

Identified Hazard	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?	Owner	Deadline	Done
Lack of procedure for social distancing to latest Covid-19 guidance.	All employees & visitors.	Read through the guidelines, undertaken a risk assessment. Guidelines on local network and all SMT aware of. Review risks at daily SMT de-brief.	Develop procedures and guidelines for all employees.	CEO	19/05/20	Yes
Single entrance / exit to the premises – potential congestion point.	All employees & visitors.	Using the existing entrance to enter the building only. Utilise a second external door as an exit.	Signage and training. Hand sanitiser mounted on the inner entrance wall.	HoD	As we return.	
Internal doors – potential congestion points and surface contamination.	All employees	Leave all internal doors open where possible. Introduction of a one-way system within the business. Actively encourage use of the internal phone system and video calls rather than face to face meetings.	Clearly mark the one-way system. Cover door handles as a reminder not to touch.	SMT		
Clocking in / Signing in system – congestion point.	All employees	Staggering department office hours by 15 minutes. Not allow employees to clock in their colleagues.	Installation of a thermal imaging face recognition system or other alternative to the current system.	CEO	When available.	
Socially distancing a multi-department factory and office environment.	All employees	Staggering the working hours by 15 minutes by department. Maximising our ability to continue working from home.	Continue to review as more employees return to the workplace.	HoD		
Communal area – canteen / kitchen.	All employees	Limit the number of people in the canteen to 2 and for a maximum of 10 minutes. Introduction of a department rota for breaks. Encourage employees to bring flasks and packed lunches. Rota for disinfecting the area twice daily.				
Communal area – restrooms	All employees	Signage to limit use to one person at a time. Cordon off sinks and toilets to maximise social distancing.				
Visitors – deliveries	All employees & visitors.	Quarantine inbound packages for 24 hours where practical. Utilise UV scanning of packages where practical. Supply PPE. [Supplied for all employees.]	Monitor the well-being of employees interacting with delivery personnel.	HoD	On-going	
Visitors – non-deliveries	All employees	Minimise visitors where possible. Utilise temperature testing before allowing visitors on site. Meet visitors only in the Board Room or Vestibule area, utilising safe distance measures.				
Employees health screening – minimising impact if anyone displays symptoms.	All employees	Temperature testing twice daily using a non-contact thermometer. Supply of PPE – disposable face masks, sanitiser (readily available) and neoprene gloves. Signage about hand washing, social distancing.	Regular updates as and when HSE / Government guidance evolves.	HoD	On-going	

Employees showing signs or who are considered at risk.	All employees	Keep a record of all employees who are at risk or who have family members who are at risk – deal with on a case by case basis. Anyone displaying symptoms will be asked to self-isolate for the recommended period and their work colleagues informed.	Regular updates as and when HSE / Government guidance evolves.	HoD	On-going	
Cleaning	All employees	Clean all door handles and communal areas twice daily.	Discuss action plan for external cleaning sub-contractor once they return.	HoD	As we return.	
Areas where social distancing isn't possible.	Potentially all employees but specifically Marketing & Service.	Sales will be asked to work from home, allowing Marketing to spread out beyond the 2m distance. The Service Manager and Customer Support will utilise one of the spare offices.	Check every function can socially distance beyond the 2m and minimise employees working facing each other. Each HoD to review their department to maximise social distancing and introduce a one-way system where practical.	HoD	As we return.	