



Covid-19 Secure Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is the Risk Assessment that the Wilton Group have undertaken for dealing with the current Covid-19 situation in the workplace. The business has also created frequently asked questions in relation to this current pandemic and have communicated this to all workers.

The Wilton Group has 131 workers spread across 7 offices, to ensure that this risk assessment was sufficient we took the following steps:

- Walked around the offices to measure space so that social distancing measures could be adhered to.
- Checked the HSE guidance to ensure the risk assessment was comprehensive.
- Worked with the government guidance relating to COVID-19 secure to ensure workers could return safely.
- Talked to staff regarding their concerns so these could be considered.
- Acted on the findings and ordered PPE and cleaning equipment where necessary.

Risk	Who might be affected	Measures taken	Who is responsible?
PPE and ensuring there is an adequate supply in offices	All staff coming to an office and any Visitors	Hand sanitisers have been placed at main entry doors; there is also a good stock of bottled hand sanitiser for placement throughout the office floors. Face masks and gloves are also available for staff to wear for tasks such as opening post. Temperature guns have also been introduced to offices in order to check all staff who works in the office. We encourage all staff that enter the office to wash their hands on arrival and periodically throughout the day.	All staff
Office cleaning	Cleaner and staff in the office	On-going cleaning will take place more frequently and there are adequate supplies of antibacterial wipes in the offices which staff can use throughout the day to clean surfaces such as phones and computer keyboards.	Management and staff
Ventilation	All staff coming to the office	To ensure the office is well ventilated by maintaining the air circulation through air conditioning or by opening windows where it is practical and safe to do so.	Management and staff
Hand washing	All staff coming to the office	Facilities in the kitchen and toilets have soap and water in place. There is also handwashing guidance on the walls. Staff should wash their hands for at least 20 seconds. Staff have also been	All staff



		<p>provided with individual hand sanitisers.</p> <p>There are paper towels in place so they can be used once and can be disposed.</p> <p>Staff should also avoid touching their face once they wash their hands.</p>	
Working hours & social distancing	All staff coming to the office	<p>We have implemented social distancing in all offices. There is sufficient room to use every other desk for social distancing.</p> <p>Small meetings are possible in the larger meeting rooms and staff are reminded to ensure they keep a safe 2m distance where possible from colleagues or 1m with extra precautions in place like bacterial wipes and face masks.</p> <p>Only one person is allowed to use the photocopiers or printers at any time.</p> <p>Team Leaders will monitor staff hours and implement staggered start and finish times to ensure that social distancing can be adhered to.</p>	Management and all staff
Vulnerable Staff or High Risk Staff coming into the office	Vulnerable and High Risk Staff with health conditions.	HR has compiled a list of all staff that are vulnerable, use public transport or, live with vulnerable people. Those staff who fall in this category should speak to their line manager to ensure safe working arrangements.	Management and affected staff
External Visitor's	All staff and external visitor's	<p>Post can be delivered as social distancing can be kept for deliveries, no signing for post can take place.</p> <p>No other visitors will be allowed to the offices at the initial return stage; meetings with customers/clients will be kept as audio/video conferencing/Zoom, etc.</p>	Management and all staff
Toilet Access	All staff coming to the office	<p>To ensure that social distancing can be maintained the toilets at each premises will have reduced access to just one person at a time.</p> <p>Occupied/free signs have been purchase so that staff can show when the toilet is available for use. Staff will be asked to ensure</p>	All staff



		they wash their hands after changing the sign over.	
Lunch Breaks	All staff coming to the office	<p>To ensure that social distancing can be maintained the kitchen facilities have been measured to ensure that the correct amount of staff can safely enter at any one time.</p> <p>Where offices have larger kitchen facilities then a one way system of in and out doors will operate.</p> <p>Staff are able to use the tables provided to sit and eat lunch providing they sit 2m apart and they are also able to eat their lunch at their desk if space in the break out areas is limited.</p>	All staff
Travel to Work	All staff travelling to an office	<p>HR has collated a list of how all staff travel to work and where staff use public transport we are considering staggered working hours. Face masks are also available to staff who are required to use them on public transport.</p> <p>If staff can walk, drive or cycle then we ask that they ensure that they wash their hands upon entering the office or use the hand sanitisers available in the office. Those staff who can work effectively from home should follow the government guidance.</p>	All staff
Home workers	All staff working from home	To ensure all staff who are working from home have the right equipment. Staff should liaise with IT or their line manager if they need any equipment. A DSE risk assessment can be carried out if any staff member has any issues and they can contact HR for this.	Staff member working from home
If a staff member shows symptoms in office	Affected staff member & colleagues in the office	If anyone becomes unwell with a new continuous cough, a high temperature or loss or change to sense of smell or taste in the workplace they will be sent home and advised to follow the government's guidance. Line managers will maintain regular contact with staff member during this time.	Staff member displaying symptoms
If staff member lives with someone with symptoms	Affected staff member, family & housemates	If anyone lives with someone with a new continuous cough, a high temperature or loss or change in sense of smell or taste, they will be advised to stay and home and follow the government guidance.	Staff member who lives with someone displaying symptoms
If staff member needs to have a covid-19 test.	Affected staff member	If a staff member needs to have a covid-19 test due to Track and Trace or if they display symptoms they should contact their line manager and HR, and self isolate in line with the	Affected staff member



		government recommendation. They should inform the line manager and HR when test results are received.	
If staff member has tested positive	Affected staff member, family & housemates	If anyone test positive to covid-19 they will be asked to self isolate in accordance with the government guidance. The business will ensure those who have been in contact are informed and will take extra cleaning measures for the office if the staff worked there.	Management and affected staff
Mental health & wellbeing	All staff	Management and HR have been promoting mental health & wellbeing awareness and will offer whatever support they can to help. We have been reminding staff about Vitality's services and employee assistance programme, talking therapies and many more. HR has sent a communication of mental health information and there is an open door policy for those who need additional support.	All staff

We have communicated to workers our offices will remain open so staff can safely work and will review any concerns on an individual basis. We will continue to follow the government guidance and will continue to take precautionary measures to ensure the safety of all our employees.

Issued: 12th January 2021