

Covid-19 Risk Assessment

Last Updated - 24th June 2020

Covid-19 Risk Assessment

Company name: Damteq Solutions Ltd

Employee doing assessment: Adam Smith

Date: 24th June 2020

Description of business and workplace:

Damteq is a marketing and growth agency based in an office based environment. All visitors and staff at Damteq could be affected by the outcome of this assessment.

Description of how risk assessment completed:

We have physically visited the premises to highlight and understand risk factors within the workplace. We have had a discussion with vulnerable, shielding employees to understand the risk factors. We have had an open discussion with the team to discuss the environment post-covid. We have read, understand and work alongside Government guidance on working safely during the coronavirus pandemic. We are also following industry guidance where appropriate.

General action taken:

- The manager who conducted the risk assessment communicated it to staff by email and in person. This was also added to our shared company HR system for access. A printed copy is also available inside the workplace and a notice has been added to the footer of the company website.
- Manager discussed it with staff, in particular with those identified as at risk.
- Manager made decision not to review assessment if no significant change in the level of risk in the workplace due to Covid-19, and in any event diarised to review it in a year.

Potential Hazards & Risks

Likelihood and Risk Key: 1 = Less - 5 = More

| Risk/Hazard | Person at risk | Likelihood level | Risk Level | Control Required |
|--|---|------------------|------------|------------------|
| The spread of COVID-19 | Staff, Visitors, Cleaners, Employees of Serviced Offices and anyone visiting that comes into physical contact with each other in relation to the operation of the business. | 2 | 3 | Yes |
| Symptoms of COVID-19 | Staff, Visitors, Cleaners, Employees of Serviced Offices and anyone visiting that comes into physical contact with each other in relation to the operation of the business. | 2 | 4 | Yes |
| Employee Mental Wellbeing | All employees of Damteq | 2 | 3 | Yes |
| Serviced Office Usage - Unavoidable Contact with External Persons | Staff, Visitors, Cleaners, Employees of Serviced Offices and anyone visiting that comes into physical contact with each other in relation to the operation of the business. | 3 | 4 | Yes |

Identifying Individual Risks and Management Strategy

Likelihood and Risk Key: 1 = Less - 5 = More

| Risk/Hazard | Risk Control | Other Controls | Risk Level | Monitoring Required |
|-------------------------------|--|---|------------|---|
| The spread of COVID-19 | Social Distancing is being educated to the team and we are working to adjust policy to ensure social distancing can be adhered to where possible in the workplace. Face masks are provided for situations where close contact is inevitable. | We are regularly reminding colleagues that social distancing should be adhered too. | 3 | Yes - Regular reminders to call colleagues. |
| The spread of COVID-19 | We are working with our serviced office provider to ensure they are following social distancing and cleaning practices in high contact areas. | Requesting their policies on a regular basis. | 4 | Yes |
| The spread of COVID-19 | Rest areas are provided in the workplace. These are timetabled and are cleaned between usage. They are limited to a maximum of 2 people (that socially distance) at a time. | Rest areas are also available through our office provider. These are to be used, however social distancing must be adhered too. | 3 | Yes |
| The spread of COVID-19 | We are recommending to all colleagues that unnecessary movement around the office premises are avoided wherever possible. | We have provided door opening tools should colleagues wish to use one to avoid door contact. | 2 | Yes |

| Risk/Hazard | Risk Control | Other Controls | Risk Level | Monitoring Required |
|-------------------------------|---|--|------------|-------------------------------|
| The spread of COVID-19 | Hand washing - To maintain hand washing facilities with soap and water - This is provided readily by the serviced office provider. Guidance is available around the building on hand washing. | We are regularly reminding the team to wash their hands with soap and water regularly | 2 | Yes |
| The spread of COVID-19 | We are providing hand gel around the workplace. Tissues are also provided around the office in multiple locations | | 2 | Yes |
| The spread of COVID-19 | Face masks are available in the workplace should an employee wish to wear one. We are advising colleagues to wear one should social distancing not be available in the operation of the business. | | 2 | Yes - stocks to be maintained |
| The spread of COVID-19 | Cleaning operations are provided by external contractors through the serviced office provider on a daily basis. Doors and other touch points are cleaned throughout the day. | During the working day we are encouraging colleagues to use antibacterial spray which is available in the workplace to keep their workspace clean. | 2 | Yes |
| The spread of COVID-19 | We are promoting a flexible work-from-home strategy where possible reducing the staff onsite at any one time. | This will be assessed on a fortnightly basis. | 2 | Yes |

| Risk/Hazard | Risk Control | Other Controls | Risk Level | Monitoring Required |
|-------------------------------|---|--|------------|---|
| The spread of COVID-19 | Contact with customers and prospects will be avoided by pausing onsite meetings. We will move to video calls. | <p>In the event of a client requesting a face to face meeting, these will be accepted on a case by case basis.</p> <p>An assessment will be made inline with government guidelines on symptoms. Video calls will be a priority. PPE will be provided for employees should a face to face meeting be unavoidable.</p> | 3 | Yes - this will be inspected regularly. |
| The spread of COVID-19 | Shielded and vulnerable colleagues will be expected to work from home. | Additional checks are being facilitated inline with government guidelines. These colleagues will avoid the workplace completely until guidelines allow them to return. | 4 | Yes |
| Symptoms of COVID-19 | Temperature checks will be available to all staff to check for a high temperature. | We will require staff to adhere to temperature checks should a manager request. | 3 | Yes |

| Risk/Hazard | Risk Control | Other Controls | Risk Level | Monitoring Required |
|-----------------------------|--|--|------------|---------------------|
| Symptoms of COVID-19 | Staff that develop any symptoms related to COVID-19 such as a new persistent cough, a high temperature or loss of smell and taste MUST report to the Company Management and MUST not come to the workplace. They are required to stay at home in isolation, following government guidelines. | Regular checks will be made. | 2 | Yes |
| Symptoms of COVID-19 | Staff who will with someone who has any symptoms relating to COVID-19 MUST report to the Company Management and MUST not come to the workplace. They are required to stay at home in isolation, following government guidelines. | Regular checks will be made. | 2 | Yes |
| Staff Wellbeing | Regular checks are made to staff to ensure their mental wellbeing is in place. We also promote regular contact with managers should a member of the team feel worried. Managers remain entirely focused on employee wellbeing and overall wellness. | Communication is available on a one-to-one basis with our external HR company and our wellbeing officer (also external). | 2 | Yes |
| Staff Wellbeing | Staff eNPS (Happiness Surveys) are conducted every 90 days. These are anonymous. | | 1 | Yes |

| Risk/Hazard | Risk Control | Other Controls | Risk Level | Monitoring Required |
|-------------------------------|--|----------------|------------|---------------------|
| Serviced Offices Usage | As Damteq is based in a serviced office there are external factors that could affect our employees. We are working with our serviced office provider to receive continuous monitoring of their own health assessments. | | 3 | Yes |

Review Dates

| Review Date | Reviewer Name | Reason for Review |
|-----------------------|---------------|-----------------------------------|
| 24th June 2020 | Adam Smith | Prepping to return to the office. |

This review will be conducted on a regular basis inline with government guidelines.