COVID-Secure
RISK ASSESSMENT

We are committed to maintaining a safe workplace and to meeting our duty of care to all our staff, contractors and visitors.

We can reassure everyone who visits our offices that we are taking our COVID-19 response measures extremely seriously. We continue to follow the latest guidance provided by HSE and the government in relation to welfare, travel, remote and office-based working and we confirm that we have complied with the government's guidance on managing the risk of COVID-19.

In accordance with HSE guidance, we have carried out an assessment for the risks of COVID-19 within our UK offices and identified measures to control those risks as far as it is reasonably practical to do so. The controls identified will be regularly reviewed, taking into account government guidance.

Government guidance, published in May 2020, set out the requirement for businesses to publish results of their COVID-19 risk assessment online. Full risk assessments and guidance have been published on our intranet and circulated to all staff.

Our COVID-19 risk assessment resulted in mitigating actions, the summary is set out below.

The key principles underpinning the mitigating actions are:

1. To protect the health of staff and their households.
2. To minimise risk to visitors.
3. To maintain operational capability and capacity, as far as is practical.

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MITIGATION	RATIONALE
Personal Responsibilities	
Practise good respiratory etiquette and hand hygiene	*To minimise risk of infection, to self and others*
Practise good office hygiene	*To minimise risk of infection, to self and others*
Social Distancing Measures / Minimisation of Person to Person Contact	
Immediate isolation of symptomatic persons	*To remove potential source of infection*
Home working	*To remove staff from risk of infection in the office*
Avoidance / suspension of in-person meetings	*To avoid person to person contact*
Adoption of teleconferencing protocols as alternative to in-person meetings	*To avoid person to person contact*
Cancellation of non-essential travel and company provided transportation	*To avoid risk of infection from outside sources and maintain 2m distancing*
Minimum separation distance of 2m between people in the office.	*To include all areas, including workstations, staircases, meeting rooms, toilets, kitchens etc*
Visitor guidelines e.g. Health & Safety, log	*To ensure site visitors adopt local practises and numbers restricted*
General Wellbeing	
Availability of wellbeing support and resources to staff	*To reduce risk of detriment to mental health and feelings of isolation*
Identification and assessment of vulnerable staff	*To reduce risk to those with particular vulnerabilities e.g. existing health conditions*
Premises	
Adherence to statutory and business premises checks, for example testing of fire alarm systems, maintenance of water flows etc	*To ensure premises are safe for staff to attend*
Increased cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods	*To reduce risk of infection from infected surfaces*
COVID-19 and Hygiene signage on office entry points, and on display internally	*To reduce risk of infection*
Review and amend evacuation and building entry / exit procedures	*To remove risk of infection and minimise person to person contact*

If you have any queries regarding our Risk Assessment, please contact Facilities@codemasters.com

END

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