



ClassCover

Education Recruitment

Risk Assessment

Hazard: Coronavirus Covid-19 Close Working

Risk - Serious ill Health/Death

Control Procedures

Staff who are unwell with symptoms of Coronavirus (Covid -19) should not travel to or attend the office

Employees will only be required to work from the office where the office can be operated with a limited number of staff

We will ensure that the employees working in our office are able to work while maintaining a distance of at least 2 metres from others. We have re arranged the office to accommodate this including plastic screens between desks and floor tape. We have prepared a guide to safe working procedures in the office which will be communicated to all staff prior to return to work.

Candidates and visitors to the office will be by appointment only.

Hazard: Coronavirus (Covid - 19) Isolation and ill co-workers**Control Procedures**

Risk - Serious ill Health/Death

If a member of staff develops a high temperature or new persistent cough while at work or on arrival to work, they should return home immediately and avoid touching anything. Coughing or sneezing should be caught by a tissue and put in a bin or into the crook of their elbow. They must then follow the guidance on self-isolation and book a test. They should not return to work until either a negative test result received, or the period of self-isolation has been completed.

If a member of staff has helped someone with the above symptoms, they do not need to go home unless they develop symptoms.

Any member of staff who has a high temperature or new persistent cough should **not** come to work and follow the guidance on self-isolation. Anyone who is a vulnerable person (by virtue of age, underlying health condition or are pregnant should **not** come to work and follow the guidance on self-isolation. Any member of staff who is living with someone in self-isolation or a vulnerable person should **not** come to work and follow the guidance on self-isolation.

Hazard: Coronavirus Covid - 19 PPE

Risk - Serious ill Health/Death

Control Procedures

The company will not use PPE for Coronavirus (Covid - 19) where the 2-metre distancing rule is met. If instances arise where these cannot be met ie a member of staff needing to leave to go to a shop or garage at break times, a face covering will be considered



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Hazard: Coronavirus Covid - 19 Surface Contamination

Risk - Serious ill Health/Death

Control Procedures

Deep clean carried out once a week by cleaners to include toilet and taps, handrail on stairs, door handles and post flap.

All members of staff to clean down their telephones, keyboard and mouse and desks daily with anti-bacterial wipes supplied.

All members of staff to wipe down the printer, water machine, kettle and other communal equipment after each use with anti-bacterial wipes supplied.

Hazard: Coronavirus Covid - 19 Travelling to work

Risk - Serious Ill Health/Death

Control Procedures

Wherever possible, all team members should travel to the office alone, using their own transport. Wherever possible, all team members should avoid public transport. If this is not possible, team members should discuss this with the directors and agree the safest way to travel to and from work in line with the government guidelines.

Hazard: Coronavirus Covid - 19 Team Member Welfare

Risk - Serious Ill Health/Death

Control Procedures

Only one person should use the bathroom at any one time

Only one person should use the kitchen at any one time

Wash hands before and after using the toilet and on exiting the bathroom, use an anti-bacterial wipe to sanitize the flush button, taps, light switch, and door handle then bin the wipe.

Staff members should bring their own food and drinks to the office

The kitchen should be used by one member of staff at a time and on exiting should use an anti-bacterial wipe to sanitize the taps and any utensils used, work surface and cupboard handles before binning the wipe.

