# COVID-19 Risk Assessment

**What are the hazards?**
- Maintaining Social distancing on ARRIVAL AND DEPARTURE TO WORK
  - All staff with potential contamination

**Who might be harmed and how?**
- All staff with potential contamination

**What are you already doing to minimize risk?**
- Not all staff arrive at the same time
- Clocking stations have been set up to avoid congestion
- Floor markings are in place
- Main entry and exit doors are propped open when building is unlocked
- Additional hand washing points are set up with soap and hot water and paper towels
- Surgical spirit spray located at high usage touch points

**Can anything else be done to control this risk?**
- Steve Cooper
- 18/06/20
- Yes

**Action by who?**
- Steve Cooper

**Action by when?**
- 18/06/20

**Has action been done?**
- Yes

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**Where are the hazards?**
- Maintaining social distancing WHILST MOVING AROUND THE WORKPLACE
  - All staff with potential contamination

**Who might be harmed and how?**
- All staff with potential contamination

**What are you already doing to minimize risk?**
- Workshop benches are all 2m apart and facing outwards so working is side to side
- Office canteen area reduced to two staff at any one time
- Encouraging pair working

**Can anything be done to control this risk?**
- Steve Cooper
- 18/06/20

**Action by who?**
- Steve Cooper

**Action by when?**
- 18/06/20

**Has action been done?**
- Yes

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**Date:** 19/06/2020
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| **Maintaining social distancing between employees whilst they are AT THEIR WORKSTATIONS** | All staff with potential contamination | • Workshop benches are all 2m apart and facing outwards so working is side to side  
• Office working set up to work side by side with 2m spacing  
• Face masks provided to all staff if not possible to maintain 2m  
• Floor tape used to mark out 2m spacing in high use areas | | Steve Cooper | 18/06/20 | |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to minimise risk?** | **Can anything else be done to control risk?** | **Action by who?** | **Action by when?** | **Has action been done?** |
| **CONDUCTING OF MEETINGS** | All staff with potential contamination | • Meeting to be held outside where possible  
• Hands to be washed before and after meetings  
• No sharing of any stationary  
• Using Zoom where possible | | Steve Cooper | 18/06/20 | |
| **THE USE OF COMMON AREAS** | All staff with potential contamination | • Increased outside seating provided with side by side sitting  
• Canteen area closed to all staff with designated person to make morning tea only and taken out to workshop  
• Toilets and wash basin cleaning frequency increased | | Steve Cooper | 18/06/20 | |
### Covid-19 Risk Assessment for Benchmark Woodworking Ltd

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| **EMERGENCY PROCEDURES** | All staff with potential contamination | • In the event of a fire evacuation then muster point is outside with 2m spacing observed  
• In the event of an employee becoming ill with Covid-19 then cleaning kits are located around each building, these contain the relevant PPE kit, bleach spray and bags to dispose of contaminated items in line with the specific guidance | | Steve Cooper | 18/06/20 | |

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| **The managing of VISITORS TO SITE** | All staff with potential contamination | • All visitors are by appointment only  
• Only one visitor at any one time  
• Visitors to be signed into visitor book by their host  
• It is the host responsibility to ensure the visitor conforms to the Covid-19 measures | | Steve Cooper | 18/06/20 | |

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| **The managing of SHOWROOM VISITORS** | All staff with potential contamination | • All showroom visitors to hand sanitise on entry.  
• 2m distancing to be observed. | | Fiona Coyne | 18/06/20 | |

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- Face shields to be provided and used where 2m distancing not achievable.
- All door handles and key surfaces to be cleaned with surgical spirit.
- Credit Card keypad to be cleaned with surgical spirit after each use.
- No sharing of stationery items.

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| **Keeping the WORKPLACE CLEAN** | All staff with potential contamination | • At the end of each shift all doors, handles and commonly used switches etc are cleaned down with surgical spirit  
• All cleaning cloths are then disposed of each day  
• Hand sanitiser is located in high use areas | | Steve Cooper | 18/06/20 | |

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| **HAND WASHING AND TOILETS to keep good level of Hygiene** | All staff with potential contamination | • Signs are located on entrance doors to wash your hands when entering the building  
• Hand washing practice sign displayed in toilet area  
• Every employee is briefed on the importance of hand washing | | Steve Cooper | 18/06/20 | |
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### HANDLING & RECEIVING OF GOODS

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| All staff with potential contamination | • Delivery drivers encouraged to stay in vehicle where possible  
• Company vehicles are cleaned down after every use with surgical spirit  
• Same staff tend to deal with receiving goods  
• Get the driver to sign for deliveries to avoid touching signature pad | | | Steve Cooper | 18/06/20 | |

### PPE. Personal Protective Equipment

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| All staff with potential contamination | • Face masks are provided for all staff  
• Face shields are available  
• Gloves are provided for all staff  
• When it’s not possible to observe 2m spacing PPE to be worn especially face covering | | | Steve Cooper | 18/06/20 | |

### Work related TRAVEL AND CUSTOMER DELIVERIES

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| All staff with potential contamination | • Number of employees restricted by vehicle with empty seats between them  
• Try to use the same pairs of people when delivering or attending site  
• Vehicles cleaned after every use with surgical spirit | | | Steve Cooper | 18/06/20 | |

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## Covid-19 Risk Assessment for Benchmark Woodworking Ltd

**COMUNICATION**

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| All staff with potential contamination | • Regular team brief take place to keep staff updated  
• All furloughed staff are contacted each week by a Director to update and check on their wellbeing  
• All team meetings are held outside with 2m spacing  
• WhatsApp set up to contact all employees  
• Working from home staff have regular Zoom meetings with their line manager  
• Personal emails of all employees available | | | Steve Cooper | 18/06/20 | |