

Risk assessment – Relevant COVID-19 Aspects

Company name: IMSM Ltd

Assessment carried out by: Helen Harrison

Date of next review: on-going

Date assessment was carried out: 19th May 2020

IMSM Ltd normally has 26 members of staff based on the 4th Floor at Holbrook House in Swindon. This is one of our two offices within this building. There is a main staircase (there is also another staircase used solely as a fire escape), two lifts. There is a large open plan office, one meeting room and a kitchen. The office contains typical office furniture and equipment. There are 3 women's toilets and three men's toilets. These are shared by all members of staff on this floor, plus the company in the adjacent office. The offices are cleaned daily, Monday to Friday by our cleaner. The cleaning of the communal areas is done by cleaners appointed by the landlord. The office is currently open from approximately 7am to 8pm Monday to Thursday, and 7am – 5pm on Fridays. The office is locked on the weekend.

The risk assessment was carried out by following the advice on the HSE website.

The hazards were identified by:

Having knowledge of the office layout and furniture etc. within it.

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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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
Working in the office during a Covid 19 pandemic	Staff and visitors	Working from home with some staff furloughed	<ul style="list-style-type: none"> • Continue to allow people to work from home • If staff are to return to work, it would be done so in line with Government advice contained in Working Safely during Covid-19 in Offices and Contact Centres 12-05-20, only if that task cannot be conducted at home and after consultation with all Managers and Staff <p>Social distancing rules would apply:</p> <ul style="list-style-type: none"> • We would stagger start and finish times, when necessary. • Stagger lunch times and allow people to eat at their desks. Only one person per table in the eating area. Only one person in the kitchen area at one time 	All Staff Members	This has been actioned	

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			<ul style="list-style-type: none"> • Put up posters to remind people of social distancing • Remind staff to wash hands thoroughly, regularly. Provide enough hand soap and hand sanitiser • Provide gloves and facemasks for those staff wanting to wear them whilst at work. • Ensure workstations are 2 metres apart • Remind staff to clean their workstations daily • Ensure the office is deep cleaned thoroughly before staff go back to the office, daily thereafter • Staff to provide their own pen, and only use their own pen and other stationery 			