

The HR Experts Ltd
RISK ASSESSMENT COVID 19

This risk assessment has been produced to ensure that The HR Experts Ltd meet the government guidelines in providing a safe working environment considering the current COVID-19 pandemic. We understand that it is important to work safely and support our worker's health at this time, the government is clear that workers should not be forced into an unsafe workplace; therefore should you have any questions or concerns about the safety of your work you must raise this with the person allocating you the work.

This risk assessment ensures we have covered the five steps to safer working together:

1. Carried out a COVID 19 risk assessment and shared the results with the people who work for us
2. Have cleaning, handwashing and hygiene procedures in place in line with guidance
3. We have taken all reasonable steps to help people work from home
4. We have taken all reasonable steps to maintain a 2m distance in the workplace
5. Where people cannot work 2m apart, we have done everything practical to manage transmission of risk

Due to the frequent changing of government guidance it is recommended that this risk assessment is reviewed weekly; and at the point of any government announcements


Rating Key:

Consequence	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
		Likelihood		

Risk Assessment

BRIEF DESCRIPTION OF AREA ASSESSED			REFERENCE NUMBER			ASSESSMENT DATE					
COVID-19			2020/0001			15/10/2020					
PERSONS AT RISK (tick)											
Operator/Employee	<input checked="" type="checkbox"/>	Other Employees	<input checked="" type="checkbox"/>	Contractors	<input checked="" type="checkbox"/>	Visitors	<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>	Other	<input type="checkbox"/>
HAZARD	RISK	RISK RATING			CONTROL MEASURES	RESIDUAL RISK			RECOMMENDATIONS & ACTIONS	COMPLETION DATE	
		Likelihood	Consequence	Level of Risk		Likelihood	Consequence	Level of Risk			
Groups of people	Increased risk of spread of virus	3	3	9	<ul style="list-style-type: none"> • Employees to self-isolate where advised • Employees to work from home if necessary • If working in the business premises to keep a minimum of 2 metre distance • Stagger start and finish times/days worked to reduce number of employees in office • Signage to inform of social distancing requirements • Face to face meetings moved to video conferencing where appropriate • If unable to be video will be held with social distancing in mind and in a well ventilated 	1	3	3	Signage in unit to remind of social distancing	Completed	

					<ul style="list-style-type: none"> room • QR code for NHS test and trace in office for employees to check in 					
Lack of cleanliness/ Personal Hygiene	Increased risk of spread of virus	3	3	9	<ul style="list-style-type: none"> • Cleaning schedules reviewed and increased where appropriate • Increased handwashing requested of all employees/visitors 	1	3	3	Regular cleaning of offices and personal workspace	Ongoing
Employees presents with symptoms	Increased risk of spread of virus	3	3	9	<ul style="list-style-type: none"> • Employee sent home to self-isolate • Those whom employee has been in contact with informed • Deep clean of area(s) potentially contaminated • Discuss case with Public Health England where necessary 	2	3	6	None	n/a
Visitors to workplace	Increased risk of spread of virus	3	3	9	<ul style="list-style-type: none"> • Employer to communicate restriction on visitors to employees, clients and suppliers • Any essential visitors to wash hands on entering and leaving the premises • Visitors to check in with QR code 	2	3	6	None	n/a
Working from home	Increased risk of musculoskeletal injuries Breach of confidentiality	3	3	9	<ul style="list-style-type: none"> • DSE review of employees work station at home • Employers to provide equipment to facilitate working from home • GDPR Policy reviewed to ensure new work processes are compliant 	1	3	3	None	n/a

					<ul style="list-style-type: none"> • Employees briefed on confidentiality and safe storage of work procedures 					
Business to continue in operation	Increased risk of spread of virus	3	3	9	<ul style="list-style-type: none"> • Business owner to check government guidelines for list of businesses permitted to operate • Refer to Business Continuity Procedure for emergency operational requirements • If continuing to operate, refer to this risk assessment for safe operating practices 	1	3	3	None	n/a
RISK ASSESSMENT APPROVAL										
Assessment authorised by:		Signature:			Date:			Review Date:		
E Oxford					27/05/2020			Ongoing		