# Risk assessment – COVID 19

## Company name: Hethel Innovation Ltd Assessment carried out by: Alice Reeve, CEO

## Date of next review: 24/10/20 Date assessment was carried out: 24/09/20

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| **Site-wide transmission**  i.e. between the businesses and any visitors on site | HIL staff working on site, tenants, and visitors such as delivery drivers, tenant clients, contractors. | The following measures are already in place:   * Communal area social distancing markings and signage * Supply of soap and hand washing facilities * Site cleaning including toilets, communal areas, and corridors * Cleaning stations by toilets and in meeting rooms * Perspex screens around reception * Removal of all shared seating in communal areas * No visitors for HIL are to attend site without prior arrangement. They will receive a briefing on site measures when they arrive | No further action currently needs to be taken. |  |  |  |
| **HIL transmission**  i.e. within and between HIL teams | HIL staff and customers in contact with us. | Working from home is being prioritised. People attending site should practice social distancing.  Hand washing facilities are available for all HIL staff on site.  Any member of staff attending site have to check their temperature twice a day.  Doors and windows are open in offices when in use. AC is only to be used when the temperature is causing discomfort to employees. | No further action currently needs to be taken. |  |  |  |
| **High-risk environments**  i.e. confined spaces or where social distancing cannot be maintained | HIL staff working on site, tenants, and visitors such as delivery drivers, tenant clients, contractors. | Currently no work is being undertaken in high-risk environments unless it is urgent (i.e. presents an HSE risk).  When work is occurring in a high-risk environment, HIL staff are wearing face-coverings. | No further action currently needs to be taken. |  |  |  |
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More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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