

Risk Assessment – COVID-19



Department / Location:	205 High Street, Honiton	Date of Risk Assessment:	11/06/2020
Name of Assessor:	Ned Binding	Line Manager:	Kevin Nacey

The risk question: What is the risk of bringing infection with COVID-19 onto the site and transmitting infection to one of our staff, volunteers, visitors or contractors?

This Risk Assessment is for the on-going pre-occupation visits required by various members of the EFM team. At any given time, there will be no more than 3 EFM Managers and 2 external visitors.

What are the hazards?	Who might be harmed and how?	What are you already doing (to control the risk)?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Bringing staff into the workplace	Members of staff who cannot work from home because of the nature of the work which is essential to business continuity.	Ensuring that social distancing can be maintained. Ensuring that effective hygiene is in place. Organizing protocols to reduce risk to an acceptable level. Ensuring that staff are not in any susceptible groups and have been consulted in this risk assessment	Monitor level of risk and effectiveness of protocol. Restrict the amount of time on site to an absolute minimum.	EFM Managers	Ongoing	
A team member transmitting infection to another member of staff	EFM manager and external visitor to site coming into contact with each other or surfaces that have been touched.	EFM Managers currently working from home and limiting the visit to no more than 1 hour for pre-occupation activity on completion of the purchase of the property.	Ensure that hands are washed before and after entering the property. Strict social distancing to be maintained. Any surfaces or equipment touched to be wiped with Steri7 cleaning product. Avoid contact with surfaces in the property.	EFM Managers	Before, during and after visit	

What are the hazards?	Who might be harmed and how?	What are you already doing (to control the risk)?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Transmission of infection from an external source	EFM manager and external visitor to site coming into contact with each other or surfaces that have been touched.	EFM Managers currently working from home and limiting the visit to no more than 1 hour for pre-occupation activity on completion of the purchase of the property.	Ensure that hands are washed before and after entering the property. Strict social distancing to be maintained. Any surfaces or equipment touched to be wiped with Steri7 cleaning product. Avoid contact with surfaces in the property.	EFM Managers	Before, during and after visit	
Transmission of infection to supporting services such as cleaning team.	EFM Managers and other staff members of the EFM department.	EFM Managers currently working from home and will not come in to contact with other members of the department.	EFM Managers to ensure all surfaces touched whilst in the Honiton Office are wiped down before leaving. Observe stringent hygiene measures with access to Steri7. Limited the number of surfaces touched to a minimum. Adhere to DS hygiene protocols.	EFM Managers	During visit	
Re-occupation of building; use of water systems and fire regulations	N/A for the time and duration of the visit.	Completion of all outstanding planned maintenance prior to re-occupation Cleaning will be carried out and hygiene products made available.	EFM to maintain control of keys and access cards/fobs. No access to building to be allowed before the building is 'signed off' by EFM.	EFM Managers	Ongoing	

Line Manager (signature): Date:

RAM Manager (signature): Linda Evans Date: 11/6/2020

The Government has published a series of documents giving detailed guidance on Working safely during Covid-19, details can be found at:

<https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work>