

## Risk assessment template

Company name: A C Shropshire Ltd Office Assessment carried out by: David Mackley/Alan Forrest

Date of next review: January 2021

Date assessment was carried out: May 2020

Date Reviewed: 24<sup>th</sup> September 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
Coming to and from work	All employees	<p>Work stations situated to ensure social distancing maintained.</p> <p>Access to office restricted to office staff and or contractors if health questionnaire completed.</p> <p>Office staff have been individually</p>	None – control risks in place	All employees	Immediate/continuous	Completed but constantly reviewed

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>consulted and assessed with notified health risks identified.</p> <p>All employees returning from self-isolation or holiday must complete a questionnaire prior to them arriving at work. Questionnaire is done over the phone to reduce contact with isolated member of staff and person conducting questionnaire</p> <p>Office Staff have separate car park spaces to others.</p>				

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
<b>Weighbridge office</b>	Office staff/ visitors	Weighbridge terminal operated (when possible not 24/7) by office individual and cleaned down after use  Perspex screen added to driver service window to protect driver and office person looking after ACS driver or 3 <sup>rd</sup> party driver	None – control risks in place	Office staff/ visitors	Immediate/continuous	Completed but constantly reviewed
<b>Work Stations</b>	Office Staff	All work stations situated more than 2 metres apart.  The use of colleague's phones	Be mindful of site specific rules reporting any issues/concerns of any site practices	Office staff	Immediate/continuous	Completed but constantly review instructions given to

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 computers is discouraged. Where this must take place (i.e. the weighbridge or gate phone) cleaning wipes provided to clean equipment after use.</p> <p>Door handles wiped at the start and end of each shift by first/last person in the building.</p>				drivers from other sites
<b>Meetings</b>	All employees	All meetings have been reduced to only essential business operational meetings with limited attendance and social distancing	No further action	All employees	Immediate/continuous	Completed but constantly reviewed

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>measures in place. Remote meetings are undertaken by phone or video conference.</p>				
<p><b>Handwashing</b></p>	<p>All employees</p>	<p>All towels have been removed from rest rooms and replaced with disposable tissues Bars of soap or squirty soap is available to all</p> <p>Bins are emptied daily and contents disposed of in general waste container</p> <p>If member of the team using said rest room was diagnosed</p>	<p>Monitoring of cleaning</p>	<p>Individual users – reporting any issues</p>	<p>Immediate/continuous</p>	<p>Completed but constantly reviewed</p>

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
		with COVID-19. Rest room would be deep cleaned in line with Governments special guidelines				
<b>Canteen facilities</b>	Office Staff	No congregating in the kitchen area or walkways.	No further action	Office Staff	Immediate/continuous	Completed but constantly reviewed

**Notes:**

Weekly senior management meetings undertaken to review the impact of the pandemic on the business with appropriate actions taken as required.

Regular update notices issued to all staff informing of changes made at work to help protect them and also precautions that they should be taking to keep them and other members of staff safe.