

## Covid-19 Risk assessment template

Company name: Perennial

Assessment carried out by: Amy Routley

Date of next review: June 2021

Date assessment was carried out: March 2021

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
<b>Keypad at entry door</b>	All staff, visitors and volunteers. Potential risk of infection due to communally used keypad	Only limited staff allowed in the office building – instructions given to cleaner to clean keypad on cleaning visits	None at this time			
<b>Entry and exit system around the building</b>	All staff, visitors and volunteers. Risk of breaking social distancing between multiple employees	Only limited staff allowed in the office building who are arriving at staggered times throughout the day	None at this time			

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<b>Inability for all staff to be able to wash hands at all times</b>	All staff, visitors and volunteers – everyone needs to have access to hand cleaning facilities to reduce the risk of infection	There is access to bathrooms and kitchen sink, along with various bottles of hand sanitiser placed around the building	None at this time			
<b>Cleanliness of the office facilities</b>	All staff, visitors and volunteers – without regular cleaning, bacteria can be present and infection rate increases	Offices are currently being cleaned with particular attention to toilet facilities, commonly used areas such as door handles	None at this time			
<b>Communal kitchen area</b>	All staff and volunteers – higher risk of infection around shared crockery and cutlery, shared biscuit tins, shared tea/coffee/sugar tins, preparation of	Only limited staff allowed in the office building who are preparing their own drinks, cleaning their own crockery/cutlery and not eating together.	None at this time			

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	'group' drinks, small eating area and small preparation area					
<b>Communal toilet facilities</b>	All staff and volunteers – both male and female upstairs toilets have two cubicles in a very small lobby/handwashing area where people often 'meet' on the way in and out of the room. Social distancing not feasible.	Limited amount of staff allowed in the office building – meaning that there are enough toilet facilities per person including shower room and disabled toilet facility. Currently clearly marked with an engaged/vacant sign	None at this time			
<b>Large meeting room</b>	All staff, volunteers and visitors. Unable to maintain social distancing with large numbers of staff	Meetings rooms are not being used and limited amount of staff allowed in building. Meetings	None at this time			

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		currently held by Zoom/Teams				
<b>Small meeting room</b>	All staff, volunteers and visitors. Unable to maintain social distancing for more than 2 people at a time in this room	Limited amount of staff allowed in the leatherhead building. Room is currently being used as storage for the warehouse which the volunteers are using	None at this time			
<b>Warehouse</b>	Volunteers and warehouse staff	Remediations have been made including starting by just letting one volunteer in at any one time. Hand sanitisers have been provided. Volunteer has been asked to bring in their own food/drinks to site.	None at this time			

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<b>Office Ventilation</b>	All staff, visitors and volunteers	Our office ventilation staff does not rely on the amount of staff in the office for continual usage.	None at this time			
<b>PPE</b>	All staff, visitors and volunteers	Decision has been made that PPE is neither necessary or beneficial at Leatherhead	None at this time			
<b>Desk Areas</b>	All staff and volunteers	Limited amount of staff allowed into Leatherhead office at any one time – those who come in are at very well spaced desk areas	None at this time			
<b>External visitors</b>	All staff, volunteers and visitors	No visitors are allowed access to the leatherhead building, Contractors allowed	None at this time			

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		in as part of the office rota system				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)