

Company name: NEWTONS OF BURY LTD

Assessment carried out by: MATTHEW KENDALL

Date assessment was carried out: 1ST JUNE 2020

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Coworkers Visitors Customers	- Provide water, soap and drying facilities at wash stations - Highlight sink areas throughout the building - Provide information on how to wash hands properly and display posters - Provide hand sanitiser for the occasions when people can't wash their hands	- Put in place monitoring and supervision to make sure people are following controls - Put signs up to remind people to wash their hands - Provide information to your workers about when and where they need to wash their hands - If people can't wash hands, provide information about how and when to use hand sanitiser - Identify how you are going to replenish hand washing/sanitising facilities	MANAGER AND HOUSE KEEPER	JUNE 2020

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			report to you if there is a problem		
Getting or spreading coronavirus in common use high traffic areas such as kitchen corridors, toilet facilities, entry/exit points to facilities and other communal areas	Workers Coworkers Visitors Customers	Identify the following areas where people will congregate, eg rest rooms, canteens, changing rooms, reception, meeting rooms, smoking areas, tea points, kitchens etc areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways, customer service points, storage areas areas and equipment where people will touch the same surfaces, such as in kitchens, eg kettles, shared condiments etc areas and surfaces that are frequently touched but are difficult to clean communal areas where air movement may be less than in other work areas, eg kitchens with no opening windows or mechanical ventilation	- Put in place monitoring and supervision to make sure people are following controls put in place, eg following hygiene procedures, washing hands, following one-way systems - Highlight these areas as 'high risk' and educate those using the space of this risk.	MANAGER AND HOUSE KEEPER	JUNE 2020

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		○ Applied an occupancy numbers for meeting rooms, coworking rooms and event space ○ reorganise facilities in communal areas such as spacing out tables in meeting rooms, coworking space, event space and coffee shop etc so social distancing rules can be met ○ where possible put in place physical impervious barriers (eg Perspex in reception areas) to reduce contact ○ one-way systems in corridors in Newtons Coffee Co to manage the flow of people moving around workplaces and to allow social distancing rules to be met ○ leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation			

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		○ keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier ○ provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas ○ put signs up to remind people to wash and sanitise hands and not touch their faces			

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Spreading the virus by not social distancing	Workers Coworkers Visitors Customers	- Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules - Identify how you can keep people apart in line with social distancing rules in the first instance. This may include: ○ using marker tape on the floor ○ one-way systems ○ limiting the number of people on site at one time ○ providing facilities to help people walk or cycle to work, eg bike racks	sure social distancing rules are followed - Provide information, instruction and training when bookings or memberships are purchased.	MATTHEW KENDALL	JUNE 2020

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		- Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people. - This can include: ○ physical screens and splash ○ place markers on the floor (eg in lifts) to indicate where people should stand and the direction they should face - - If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include: ○ enhanced cleaning regimes ○ increase in hand washing			

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Poor workplace ventilation leading to risks of coronavirus spreading	Workers Coworkers Visitors Customers	- Use additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc to increase air movement.	- Maintain air circulation systems in line	MATTHEW KENDALL	JULY 2020