

Title	Glow Green Coronavirus Risk Assessment
Persons at risk	Office Staff, Engineers, Surveyors
Date of assessment	25/09/2020 V4
Author	ASR
Hazard	Company policy re working in the office
Measures in place	<ol style="list-style-type: none"> 1. General policy is for all office staff to work from home where possible until further notice (until government relaxes social-distancing guidelines (2 metres). 2. A small number of staff continue to operate from the office out of necessity. This represents approx 20% of the normal office workforce which is considered manageable. Capacity should not exceed 50% in order to ensure adherence to social distancing guidelines 3. Any staff who have to/want to work from the office need permission from senior management first and must undergo risk assessment i.e. considering their job role and any health issues they may have. 4. Company update via email to all office staff and on CRM which provides guidance on office conduct, this will be periodically reviewed and any updates issues via email to all office staff. 5. In the event that more staff are required to work from the office (in the event of expansion, training etc), Senior Management must consider if there is enough space to accommodate social distancing. 6. A log must be kept of all staff who enter the office; this is ensured due to swipe-card records
Hazard	Training of new staff
Measures in place	<ol style="list-style-type: none"> 1. Where new staff are required to complete on-site training, this should not 10 working days in the office, and training should be carried out 2m apart and face coverings should be worn at all times during training <p>Training thereafter to resume off-site under management supervision</p>
Hazard	Vulnerable employees
Measures in place	<ol style="list-style-type: none"> 1. Any office staff considered clinically vulnerable by the NHS to be consulted by HR before they are permitted to work in the office to confirm that they are content with working in the office and to ensure that they are provided with a safe working environment. 2. Likewise, any Service Engineers with any underlying health conditions to consult with HR before they are permitted to visit customers.
Hazard	Risk of infection in office
Measures in place	<ol style="list-style-type: none"> 1. Staff should do their utmost to arrive/leave at different times 2. No staff member should be directly opp another staff member or next to them; one desk apart from each other 3. No meetings to be held in office; virtual 'Google hangouts' meetings only 3. One person allowed in kitchen area at a time 4. One person allowed in toilets at a time 5. Guidelines issued on cleanliness (with aforementioned company updates on CRM) 6. Regular cleaning/sanitisation of office by both GG and Ameriscot Commercial ("AC") 7. Numerous procedures already put in place by AC eg. Arrows on walkways, daily sanitising of doors, gates, keypads 8. If training, staff should maintain social distancing at all times (Training guidelines above)
Hazard	Communal areas - kitchen, toilets, lobby, doorways, smoking area
Measures in place	<ol style="list-style-type: none"> 1. Aforementioned CRM guide/email reminder outlines recommendations on cleanliness 2. AC to sanitise doorways, keypads, gates daily. 3. Office cleaned by contractors (paid for by GG) weekly. 4. Toilets cleaned daily by AC. 5. Arrows in place on walkways to encourage social distancing 6. AC enforcing rules; max 3 persons allowed in lift lobbys, staff to avoid crossing on stairs, max 4 persons per elevator all facing the walls 7. 1 staff member permitted in kitchen or toilets at a time 8. Staff advised to arrive and leave work at staggered times 9. Staff advised to use own cutlery/crockery and clean after use, not leaving in kitchen 10. Microwave to be wiped down after each use 11. Smoking area - Smoking is only permitted in the outdoor smoking area where social distancing should be observed
Hazard	Workstations & Office Equipment
Measures in place	<ol style="list-style-type: none"> 1. Staff should not share desks/equipment and should regularly clean their phone/keyboard etc with sanitizer
Hazard	Fire Evacuation
Measures in place	<ol style="list-style-type: none"> 1. Carrie (HR Manager) is Fire Marshall. In her absence, AC to handle evacuation as normal. Given small volume of staff present in office, no problems foreseen in this regard. 2. Signage in place for evacuation points as normal.
Hazard	Office First Aiders
Measures in place	<ol style="list-style-type: none"> 1. Carrie (HR Manager) is First Aider. In her absence, First Aid kit is signposted in kitchen area. Common sense prevails in emergency; dial 999 and alert Reception to open gates.

