

Risk assessment - Pandemic COVID-19

Company name: Porterhouse Medical Group Ltd

Assessment carried out by: D. Preston

Date of next review: 16 December 2020

Date assessment was carried out: 16 October 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 into and leaving work	Staff that use public transport to get to work	<ul style="list-style-type: none"> ▪ identifying where people can travel alone in their own transport (or walk, or cycle) when getting to and from work ▪ possibly staggering arrival and departure times so people can keep to the 2m social distancing rules by not using entry/exit points at the same time ▪ providing hand sanitiser at entry/exit points. ▪ QR Code check-in at entrances 	Monitor government guidelines and update staff accordingly	Managers/Office Manager	Ongoing	
Who stays at home	Staff – check in on home workers (mental health and wellbeing)	<ul style="list-style-type: none"> ▪ Identifying who can work from home – if they can, they should ▪ provide equipment needed for employees to work safely 	Monitor government guidelines and update staff accordingly	Managers	Ongoing	

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
		<p>and effectively at home (laptops, mobiles)</p> <ul style="list-style-type: none"> ▪ keeping in regular contact with people working from home, making sure to discuss their wellbeing and help them to feel they are still part of the workforce 				
Work area	Staff – not keeping to the 2m distancing rule and not washing hands or sanitising equipment after use.	<ul style="list-style-type: none"> ▪ physically arrange work areas to keep people 2 m apart ▪ avoiding people working face-to-face, for example working side-by-side. ▪ allocate one workstation and piece of equipment per person to minimise contamination ▪ Providing hand sanitiser and anti-bacterial wipes to wipe equipment. 	<ul style="list-style-type: none"> ▪ mark areas using floor tape to help people keep a 2 m distance ▪ provide signage to remind people to keep a 2 m distance 	All Staff/Office Manager	Ongoing	
Moving around	All Staff	<ul style="list-style-type: none"> ▪ assign and keep people in teams, that are working on the same work, to limit social interaction ▪ Leave doors open that can be left open (taking fire safety into consideration) to 	provide signage to remind people to keep a 2 m distance	All staff, managers to monitor	Ongoing	

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
		<p>reduce the need for people to touch door handles</p>				
Common areas	All staff	<ul style="list-style-type: none"> ▪ physically moving tables/chairs so they are 2m apart and limit how many can sit at one time ▪ staggering break times so that people are not using the kitchen all at the same time in order to maintain social distancing, if this is not possible create additional space for people to take their breaks ▪ mark areas using floor tape to help people keep a 2 m distance ▪ encourage workers to stay on-site during working hours. 	<ul style="list-style-type: none"> ▪ Decide how frequently we need to clean the kitchen areas ▪ identify objects and surfaces that are touched regularly and decide how frequently we clean them ▪ set clear guidance for the use of kitchen areas, toilets and meeting rooms 	All Staff/Office Manager	Ongoing	
Good Hygiene	All staff	<ul style="list-style-type: none"> ▪ providing hand sanitiser, if they are unable to wash their hands. ▪ using signs and posters to increase awareness of good handwashing technique ▪ providing regular reminders on avoiding touching your 	Keep surfaces clear of objects to make it easier to clean and reduce the number of things that can become contaminated, e.g. on work surfaces/desks	External Cleaners monitored by Office Manager	Ongoing	

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
		<p>face and to cough/sneeze into your arm</p> <ul style="list-style-type: none"> ▪ providing hand sanitiser in multiple locations in addition to washrooms ▪ cleaning equipment at the end of each use if equipment is shared between people (photocopier) ▪ Updated frequency of cleaning objects and hard surfaces 				