

Employer: Eden Private Staff Ltd

Assessment completed: 15<sup>th</sup> June 2020

Assessment amended: 1<sup>st</sup> July 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.	<b>Journeys to and from work using own transport or walking to office</b>	Worker comes into airborne contact with Covid-19 virus.	Worker	5 <sup>1</sup>	1 <sup>2</sup>	5	Staff to use wipes provided at front door to use to clean down handles on entering the building and use hand sanitiser to clean hands.	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
2.	<b>Journeys to and from work using public transport</b>	Worker comes into airborne contact with Covid-19 virus.	Worker	5	1	5	Staff to use wipes provided at front door to use to clean down handles on entering the building and use hand sanitiser to clean hands	A
		Worker comes into physical contact with Covid-19 virus.	Worker	5	1	5	Workers to wear masks when on public transport.  Please inform management and self isolate for 7 days & call GP if unwell.	A

<sup>1</sup> Fatality rate at the time of assessment 14%.

<sup>2</sup> 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

3.	<b>Work at workstation</b>	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	Please inform management and self isolate for 7 days & call GP if unwell.	A
4.	<b>Movement through the common parts of the building i.e. stairs, main reception, office space whilst walking to desk.</b>	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.	<b>Use of toilet and kitchen facilities</b>	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.	<b>Exposure to other workers during break times</b>	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.	<b>Exposure to clients / customers / candidates</b>	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

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