

Risk Assessment – COVID-19

Company name: Netmatters Ltd

Assessment carried out by: Bethany Shakespeare

Date of next review: 3rd May 2021

Date assessment was carried out: 3rd February 2021

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?
Spreading the virus via touch points	All employees or visitors	Cleans are being provided by Beacon Innovation Centre. Netmatters staff are aware to sanitise and wash their hands regularly.	N/A	N/A	N/A
Spreading the virus via hands or breath	All employees or visitors	All persons are requested to clean their hands when entering the building, regularly whilst inside the building, and when leaving. Details on how to effectively wash hands are provided, including soap, warm water and drying methods. All employees and visitors must wear a mask when on site. Employees can remove this when sat at their individual desks.	N/A	N/A	N/A

Spreading of the virus by group gatherings	All employees or visitors.	Manual entry to ensure all staff are aware to maintain the government guidelines, currently stating you must stay 2m apart from anybody not in your household. Staggered lunch breaks to ensure no mass gatherings.	Shift patterns to ensure the office can comply with 2m distance. This will need to be reviewed regularly as more employees return to the office.	Bethany Shakespeare and Department Managers.	Ongoing
Spreading the virus through desks or equipment	All employees or visitors.	Employees are aware to regularly wipe down their space and equipment with anti-bacterial spray or wipes. Hot desking is discouraged where possible. Adequate supplies are in place.	Ensure all cleaning equipment is stocked up.	Bethany Shakespeare	Ongoing
Spreading the virus through vehicle sharing.	All employees.	Manual entry and news post detailing a clean down procedure, to keep to PODs in vans, and to keep well ventilated and to ensure cleaning pack is always stocked.	N/A	N/A	N/A
Spreading the virus through floor spacing	All employees or visitors.	Actions are with Beacon Innovation Centre.	N/A	N/A	N/A
Spreading the virus through lack of informational signs.	All employees or visitors.	Actions are with Beacon Innovation Centre.	N/A	N/A	N/A

Spreading the virus through lack of sanitisation.	All employees or visitors.	Hand sanitiser available to those who want to use this. Recurring task in place to ensure fully stocked.	N/A	N/A	N/A
Spreading the virus through lack of PPE provided.	All employees	Stock of masks and gloves in every van and in the Netmatters buildings. Recurring task in place to ensure this is stocked.	N/A	N/A	N/A
Vulnerable people in risk areas.	Vulnerable people	Currently most staff are working from home.	Regular check in's with those that are vulnerable and on their return to work.	Bethany Shakespeare	Ongoing
Spreading the Virus through communal areas	All employees and visitors	Masks will be worn when in any space that is not a Netmatters office. This includes when entering or leaving the building, in the kitchens, toilets, corridors, and communal spaces.	Regular checks with Gorleston team they have relevant supplies to support this.	Bethany Shakespeare	Ongoing
Spreading the virus through contact	All employees and visitors	NHS QR code in Beacon Innovation Centre. Staff required to sign in when on site.	N/A	N/A	Ongoing

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/ Published by the Health and Safety Executive 10/19