc.) and surfaces are sanitised by the user before and after use.</p> <p>Handwashing facilities, cleaning products and sanitiser are readily available throughout work areas. All products are replenished as required.</p>		3	2	6	

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						<p>Tea / Lunch breaks are flexible and can be staggered.</p> <p>Staff are permitted to eat at their desk.</p> <p>No shared food is permitted.</p> <p>Staff are required to make their own tea/coffee and wash their own cup, spoon etc. afterwards.</p> <p>Tea/coffee making facilities (e.g. handle of kettle, water jug, milk etc.) should be sanitised by the user after use.</p> <p>Automatic hand dryers are used instead of towels</p> <p>All frequent touch points (e.g. toilets, toilet doors, taps etc.) are frequently cleaned and sanitised.</p> <p>The company have procedures in place to ensure the workplace is thoroughly cleaned on a regular basis.</p>					
Receiving deliveries	Spread of contagious virus causing illness	Employees / Visitors	3	4	12	Staff avoid signing delivery docket where possible (e.g. by authorising delivery driver to acknowledge	Appropriate signage to be erected to direct	3	2	6	TF

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						<p>receipt). If this is against procedure, staff sign whilst maintaining social distance and wash hands immediately afterwards.</p> <p>Deliveries are stored in an area where they are unobtrusive (if they are positioned there by staff, hands must be washed immediately afterwards and before touching anything else). When deliveries are opened, packaging is disposed of and hands are washed immediately afterwards.</p> <p>If a package is urgent and opened before quarantine has expired:</p> <ul style="list-style-type: none"> • Open package and dump contents onto clean and washable surface without touching contents • Dispose of packaging and wash hands before touching anything else. • Disinfect the contents of the box before use • Clean the surface • Wash hands again 	delivery drivers and inform them of control measures in place.				

Assessment undertaken by: DAVID PRESTON
 Assessment reviewed by: TREVOR FINLAY
 Date: 8th JANUARY 2021



Severity	
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1	Minor (not requiring treatment)
2	Minor (requiring treatment)
3	Major
4	Fatal

Likelihood	
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1	Highly Unlikely
2	Unlikely
3	Likely
4	Very Likely

Risk		
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1 – 4	Low	Risks are considered acceptable.
6 – 8	Medium	Consideration should be given as to whether the risk can be lowered.
9 – 12	High	Substantial effort should be made to reduce risk.
16	Very High	Risks are unacceptable. Substantial improvements in risk control are necessary.