

COVID-19 Risk assessment

Company name: Giving World

Assessment carried out by: LW / JD'O / PN

Date of next review: as guidance changes

Date assessment was carried out: 27th May – 4th June 2020

If coronavirus spread throughout Giving World it could cause a complete shutdown of operations. The possible ways in which this could occur have been assessed as below and a safe return to work plan devised and distributed to all staff. The risk to staff and the business is reduced by adherence to this plan.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Risk of transmission via contact with team members / clients	Business, staff, wider community (spread of virus)	Working from home where possible, strict adherence to social distancing and hygiene standards and use of PPE Team Meetings and 1:1's held virtually, No visitors to the building, timed collections to avoid crossovers	Phased return to work following government guidance, ensure social distancing is maintained between individual workspaces and processes in place for movement around the building and entrance/exit Staggered lunch breaks	PN / LW / VC to move desks All staff to maintain social distancing and use of PPE as appropriate	As soon as possible, Prior to phase 1 Continuous when in Giving World	

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<p>Risk of transmission via surface / shared resources</p>	<p>Business, staff, wider community (spread of virus)</p>	<p>Use of PPE, working area segregated into 3 zones with access to facilities e.g. toilets and drinks stations for each. Additional cleaning of shared areas/resources before and after use, timed collections to avoid crossovers Clean own workspace at start and end of shift</p> <p>Try to maintain good air flow/temperature in working spaces – wedge open doors (not fire doors), consider opening windows if possible</p>	<p>Staff assigned areas/facilities and provided with own supply of cleaning equipment, PPE, sanitiser etc. Sanitise hands at point of entry Hand towels and any crockery/cutlery taken home by individuals for washing Bring own drink supplies and use cool bags where possible for lunch etc. Phones to remain diverted to mobiles where possible – do not answer each other’s phones Follow guidance re. cleaning of shared frequently touched items e.g. kettle, fridge, microwave, lift buttons, door handles, bannisters Sign-in processes to be</p>	<p>All staff</p> <p>PN</p>	<p>Continuous when in Giving World</p>	

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			moved online e.g. google drive			
Risk of catching virus during travel to/from work	Business, staff, wider community (spread of virus)	Working from home where possible, strict adherence to social distancing and hygiene standards and use of PPE, avoid public transport where possible	N/A	All Staff	Continuous	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/