

Covid-19 Risk assessment template

Company name: Perennial

Assessment carried out by: Amy Routley

Date of next review: July 2022

Date assessment was carried out: July 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
Ability for staff to wash hands	All staff, visitors and volunteers	All bathroom facilities are available and handwashing equipment is kept well stocked. Hand sanitisers are kept in the reception area, on the walls outside the toilets on the first floor, outside the warehouse door and kept dotted around the building. Signs are still up reminding	None	N/A	N/A	Done

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		staff of the importance of washing hands regularly.				
Cleanliness of the office facilities	All staff, visitors and volunteers	Cleaning has been increased to 3 times per week now that we have a larger workforce back in the office. A deep clean was undertaken before staff returned to the office on the 19 th of July.	None	N/A	N/A	Done
Ventilation	All staff, visitors and volunteers. All areas should be able to be sufficiently ventilated – otherwise the risk	All areas have been checked where more than one person could be working. To this end, a sign has been put onto the stationery cupboard	None	N/A	N/A	Done

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	of contracting Covid increases	door allowing only one person entrance at a time. Staff have all been advised that they must ensure all areas are as ventilated as possible whilst they are working. The air conditioning units in the building have been serviced as per our normal maintenance schedule.				
Desk Sharing	Staff and volunteers – risk of contracting Covid when sharing desks/equipment	All staff have been advised not to desk share unless absolutely necessary. Wipes have been provided so that staff can clean down any	Done	N/A	N/A	Done

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		shared desks when they leave the area.				
Visits from external contractors, visitors and suppliers	Staff, visitors, volunteers	Our risk assessment is kept on our website for anyone to view before visiting us. Also, it is available on request for any 3 rd parties. A QR code has been supplied in our reception area and all visitors (not including staff and volunteers) will be asked if they would be happy to scan this code when they arrive onsite to enable the use of the test and trace facility if required.	None	N/A	N/A	Done

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