

COVID-19 Risk assessment

Company name: Bright Design (UK) Ltd

Assessment carried out by: Laura Stanton

Date of next review: 06/03/2021

Date assessment was carried out: 06/09/2020

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
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Delivery People	Providing water, soap and paper towels at all sinks Displaying information on how to wash hands properly by all sinks Providing hand sanitiser at various points near entrances and smaller internal rooms Deliveries and Post	Poster will be up to remind people to wash their hands Information will be provided to your workers about when and where they need to wash their hands If people can't wash hands, hand sanitiser will be available Soap and hand sanitiser will be replenished during the cleaning schedule	Ops Director or CEO	07/09/20	Done

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	Visitors	<p>Officers are not entering the office, they will be greeted at the entrance only.</p> <p>No visitors are currently being permitted on site, should that change, hand sanitizer will be provided.</p>	<p>People will be asked to check their skin for dryness and cracking and report them to Ops Director if needed</p>			
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Workers	<p>Identified common areas as toilets, kitchen and breakout room</p> <p>Toilets are single occupancy toilets anyway, so no further action needed</p> <p>Kitchen will operation</p>	<p>Frequent Cleaning Schedules will be put in place and recorded for the main office, 2 toilets and the kitchen</p> <p>All "high traffic" areas such as door and window handles, taps and electric switches will all be sanitised regularly.</p> <p>Windows in smaller rooms will</p>	Ops Director or CEO	07/09/20	Done

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		<p>as a 1 in, 1 out rule</p> <p>Breakout room will be no more than 2 people in at any one time</p> <p>Online meetings rather than meeting in small spaces</p>	<p>be opened to increase ventilation</p> <p>Poster will remind people to keep 2m apart and to wash hands</p>			
Getting or spreading coronavirus through workers living together and/or travelling to work together	Workers	Identified workers who live together and group them into a work cohort	N/A	Ops Director or CEO	07/09/20	Done
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers	Identified surfaces that are frequently touched, such as handles, taps and electric switches will all be sanitised at	<p>Frequent cleaning schedules will be put into place</p> <p>Asking employees to clean their computer equipment at</p>	<p>Ops Director or CEO</p> <p>Employees</p>	<p>07/09/20</p> <p>07/09/20 and as people arrive back</p>	Done

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		<p>least twice a day.</p>	<p>the end of each day.</p> <p>Asking employees to not share stationary etc. Providing areas for people to store personal belongings and keep personal items out of work areas</p> <p>Put in place arrangements to clean if someone develops symptoms of coronavirus in work</p>		<p>to the office for the first time</p>	
<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p>	<p>Workers</p>	<p>Involve Employee Representative in completing risk assessments so they can help identify potential problems and identify solutions</p> <p>Discuss the issue of</p>	<p>Have regular keep in touch meetings/calls with people working at home to talk about any work issues</p> <p>Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns</p>	<p>Ops Director or CEO</p>	<p>07/09/20</p>	<p>Done</p>

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		<p>fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</p>	<p>or who to go to so they can talk things through</p> <p>Keep workers updated on what is happening so they feel involved and reassured</p>			
<p>Contracting or spreading the virus by not social distancing</p>	<p>Workers</p>	<p>Providing a large enough office for workers to be seated more than 2m apart, Placing people side by side and not face to face</p>	<p>Providing posters to remind people to stay 2m apart</p> <p>Increasing lunchtime period from 12-2 to 11-2 to allow more time to stagger lunch breaks</p> <p>Encourage staff to eat at their desks rather than in the communal areas</p> <p>Using empty spaces in the building for additional rest</p>	<p>Ops Director or CEO</p>	<p>07/09/20</p>	<p>Done</p>

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			break areas where safe to do so			
Poor workplace ventilation leading to risks of coronavirus spreading	Workers	Current Air conditioning units	Switch air con off and open more windows and doors for ventilation	Ops Director or CEO	07/09/20	Done
Increased risk of infection and complications for vulnerable workers	Workers	Identify who in your work force fall into one of the following categories: <ul style="list-style-type: none"> > Clinically extremely vulnerable > People self-isolating > People with symptoms of coronavirus > Groups who may be at higher risk of poorer outcomes 	Provide more protected areas for those more vulnerable, to work in rather than the open office Put systems in place so people know when to notify you that they fall into one of these categories, eg they start chemotherapy or are pregnant	Ops Director or CEO	07/09/20	Done
Monitoring the	Workers	Asking everyone to	Keeping a back track of at	Ops Director or	07/09/20	Done

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spread of the virus and who has been in the office	Visitors	sign in when they arrive and leave the office	least 21 days on a form in line with NHS Track and Trace	CEO		

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