

## Risk Assessment – COVID-19

Company name: Netmatters Ltd

Assessment carried out by: Bethany Shakespeare

Date of next review: 3<sup>rd</sup> May 2021

Date assessment was carried out: 3<sup>rd</sup> 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	2 daily cleans of most used touch points including door handles, light switches, taps, locks, key readers, Printer, coffee machines and cannisters, handrails.	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

<b>Spreading of the virus by group gatherings</b>	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. Vacant desk in between, do not sit opposite.	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
<b>Spreading the virus through desks or equipment</b>	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 and replenished to enable these cleans. Cleaning kit installed in each dept. All Desks must be wiped at the start of every shift with Anti-Bac.	Ensure all cleaning equipment is stocked up.	Bethany Shakespeare	Ongoing
<b>Spreading the virus through vehicle sharing.</b>	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
<b>Spreading the virus through floor spacing</b>	All employees or visitors.	Manual Entry in place and floor signage placed.	N/A	N/A	N/A

<b>Spreading the virus through lack of informational signs.</b>	All employees or visitors.	Current signage regarding hand washing technique and requesting to wash hands upon entry, social distance, guidelines, direction of travel and reminders of government guidelines.	Complete regular checks to ensure these are up to date.	Bethany Shakespeare	Ongoing
<b>Spreading the virus through lack of sanitisation.</b>	All employees or visitors.	Hand sanitiser in all units available to those who want to use this. Recurring task in place to ensure fully stocked.	N/A	N/A	N/A
<b>Spreading the virus through lack of PPE provided.</b>	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
<b>Vulnerable people in risk areas.</b>	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
<b>Spreading the Virus through kitchen surfaces</b>	All employees	Kitchens are being cleaned 3 times a day and waste disposed of.	N/A	N/A	Ongoing
<b>Spreading the virus through contact</b>	All employees or visitors.	NHS QR Code implemented. All employees and visitors are required to sign in upon entering.	N/A	N/A	Ongoing