

























Risk assessment name	Covid-19 Secure Risk Assessment	Assessment type	 General
Assessor name	Catherine Whitehead	Affected site(s)	Distinctive Systems Ltd (YO30 4XT)
Assessment date	13/08/2021	Review period	Custom
Approved by		Review date	19/09/2021
Approved date		Reference	Dis1248919

Workspace(s)	Description
 Office	<p>This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of Covid-19 and demonstrate that the company is Covid-secure</p>





Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Attendance and movement of people in the workplace Increased risk of Covid-19 transmission in attending the office</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Where more than one person not from the same household attends the office, there is an increased risk of Covid-19 transmission</p>	<div>  <p>Restrict Movement of People Throughout Site</p> <p>Employees discouraged from carrying out non-essential trips within the premises - use of phone and email communication encouraged where possible.</p> </div> <div>  <p>Signage and Floor Markings in Place to Remind Employees of the Controls</p> <p>Posters and signs to be used to remind employees of the requirement to adhere to social distancing, to wash hands frequently and practice good hygiene.</p> </div> <div>  <p>Vulnerable Employees Proactively Supported And Protected</p> <p>Where employees are at increased risk from Covid-19 and its associated complications, each case will be assessed individually to ensure they are adequately protected and supported.</p> <p>This may include Black, Asian and Minority Ethnic (BAME) employees, pregnant women, older people and those with underlying health conditions.</p> <p>Appropriate individual risk assessments will be completed where required.</p> <p>Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed</p> </div> <div>  <p>Will Follow Guidance For Test, Trace And Isolation</p> <p>Where employees are required to isolate due to themselves or their household/bubble having symptoms or positive test result, being required by NHS Test & Trace or due to travel quarantine requirements they will not be permitted to attend the workplace.</p> </div>	<p>2 x 3</p> <p></p> <p>6</p> <p>Low</p>




Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="837 228 938 328"></div> <p>Working Away From Home Strictly Assessed And Controlled</p> <p>Where it cannot be avoided and working away from home must be carried out it will be ensured that accommodation will meet Government Guidelines and be recorded centrally along with the assessment of any additional risks and controls required.</p> <div data-bbox="837 427 938 528"></div> <p>Workstations Will Be Organised to Support Social Distancing</p> <p>Workstations will be arranged so that social distancing can be adhered to.</p> <p>Desks will be spaced out to maintain distance between people.</p> <p>Where possible use of own peripherals such as mouse and keyboards and headsets will be in place.</p> <p>Where social distancing cannot be maintained further controls will be in place:</p> <p>Desks to allow people to work side by side or facing away from each other.</p> <p>Use of screens to separate people.</p> <p>Increased cleaning of areas.</p> <p>Increased ventilation</p>	



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 <p>COVID-19 (Coronavirus Infection) Risk of ill health due to exposure to the COVID-19 (Coronavirus)</p>	<p>All staff, visitors</p>	<div>  <p>Covid 19 Vaccination Encouraged & Facilitated Covid 19 vaccination for employees encouraged & facilitated due to the risk of exposure to Covid 19</p> </div> <div>  <p>Covid 19 Vaccination Encouraged and Facilitated The working safely measures must be followed even for those who have had the vaccine (1 or 2 doses)</p> </div> <div>  <p>Covid Secure Workplace The workplace has put in place "Covid Secure" provisions in accordance with the government guidance.</p> </div>	<p>1 x 4</p> <p>4</p> <p>Low</p>
 <p>Cleaning to reduce transmission of Covid-19 Risk of exposure to Covid-19 while cleaning work areas</p>	<p>All staff, Contractors</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus</p>	<div>  <p>Cleaning materials supplied Staff supplied with cleaning materials to keep work stations clean.</p> </div> <div>  <p>Frequent Cleaning Of Work Areas & Equipment Work areas & equipment are cleaned frequently between uses including handles & regular touch points</p> </div>	<p>2 x 2</p> <p>4</p> <p>Low</p>








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 <p>Coming to work and going home Sharing of a vehicle may lead to an inability to maintain social distancing</p>	<p>All staff</p> <p>How? Risk of contracting Covid-19 due to inability to maintain social distancing</p>	 <p>Safer Travel Supported Car sharing with people from different households will be discouraged.</p> <p>Use of Public Transport will be discouraged and where this is not possible employees will follow Government requirement to wear face coverings and practice high standards of hygiene and maintain social distancing.</p>	<p>2 x 2</p> <p>4</p> <p>Low</p>
 <p>Common areas Potential for infection in common areas</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? It may be difficult to socially distance in common areas including stairwells, waiting areas, toilets and kitchens</p>	 <p>Increased Frequency Of Cleaning Of Toilets and Kitchens. Increased cleaning of the welfare facilities will be carried out for bathroom kitchen.</p> <p>Increased frequency of cleaning of kitchen facilities to be carried out.</p> <p>Employees to clean kitchen items before and after use.</p>  <p>Numbers Of People In Common Areas Managed. Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p>	<p>2 x 3</p> <p>6</p> <p>Low</p>
 <p>Managing visitors and contractors Poor management of delivery drivers, contractors</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Poor management of visitors to the office may lead to</p>	 <p>Access To Welfare Facilities Controlled Access to welfare facilities is strictly controlled with increased cleaning carried out and use monitored.</p>	<p>3 x 3</p> <p>9</p> <p>Low</p>










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and other visitors such as customers attending site for work purposes.	transmission of Covid-19 between visitors and employees	<div data-bbox="840 231 936 327"></div> <p>All Visitors To Site To Be Pre-Arranged And Times Staggered</p> <p>Non-essential visitors/contractors /customers to be requested or permitted on site.</p> <p>No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made.</p> <p>Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p> <div data-bbox="840 550 936 654"></div> <p>Documentation Issued Electronically Where Possible</p> <p>To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> <div data-bbox="840 909 936 1013"></div> <p>Face Coverings Worn Where Required</p> <p>Where required face coverings will be required to be worn on site by customers and visitors. Signs and information will be issued to ensure this happens. People may be refused entry if they refuse to wear an appropriate face covering.</p> <div data-bbox="840 1109 936 1212"></div> <p>Good Hand Washing/Hygiene Procedures Observed By Employees</p> <p>Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible- before and after any interaction with others.</p> <div data-bbox="1344 1109 1440 1212"></div> <p>Increased Cleaning Regime In Place For Touch Points And Interfaces.</p> <p>Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes waiting areas, handles, handrails, counter tops.</p>	

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		<div data-bbox="837 225 938 328">  </div> <div data-bbox="965 220 1323 280"> <p>Information Communicated To Visitors</p> </div> <div data-bbox="965 293 1323 419"> <p>Prior communication issued to expected visitors to site through phone, email or website.</p> </div> <div data-bbox="965 453 1323 549"> <p>Information signs displayed at visitor arrival areas to make procedures clear.</p> </div> <div data-bbox="837 584 938 687">  </div> <div data-bbox="965 579 1167 611"> <p>Managed Entry</p> </div> <div data-bbox="965 624 1733 686"> <p>The number of people permitted inside the premises will be restricted to allow effective social distancing.</p> </div> <div data-bbox="965 719 1794 782"> <p>There will be the use of effective queue management outside the premises where necessary,</p> </div> <div data-bbox="965 815 1832 909"> <p>The entrance/ exit points for contractors/ visitors etc will be away from employee areas where possible to minimise contact with other people.</p> </div> <div data-bbox="837 944 938 1048">  </div> <div data-bbox="965 940 1218 1000"> <p>Protective Interface Established</p> </div> <div data-bbox="965 1013 1323 1206"> <p>Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between a visitor to site and employee.</p> </div> <div data-bbox="1346 944 1447 1048">  </div> <div data-bbox="1473 940 1794 1000"> <p>Remote Communication Encouraged</p> </div> <div data-bbox="1473 1013 1839 1171"> <p>Where possible remote communication with visitors, customers and contractors will be used rather than attendance on site.</p> </div>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="837 225 938 328"></div> <p>Revised Pick Up and Drop Off Procedures Designated areas for non-contact deliveries will be in place with clear instructions for couriers.</p> <p>Revised delivery / collection methods to reduce the number of visitors to the site such as bulk drop-offs and pick-ups to reduce frequency of visitors.</p> <p>Limited people to carry out the collection of deliveries.</p> <div data-bbox="837 552 938 655"></div> <p>Sanitiser Available At Visitor Interfaces. Sanitiser available at locations where contractors / visitors will present to employees.</p> <div data-bbox="837 783 938 887"></div> <p>Supervision On Site Where contractor tasks are required to be supervised- social distancing will be maintained. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements.</p>	









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		<p data-bbox="840 231 936 327"></p> <p data-bbox="967 220 1312 247">Visitor Records Maintained</p> <p data-bbox="967 263 1794 327">Records of those who have attended site to be maintained where possible.</p> <p data-bbox="967 359 1805 422">If requiring people to sign in - pens will not be provided to reduce the need to share equipment.</p> <p data-bbox="967 454 1825 550">Touchscreen sign-in systems will be disabled where possible - if not possible then cleaning and sanitising product will be located adjacent to the device.</p> <p data-bbox="840 614 936 710"></p> <p data-bbox="967 614 1657 641">Waiting Area For Visitors / Contractors Well Managed</p> <p data-bbox="967 657 1785 721">Any waiting area for people on site will allow for adequate social distancing in the seating arrangements.</p> <p data-bbox="967 753 1832 817">Use of signs and markers and announcements to remind any visitors of the requirements.</p> <p data-bbox="967 849 1807 912">Entry to waiting area restricted if the number of people will restrict the ability to socially distance.</p> <p data-bbox="967 944 1794 1008">People may be turned away until a more suitable time is available where social distancing can be managed.</p>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Meetings People coming together in close proximity to attend meetings may present an increased risk of transmission of Covid-19.</p>	<p>All staff, Contractors</p> <p>Visitors</p>	<div>  <p>Meetings Carried Out Remotely Where Possible Where possible meetings will be carried out remotely to avoid the need for people to come together.</p> </div> <div>  <p>Meetings To Be Held In Well Ventilated Locations Meeting to be held outside where possible. If not then meetings will be held in well-ventilated rooms where windows or doors can be open or use of extractor fans to support ventilation.</p> </div> <div>  <p>No Sharing Of Equipment Permitted No items are to be shared at any time during the meetings such as pens, computers etc.</p> </div> <div>  <p>Sanitiser To Be Provided As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.</p> </div> <div>  <p>Social Distancing To Be Maintained All participants to be reminded prior to meeting of the need to adhere to social distancing at all times. Desks and chairs will be arranged to support social distancing or meeting will be held stood up. Signs and markings to be used in regular meeting spaces to indicate the advised social distances.</p> </div>	<p>2 x 3</p> <p> 6</p> <p>Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Shared equipment Shared equipment such as printers, shredders and kitchen equipment may present an increased risk of infection</p>	<p>All staff</p> <p>How? Coming into contact with contaminated shared equipment may lead to contraction of Covid-19</p>	<div>  <p>Frequent Cleaning Of Work Areas & Equipment Work areas & equipment are cleaned frequently between uses including handles & regular touch points</p> </div> <div>  <p>Routine Cleaning Undertaken Routine cleaning undertaken to the schedules in place.</p> </div>	<p>2 x 3</p> <p>6</p> <p>Low</p>
 <p>Social distancing guidelines difficult to meet Increased risk of Covid-19 transmission due to lack of, or inadequate, social distancing</p>	<p>All staff</p> <p>How? Where social distancing cannot be followed in full there may be an increased risk of the transmission of the virus due to being in close proximity</p>	<div>  <p>Employees To Avoid Face To Face Work Where Possible Where possible employees will work side by side or back to back to avoid working face to face. Where desks are face to face screens will be fitted.</p> </div> <div>  <p>Good Hand Washing/Hygiene Procedures Observed Good hand washing procedures observed.</p> </div> <div>  <p>Frequent Cleaning Of Work Areas & Equipment Work areas & equipment are cleaned frequently between uses including handles & regular touch points</p> </div> <div>  <p>Improved Ventilation in Place Workspaces will be well ventilated through natural or mechanical means to increase air changes.</p> </div>	<p>2 x 3</p> <p>6</p> <p>Low</p>
 <p>Symptoms of Covid-19</p>	<p>All staff</p> <p>How? A staff member may develop symptoms of</p>		<p>3 x 3</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
People at work developing symptoms of Covid-19	Covid-19 at work leading to increased risk of infecting other people.	<div data-bbox="837 225 938 328"></div> <p>Cases Recorded and Investigated. Records maintained of those who are isolating or who develop symptoms at work.</p> <p>Investigations carried out if the transmission could be work-related.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> <div data-bbox="837 520 938 608"></div> <p>Covid 19 Testing (PCR) Polymerase Chain Reaction (PCR) test for those who are showing symptoms and not to return to the office until a negative result is received or isolation period is complete.</p> <div data-bbox="837 815 938 919"></div> <p>Employee Not To Return To Work And Should Self-Isolate For those displaying symptoms, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Individuals and their household/ support bubble will isolate for the required period of time in line with the relevant current guidelines.</p> <div data-bbox="837 1046 938 1150"></div> <p>Employee To Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance.</p> <p>They should then self-isolate in accordance with guidelines.</p>	<div data-bbox="2011 225 2085 328"></div> <p>Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="837 225 936 323"></div> <p>Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <div data-bbox="837 488 936 587"></div> <p>Symptomatic Persons Not Permitted On Site Any persons presenting on-site with symptoms will not be permitted to enter the premises and will be sent away to follow guidance on isolation, test and trace.</p> <div data-bbox="1346 488 1444 587"></div> <p>Will Follow Government Advice On Testing And Tracing Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow.</p> <div data-bbox="837 783 936 882"></div> <p>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines. If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Training Increased risk of Covid-19 transmission</p>	<p>All staff</p> <p>Customers</p> <p>How? Visiting customer premises may increase the risk of Covid-19 transmission to staff or to customers</p>	<div>  <div> <p>Covid 19 Testing (Lateral Flow)</p> <p>Staff running the training and all attendees will take a lateral flow test no more than 24 hours before attending the premises. Only attendees with a negative test result may attend the course.</p> </div> </div> <div>  <div> <p>Covid 19 Vaccination required</p> <p>All attendees must be fully vaccinated in order to attend a training course. All Distinctive Systems staff are fully vaccinated.</p> </div> </div> <div>  <div> <p>Face Covering (Surgical Mask Types I/II)</p> <p>Protects others from infection by catching bacteria in liquid droplets from wearer's mouth & nose</p> </div> </div> <div>  <div> <p>Routine Cleaning Undertaken and Cleaning Materials Supplied</p> <p>Routine cleaning undertaken to the schedules in place. Anti bacterial wipes and hand sanitiser will be provided in all areas.</p> </div> </div> <div>  <div> <p>Social Distancing</p> <p>The numbers will be limited to allow social distancing. Tables will be socially distanced and there will be one table per attendee. Lunch will be served as individual portions rather than buffet style. Drinks will be available for people to make their own.</p> </div> </div> <div>  <div> <p>Ventilation Provided For The Task</p> <p>The training room will be well ventilated.</p> </div> </div>	<p>2 x 3</p> <p> 6</p> <p>Low</p>

Further control measures

None required

Operating procedures

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

Workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Improving ventilation
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

The most up to date guidance for the UK can be found here:

England: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Scotland: <https://www.gov.scot/publications/coronavirus-covid-19-returning-to-work/>

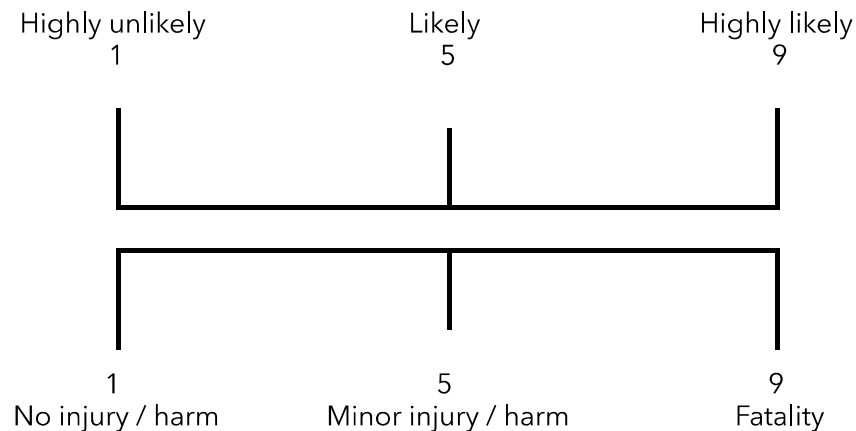
Wales: <https://gov.wales/workplace-guidance-employers-and-employees-covid-19>

Northern Ireland: <https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

Republic of Ireland: <https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Catherine Whitehead

Approved by signature:

Employee(s)/Worker(s) acknowledgement

The signs below acknowledge receipt of this risk assessment and confirm that they have read and understood the requirements of the risk assessment.

Employee name	Signature(s)	Date

Employee name	Signature(s)	Date