



## Management Systems

Manual  
 COVID-19 Risk assessment  
 Level 1 Manual

Reference **MSF 28.1**  
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Organisation: Stanmore Holdings Ltd

Assessment date: 19<sup>th</sup> June 2020

Location: Stanmore House, Gyproc Business Park, Church Manorway, Erith, Kent, DA8 1DE

Review date: 18<sup>th</sup> June 2021

Number of staff at work : Workshop, Office

Signature: 

Item	Activity	Legal	Hazards	Risk Rating			Controls	Risk Rating			Effectuated	Risk
				L/H	Con	Total		L/H	Con	Total		
<b>General</b>												
<b>Returning or remaining at work</b>												
1	Returning or remaining at work	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Provide staff latest advice to stay at home when displaying signs of Covid19 (High Temperature or new continuous cough). Provide Mental Health support if required.	1	5	5	Staff, contractors	Risk opportunity

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2	Returning or remaining at work Clinically extremely vulnerable individuals	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Work from home in current role or in alternative role. Furlough staff until situation changes Provide Mental Health support if required.	1	5	5	Staff	Risk
3	Returning or remaining at work Clinically vulnerable (but not extremely Clinically vulnerable) individuals	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Work from home in current role or in alternative role if possible Furlough staff until situation changes Provide Mental Health support if required.	1	5	5	Staff	Risk

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4	Returning or remaining at work Considerations	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Directors and Managers to consider those with different needs. Take care not to discriminate directly or indirectly because of a protected characteristic such as age, sex, or disability. Ensure disabled are not put at a disadvantage include expectant mothers. Consider those with caring responsibilities or those with religious commitments	1	5	5	Staff	Risk

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5	Returning or remaining at work Communication and consultation	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Communicate and consultant with all staff. Briefing of this risk assessment. Display completed COVID19 poster Completed COVID19 poster to be posted on Website. Staff able to raise issues with Directors and Managers Conduct regular refresher briefings and consultation with staff	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
6	Returning or remaining at work Travelling to and from work	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Directors and Managers to consider how staff will travel to and from work. Preferred option to avoid Public transport Consider work from home Walk, cycle if in reasonable distance. Consider use of furlough scheme if staff cannot travel to work without using Public Transport and/ or do not feel safe and cannot work from home. Staff to wear face covering while on public transport (see further advice later in this document)	1	5	5	Staff	Risk
<b>General work arrangements</b>												

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7	Maintaining social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Stagger arrival and departure times. Separate entry and exit points 2 Metre marked areas to assist with social distancing Provide barriers/screens See also office arrangements	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
8	Visitors	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Encourage remote connection/working Limit number of visitors Limit/stagger visitor times at any one time. Maintain a record of all visitors Ensure social distancing maintained at all times.	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
9	Meeting rooms Social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Meetings to be conducted only if absolutely necessary Use tele/video conferencing as an alterative Reduce attendance to minimum numbers. Social distancing to be maintained at all times, ensure all attendees are seated 2 metres apart.	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
10	Hygiene	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Provide signage Increase hand washing frequency Avoid touching face Cough or sneeze into a tissue and bin the tissue Cleaning off all surfaces, including workstations. Door handles push plates, handrails to be cleaned at least twice a day.	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
Office arrangements												opportunit ity

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				L/H	Con	Total		L/H	Con	Total		
11	Entrance/Exit Social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Maintain one entrance to the office (Current Main entrance) Maintain one exit (current ground floor fire exit) entrance/exit ensure only one person to enter/ leave at a time. People are not to pass each other in the entry/exit People to wait outside until there is a clear passage to entrance/exit. Entrance corridor from top of stairs to 1 <sup>st</sup> floor offices, People are not to pass each other But to wait at either end until their passage is clear 2 metre markings to be provided to aid social distancing.	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
12	Staircases	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	People are not to pass each other on the staircases. People to wait in areas clear of the staircases or in an office area until there is a clear passage Door handles push plates, handrails to be cleaned at least twice a day.	1	5	5	Staff	Risk
13	Entrance Sanitiser	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Provide hand sanitiser inside entrance area. Staff to use hand sanitiser on entrance.	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
14	Reception desk	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Reception desk not to be manned or provide plastic screen to front of desk if manned.	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
15	Office workstations Social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Ensure: Workstations are not shared. Workstations to be more than 2 metres apart if necessary, reducing number of staff by using the furlough scheme. Discourage staff from approaching other staff, use internal phone system, or Email Provide screens around workstations which must be equal to the height of a person standing if not able to maintain 2 metres between workstations. Workstations opposite occupied workstation not to be used. Signage to be used to state workstation not to be used	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
16	Office workstations Social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Mark passageway alongside workstations into 2 metre sections to assist with Social distancing. Introduce one-way system with taped arrows.	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
17	Office workstations Hygiene Sanitiser	The Coronavirus Act 2020,	Infection	4	5	20	Provide hand sanitiser at each workstation Staff to use hand sanitiser whenever arriving at workstation. Staff to clean all keyboards, equipment, and workstation before starting shift.	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
18	Office workstations Printers	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Only print out documents if absolutely necessary Restrict use of printer to the minimum number of people as possible Printer controls to be cleaned before and after each use. All documents printed out for passing to others to be encased in plastic wallets and cleaned before passing on.	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
19	Office workstations	The Coronavirus Act 2020,	Infection	4	5	20	Do not share pens or other equipment Printer controls to be cleaned before and after each use All documents printed out for passing to others to be encased in plastic wallets and cleaned before passing on. Staff to clean all keyboards, equipment, and workstation before starting shift.	1	5	5	Staff	Risk
20	Providing guidance	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Provide posters to entrance lobby area, office area, kitchen area, workshop area. Staying COVID19 secure poster to be completed and displayed in entrance area, Messing area, Offices.	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
21	Kitchen Social distancing Hygiene	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Persons in Kitchen/messing area to maintain 2 metre social distance. Stagger break times. Floor area to be marked out into 2 metre sections, One-way system to be marked out. Tables to be separated to allow 2 metre social distance or every other table to be marked out of use. Excess tables and chairs to be removed or marked out of use Staff to bring own food to work, or packed meals to be provided. No food preparation to be undertaken. hand sanitiser to be provided and used Any items used (kettle hot	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
22	Toilets Hygiene	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Only one person at time to enter/exit. Staff to check thee is no other person in the toilet lobby area, if there is a person in the lobby area to wait outside toilet until this area is clear. Hand sanitiser to be provided and used Any items used cistern handles, tap handles toilet seats to be cleaned before and after use. All cleaning materials to be disposed of in provided bin. Bin to be emptied on a regular basis. Provide paper towels Or use disposable cloths which should be placed in waste sack after cleaning. All surfaces to be cleaned	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
<b>Cleaning</b>												
23	Cleaning	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Workstations to be cleaned daily at the start and end of each shift including equipment, pens, keyboards, door handles, cupboard, and cabinet handles. Use disposable cloths which should be placed in waste sack after cleaning	1	5	5	Staff Contractors	Risk  opportun ity

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				L/H	Con	Total		L/H	Con	Total		
24	Cleaning	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Empty all waste bins at the end of each shift or during cleaning routine.	1	5	5	Staff Contractors	Risk
<b>Deliveries</b>												
25	Deliveries non-business	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Restrict all non-business deliveries expect food items	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
26	Deliveries business	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Maintain social distancing with delivery personal Avoid exchange of documents and signing of documents Use electronic payment or signature equipment. Clean all packaging as soon as possible.	1	5	5	Staff	Risk
PPE (Personal protective equipment)												

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				L/H	Con	Total		L/H	Con	Total		
27	PPE for work activities	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	PPE required for work activities should continue to be used/worn. Do not share PPE with others PPE must be cleaned before and after use PPE should be stored where it cannot be contaminated.	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
28	Face coverings	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Evidence of the benefit of face coverings to protect others is weak and the effect small. Wearing of face coverings is a legal requirement on public transport and where social distancing is not possible. Wash hands before donning and after removing Avoid touching face or the face covering Change the face covering if it becomes damp or has been touched. Face covering should be changed daily, if washable wash in line with manufactures instructions or dispose of	1	5	5	Staff	Risk

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				L/H	Con	Total		L/H	Con	Total		
<b>Vehicles</b>												
29	Social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Only one person in a vehicle at any time Minimise contact at delivery point (gatehouse, yard, warehouse)	1	5	5	Staff	Risk opportunity

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30	Hygiene	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Hand sanitiser to be provided in vehicle. Staff to be encouraged to use sanitiser whenever entering vehicle Provide welfare facilities Use disposable cloths which should be placed in waste sack after cleaning Handles and controls to be cleaned.	1	5	5	Staff	Risk
<b>Carpark</b>												

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31	Gate controls Hygiene	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Gate controls that are operated by hand to be cleaned at least four times a day.	1	5	5	Staff	Risk
32	Social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Persons using the carpark to maintain 2 metre social distance at all times.	1	5	5	Staff	Risk
33	Assembly area Loading/unloading Social distancing	The Coronavirus Act 2020, Government emergency requirements	Infection	4	5	20	Persons conducting loading/unloading operations to maintain 2 metre social distance at all times.	1	5	5	Staff	Risk

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