

Risk assessment

Company name: Co-Dunkall Ltd

Assessment carried out by: Rob Lond-Caulk

Date assessment was carried out: 19/07/2021

Date of next review: 19/07/2022 (or when Government guidance is revised)

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
Spread of Covid-19 Coronavirus	All Staff Customers on site Visitors to the office (only in exceptional circumstances)	All staff are fully briefed on our own procedures to limit and minimise the spread of Coronavirus. With the recent relaxing of restrictions, we are still maintaining and encouraging our own guidelines for safe working, including but not limited to regular handwashing, social distancing and the use of face masks when in close contact with co-workers or customers.	Staff to be reminded at regular briefings to adhere to Co-Dunkall Ltd procedures	Managers	Ongoing	

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		<p>All staff have been given the opportunity to avail themselves of our workplace collection of Covid-19 Lateral Flow testing kits. Staff are all encouraged to test twice per week on a Wednesday and a Sunday evening.</p> <p>All staff have been made aware of guidelines to follow if they develop symptoms of Covid-19 or if they live with someone who develops symptoms of Covid-19.</p> <p>To date, all staff within Co-Dunkall Ltd have had at least one if not both vaccines.</p> <p><u>Hand Washing & Hand Sanitizing : (all staff)</u></p> <p>Hand washing facilities with soap and water are in place within the office and the warehouse. Handwashing guidance posters are in place around the building to encourage stringent handwashing.</p>	<p>Office to keep a supply of hand sanitizers, soap and disinfectant wipes available at all times</p>	<p>Operations Manager / office secretary when notified of shortages of any items</p>	<p>Ongoing</p>	

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		<p>Staff to use the air hand-dryers – we do not use paper towels.</p> <p>Hand sanitisers have also been placed at various points around the building – i.e. toilets, kitchen, prior to entry to communal office area and upon entry to the warehouse from outside.</p> <p><u>Office Staff :</u></p> <p>All staff take and record their temperature on arrival in the lobby area downstairs before proceeding upstairs to the office area.</p> <p>Staff members to sanitize hands upon entry to main office area.</p> <p>Three members of staff have their own offices, and eight members of staff share offices two to a room, safely socially distanced and not sitting face to face.</p>		All staff	Ongoing	

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		<p>Face to face contact, if necessary is encouraged to be limited to no more than 15 minutes or less.</p> <p>Use of own office telephones at all times along with pens / pencils etc.</p> <p>Staff to sanitize hands before and after use of photocopier and to wipe copier down with sanitizing wipes after every use.</p> <p>Limit where possible paper formats of documents – using scanning and emailing of documents wherever possible.</p> <p>Meetings to be held either via conference calling or video calling where possible – any face to face meetings are to take place in the meeting room where social distancing and good ventilation can take place.</p> <p>When taking deliveries, no signing of paperwork or digital devices is permitted.</p>				

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		<p>Delivery personnel are directed to place parcels in the reception area for collection by staff member after delivery has taken place. Warehouse deliveries which require a staff member present will be overseen whilst practising safe social distancing.</p> <p>Kitchen area - social distancing is to be maintained and staff to clean and sanitize all areas thoroughly after use. Used coffee mugs / plates / utensils to be placed in the dishwasher and not left in the sink or on the worktops and dishwasher to be switched on at the end of each day.</p> <p>Weekly cleaner will clean and sanitize areas every week, however, staff are encouraged to sanitize their own desks / phones etc periodically between visits.</p> <p>Door handles of staff offices to be wiped at the end of each day – to be completed by the occupier / s of each office.</p>				

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		<p>Journeys to and from site will be shared with the same individuals wherever possible and will be no more than two staff per vehicle. Good ventilation (i.e. windows open) is advised and staff to face away from each other where possible. Masks have been provided for all staff use.</p> <p>Vehicles to be cleaned and sanitized regularly using gloves and cleaning / sanitizing products supplied, paying particular attention to handles and other areas where occupants may touch surfaces.</p> <p>Staff to regularly use the hand sanitizer provided on each vehicle.</p> <p>Staff to maintain a social distance of 2-3 meters wherever possible between colleagues and customers – if not possible then to stay side by side and facing away from each other.</p>	<p>Supplies to be available to staff at all times ref : masks, gloves, cleaning / sanitizing products.</p>	<p>All screeding / site staff</p>	<p>Ongoing</p>	

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		<p>If face to face contact is essential, this should be limited to no more than 15 minutes or less.</p> <p>Staff and customers to use their own writing utensils for signing of paperwork.</p> <p>Lunch and rest breaks are to be taken adhering to the social distancing guidelines as indicated.</p> <p>Staff to bring their own lunch to avoid leaving site after initial arrival and to avoid using local shops.</p> <p>When attending main contractor sites, all staff to familiarise themselves and comply with operational procedures guidelines given in respect of Covid-19 by that particular site.</p>				

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Signed :

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Rob Lond-Caulk - Director

Dated :

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 19th July 2021.....