

Smartbox Assistive Technology					260-HSP-10-Rev 1
Issue Date	Last Review	Approved by	Authorised by		COVID - 19 - Risk Assessment Form
Aug 2015	July 2020	SAT	Jl		

Hazard	Nature of Risk and who might be affected	Pre-Control Risk (Use HSP-13)			Control Measures	Residual Risk (Use HSP-13)			Action By	Actioned When
		Prob.	Cons.	Level		Prob.	Cons	Level		
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>- Our people</li> <li>- Contractors</li> <li>- Cleaners</li> <li>- Vulnerable group Elderly, underlying health conditions, new or expecting mothers' workers, people with under</li> <li>- Anyone else who physically comes in contact with you in relation to your business</li> </ul> <p>Spread of virus by hands</p>	5	4	High	<p><u>Hygiene</u> Hand washing facilities with soap and water, hand sanitiser in place.</p> <p>Stringent hand washing taking place. Regular verbal reminders by management and signage in place for all team members to wash their hands.</p> <p>Reminders in the form of signage 'to catch coughs and sneezes in tissues - Follow Catch it, Bin it, Kill it' and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the office spaces.</p> <p>Reminding everyone of the governments advice. Delivering this through our online training - 'Coronavirus awareness' including hand washing guidance.</p> <p>Deactivation of Hand dryers to prevent spreading in toilet facilities.</p> <p>Drying of hands with disposable paper towels. Available in toilets, and kitchen areas.</p> <p>Additional gel sanitisers readily available within the office space at entry and exit, kitchens, and toilets for regular use.</p>	3	4	Med-High		

					<p>Surface sanitiser available for use within the kitchens for surfaces, door handles and high frequency areas. This can also be used for IT equipment, printers, and laptops.</p> <p>Our sites air conditioning system is regularly maintained contractually on a 6 month basis.</p> <p>PPE is offered to all people on site to wear at any point if they so choose to for peace of mind, however PPE must be worn if working within 1m+ situations.</p> <p>Wearing of gloves maybe required during certain tasks or jobs. ie: User assessment visit.</p> <p>An adequate supply of gloves will be provided in the office, outside the kitchen areas and to the AT team. Please remove your gloves carefully to reduce contamination and dispose of them safely in the general waste.</p> <p>Increased hand cleaning facilities in the stores area in Malvern. Sanitisers unit installed in the 'goods in' area.</p> <p>Non fire doors, whenever possible to be propped open when the building is in use to reduce physical contact with door handles/push plates.</p>					
		4	4	High	<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Responsibility assigned to Head of Departments to check their teams workstations and areas are adequately cleaned and maintained.</p> <p>Individuals responsible to clean any areas that they may have contacted in high volume areas - kitchens, toilets, handles etc...</p>	2	4	Med		

		5	4	High	<p>Clear desk policy to be adhered to in order to enable proper cleaning of desks by both team members and cleaners.</p> <p><u>Social Distancing</u> Reducing the number of people in any work area to comply with the 2-metre gap recommended by Public Health England.</p> <p>Team members to adhere to the recommended numbers of people in meeting rooms, canteen area, kitchens and toilets. The garden area in Malvern to be used for lunch or break times.</p> <p>We encourage people to bring their own lunch.</p> <p>Reminding staff regularly of the social distancing requirements, in meetings and with signage.</p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, staggering break times, working from home etc. to reduce number of workers on site at any one time. Managers to agree this with their specific teams.</p> <p>Visitors or employees visiting an office which is not their usual place of work should only do so if absolutely necessary.</p> <p>Any staff with underlying health conditions/vulnerability to Coronavirus are asked to remain working from home, with any workstation requirements met by the company.</p> <p>All staff whose roles do not require them to be in the building are asked to work from home until they feel the risk to themselves is sufficient.</p> <p>Each team will be staggering break times to reduce congestion in the break areas.</p> <p>Managing occupancy levels of each office site using office register.</p>	2	3	Med - Low		
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				<p>Reviewed department layouts and desk allocation to allow people to work further apart. Back-to-back working encouraged if space is limited.</p> <p>Conference calls (Microsoft Teams) to be used instead of face to face meetings. In the meeting room, please use your own equipment, pens and IT. Limit sharing where possible.</p> <p>Hot desking to be kept to a minimum and only used when absolutely necessary with cleaning before use and after use.</p> <p>Lift capacity to be reduced to 1 Person only, using signage on lift.</p> <p>Office Registers will be maintained of whom is in building on every day. Including cleaners/visitors for purposes of contact tracing</p>					
		2	4	<p>Med</p> <p><u>Company Drivers</u> Team members should not share vehicles or cabs, where suitable distancing cannot be achieved; adequate PPE must be worn (facemask) and sharing should be kept to an absolute minimum exposure time.</p> <p>We discourage the use of public transport and encourage individuals to drive, cycle or walk to work where possible - ample parking made available at all office sites. Cycle scheme also in place to all employees in the UK to support this.</p>	1	3	Low		
		5	4	<p>High</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough, a high temperature or loss of smell or taste. in the workplace they will be sent home and advised to contact 111 NHS services, to complete their personal assessment. This may result in being issued an isolation note and/or carry out a test.</p>	3	4	Med-High		

		3	4	<p>Med-High</p> <p><u>Mental Health</u></p> <p>We promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support we can to help. Wellbeing Tips 2020</p> <p>Keeping everyone informed and up to date on what is happening throughout the business with weekly board updates, team meetings and 1-2-1 chats with Team members.</p> <p>All Smartboxers have full access to our Employee Assistance programme through Life Works. This is a 24/7 confidential help line for any life challenges.</p> <p>We operate an open door policy for all Smartboxers to approach their managers or speak to the Head of People and Culture about any concerns, questions or wellbeing matters.</p> <p>Vitality Health have a service called Big White Wall available to all members for support during COVID-19 and beyond.</p>	2	4	Med		
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	AT Team	4	4	High	<p><u>Travelling within the UK</u> Virtual visit is explored as a first option, if a face-to-face visit is requested and booked our <a href="#">safe visit process</a> will be followed.</p> <p>Pre-qualifying process in place to ensure no visit is carried out if the user is isolating or recently suffered symptoms. AT Team to inform users of what to expect during a visit and discuss PPE requirements.</p> <p>PPE equipment issued and team members trained on correct fitting and use in user visit setting. <a href="#">260-HSP-22 (Remote Visit PPE Guide) Rev 0.docx</a></p> <p>Avoiding using public transport, and aim to walk, cycle, or drive to the office, or your meeting/visit instead. If using public transport is the only option to travel to your destination, wearing a face covering is mandatory. If you require one - please speak to Di.</p> <p>If the AT Team are required to stay-away from home, we will log this visit and make sure any accommodation meets social distancing guidelines.</p> <p>Further measures are covered by separate Risk Assessment.</p>	2	3	Med-Low		
	Handling goods, deliveries, and materials on site	3	4	Med-High	<p>Restricting non- business deliveries to our offices at this time.</p> <p>Quarantine processes and procedures in place for outbound production units for 72 hours.</p>	2	4	Med		

		5	4	High	<p><u>Management of Covid-19 situation</u>                      Regular monitoring of COVID situation within locale and use of the office to be reviewed in weekly Management meeting relation to increase of cases, localised government lockdown</p> <p>Return to work process in place to re-introduce and welcome people into office and new safety measures.</p> <p>We encourage all our people to discuss any concerns about risks or breaches at individual or company level with our Head of People and Culture.</p> <p>This document will be considered under continuous review.</p>	2	4	Med		
	Overall	5	4	High	All measures described above.	2	3	Med-Low		