

Employer: Eden Staffing Ltd

Assessment completed: 15th June 2020

Assessment amended: 26th June 2020

Assessor/s: H Peto-Dias and H Wallbridge

Locations: 9 Cambridge Court / Falkland Square

No	Activity/plant/materials etc	Hazard	Persons in Danger	Severity 1-10	Likelihood 1-10	Rate (Severity x Likelihood)	Measures	Result*
1.	Journeys to and from work using own transport or walking to office	Worker comes into airborne contact with Covid-19 virus.	Worker	5 ¹	1 ²	5	Door handles cleaned with anti-viral agent on a daily basis.	A
		Worker comes into physical contact with Covid-19 virus.	Worker	5	1	5	Workers to wear disposable gloves until they reach work stations. Workers to wear masks and disposable gloves and avoid touching face. Please inform management and self isolate for 7 days & call GP if unwell.	A
2.	Journeys to and from work using public transport	Worker comes into airborne contact with Covid-19 virus.	Worker	5	1	5	Door handles cleaned with anti-viral agent on a daily basis.	A
		Worker comes into physical contact with	Worker	5	1	5	Workers to wear disposable gloves until they reach work stations.	A

¹ Fatality rate at the time of assessment 14%.

² Total UK cases at the time of assessment 289,000 compared to a population of 68 million, i.e. .004%.

* Key to result – T = Trivial Risk A = Adequately controlled N = Not adequately controlled U = Unable to decide

		Covid-19 virus.					Workers to wear masks and disposable gloves and avoid touching face. Please inform management and self isolate for 7 days & call GP if unwell.	
3.	Work at workstation	Worker comes into airborne contact with Covid-19 virus.	Worker	5	1	5	Worker to use antibacterial wipes provided on desk. Wipe desk, keyboard, mouse, phone and headset on arrival and at the end of each day.	A
		Worker comes into physical contact with Covid-19 virus.	Worker	5	1	5	Perspex screens in place for each workstation at London Office. ³ Please inform management and self isolate for 7 days & call GP if unwell.	A

³ Desk spacing in Crewkerne Office prohibits the use of perspex screens

* Key to result – T = Trivial Risk A = Adequately controlled N = Not adequately controlled U = Unable to decide

4.	Movement through the common parts of the building i.e. stairs, main reception, office space whilst walking to desk.	Worker comes into airborne contact with Covid-19 virus.	Worker	5	1	5	Approach each area with caution. Maintain 2-meter social distancing.	A
		Worker comes into physical contact with Covid-19 virus.	Worker	5	1	5	Floor markers in place. Where not possible, please wait for other staff to move before continuing your movement i.e. on staircase Please inform management and self isolate for 7 days & call GP if unwell.	A
5.	Use of toilet and kitchen facilities	Worker comes into airborne contact with Covid-19 virus.	Worker	5	1	5	Use hand sanitiser on entering area.	A
		Worker comes into physical contact with Covid-19 virus.	Worker	5	1	5	After use of all facilities, use wipes and clean each surface/door handles used. Wash hands for 20 seconds. Please inform management and self isolate for 7 days & call GP if unwell.	A

6.	Exposure to other workers during break times	Worker comes into airborne contact with Covid-19 virus.	Worker	5	1	5	Break times to be taken on own and not with other members of staff.	A
		Worker comes into physical contact with Covid-19 virus.	Worker	5	1	5	Please inform management and self-isolate for 7 days & call GP if unwell.	A
7.	Exposure to clients / customers / candidates	Worker comes into airborne contact with Covid-19 virus.	Worker	5	1	5	For time being registration interviews to be carried out view video. Will be re assessed if and when this changes.	A
		Worker comes into physical contact with Covid-19 virus.	Worker	5	1	5	Please inform management and self isolate for 7 days & call GP if unwell.	A

Document Version: 1.1

* Key to result – T = Trivial Risk A = Adequately controlled N = Not adequately controlled U = Unable to decide