



## Coronavirus Risk Assessment

**Company name: IDS INDATA**

**Date of next review: 12/11/2020**

**Assessment carried out by: Alastair Christie**

**Date assessment was carried out: 12/05/2020**

- This risk assessment covers IDS INDATA employees, visitors and contractors visiting or using the head office.
- A questionnaire to gather individual employee information will need to be completed and fed into this risk assessment, to consider vulnerabilities, shielding etc.
- PPE equipment is being ordered. Social distancing signage (if required) will need to be ordered

Hazard	Details	Control Method	Action Plan
<b>Working from the office</b>	Employees in the office and their households	<ul style="list-style-type: none"><li>• Work from home if possible</li><li>• Social distancing enforced in workplace</li><li>• Stress the importance of hand washing</li><li>• Provide PPE (gloves and masks to all staff)</li><li>• Emphasise the importance of not taking public transport</li><li>• Do not work from the office if feeling</li></ul>	<ul style="list-style-type: none"><li>• Stress the importance of continuing to work from home if possible</li><li>• Check hand washing posters</li><li>• Check people in the office are at least 2m apart.</li><li>• Procure suitable PPE equipment for the office (gloves and masks) and ensure staff are aware of how and when to wear equipment</li><li>• Continue to emphasise that everyone works from home whilst this is practical and possible</li></ul>

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		<p>unwell or someone in your house is unwell</p> <ul style="list-style-type: none"> <li>• Individuals with underlying health conditions which leave them particularly vulnerable should adhere to the specific NHS advice given to them and continue to shield themselves</li> <li>• Partners of key workers should consider whether they are comfortable with their level of exposure to the virus, before they work from the office</li> <li>• Parents with childcare responsibilities will have to consider these whilst schools are not back</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure anyone in these categories are managed on an ongoing basis to ensure that they are not pressured into returning to the office before they are safe and comfortable doing so</li> <li>• Ongoing communication</li> </ul>
<b>Need to self-isolate</b>	Anyone exposed to the individual	<p>Workforce in the office is kept to a minimum adhering to strict guidelines as to how they operate on a day to day basis (see above)</p> <p>Provide PPE</p> <p>Emphasise the need for hygiene best practise in the workplace and at home</p>	<ul style="list-style-type: none"> <li>• Procure PPE</li> </ul>
<b>Equality and Diversity in the workplace</b>	Anyone with protected characteristics	<p>A company wide consultation has taken place to ensure that anyone in a relevant group or who feels vulnerable doesn't work in the office until they are comfortable to do this</p>	Ongoing monitoring

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<b>Social Distancing at work</b>	Need to control numbers and interaction at work in order to prioritise social distancing in the work environment	Ensure seating is appropriate – back to back and at least 2m apart Meetings should be kept to a minimum and not for more than 15 mins PPE equipment worn in the office Signs updated and prominent Create a separate entrance and exit of buildings so that the risk of meeting in hallways, landings, public spaces is reduced Where staff have to work together this should be done in well established teams and not on an ad-hoc basis (any manual lifting poses a particular challenge) Emphasise the need to not use public transport	SA, AC and IH to update the office appropriately
Kitchens	Need to control use to avoid multiple touching of shared facilities.	Single use of cutlery and crockery only. Regular cleaning of touch points. Remove unnecessary items that could be touched. Ensure supply of soap, disposable hand towels, sanitiser.	<ul style="list-style-type: none"> <li>• Update signage.</li> <li>• Regular cleaning of touch points by the cleaner.</li> </ul>
Internal doors	Need to control use to avoid multiple touching of shared facilities.	Handwashing encouraged and sanitiser provided at touch points. Regular cleaning of touchpoints by cleaner.  Reduce occupancy levels.	<ul style="list-style-type: none"> <li>• Include handwashing and sanitiser in guidance.</li> <li>• Include in requirements document with Cleaning supplier.</li> </ul>
Entrance and Exit	Need to control use to	Handwashing encouraged and sanitiser	<ul style="list-style-type: none"> <li>• Include handwashing and sanitiser in guidance.</li> </ul>

Hazard	Details	Control Method	Action Plan
points	avoid multiple touching of shared facilities.	<p>provided at touch points. Regular cleaning of touchpoints by cleaner</p> <p>Reduced occupancy levels.</p>	<ul style="list-style-type: none"> <li>• Possibly include in contract with Cleaning supplier.</li> </ul>
First aid	Legal duty to provide first-aid provision.	<p>Consider availability of first aiders in the office.</p> <p>Possibility of the need to update training and information for first aiders including PPE.</p>	<ul style="list-style-type: none"> <li>• Check that sufficient first aider staff currently working in the office</li> <li>• Update risk assessment.</li> <li>• Ensure provision of PPE, training, records and stock.</li> </ul>
Toilets & Showers	Need to control use to avoid multiple touching of shared facilities.	<p>Handwashing encouraged and sanitiser provided at touch points.</p> <p>Regular cleaning of touchpoints cleaner</p> <p>Reduced occupancy levels.</p>	<ul style="list-style-type: none"> <li>• Include revised processes, handwashing and sanitiser in guidance.</li> <li>• Check if there is anything to be agreed with Cleaner.</li> </ul>