



General Risk Assessment

Company Name: London Teaching Pool Limited

Site Address: Capital Gate, 320 New North Road, Hainault, Essex, IG6 3BZ

Risk Assessment Reference: TLTP 1	Date of Assessment: 20/08/2020	Risk Assessor: Darryl Mydat
Title: Coronavirus – Premises Based Workers	People Involved in Making This Assessment: Directors	
Task or Process: Risks from Coronavirus	People at Risk: Employees, Contractors, Visitors, Members of the Public	
Date of next review: Constant		

Arrival/Departure and visitors

Capital Gate is a multi-occupied building with its common entrance at the front of the building leading to a reception area, this is a high-risk area and staff should come and go via the rear entrance to our offices. Currently, no visitors can visit our offices.

Doorstops have been installed so doors should not be handled.
External door to building to be left open to assist with air circulation.

On arrival all staff will have their temperature taken and if high will be sent home to self-isolate. Hand sanitation is installed at the entrance and throughout the office.

Further Control Measures Required:	Assigned To:	Due Date:
Temperature taking	Lisa Camp/Darryl Mydat	Ongoing
Daily Inspection	All Directors	Ongoing

Hazard (hazard and hazard description): Sales Floor		
Control Measures (existing): <ol style="list-style-type: none"> 1. Computer Screens, computers and telephones have been moved to increase social distancing. 2. Staff issued with Dos and Donts checklist. 3. All staff issued with individual hand sanitiser, hand soap, alcohol wipes and face masks (to be used when not at the desk). 4. Staff instructed to face away from other users and avoid touching surfaces. 5. Where staff are sitting face to face Perspex screens have been installed. 6. Staff are not to use other members of staffs desks, phones or computers. 7. When moving around the office masks MUST be worn. 8. Daily cleaning routine in place. 		
Further Control Measures Required:	Assigned To:	Due Date:
Constant monitoring	Directors & Managers	

Hazard (hazard and hazard description): Kitchen Area -Food and drink preparation areas. The potential risk or transfer of virus through cross-contamination.
Control Measures (existing): <ol style="list-style-type: none"> 1. The kitchen area is not available for food preparation 2. All seating areas are currently not in use. 3. No more than two persons in this area at a time. 4. A one-way system is in operation.

5. Fridges and microwave ovens are not to be used.
6. Staff to use their own drinking mugs and glasses to prevent cross-contamination, wash after use and keep on their desk.
7. Hot and cold water facilities are available but must be desanitised after use.
8. Wash their hands thoroughly before using these facilities.
9. To thoroughly wash crockery and cutlery after each use to put them away.
10. Single-use paper towels are provided daily to ensure ongoing hygiene.
11. A dishwasher is available and must be used to thoroughly clean crockery and cutlery.
12. Daily cleaning routine in place

Further Control Measures Required:	Assigned To:	Due Date:
Constant Monitoring	Directors & Managers	

Hazard (hazard and hazard description):

Communal facilities, entrance, toilets, stairs, etc. Risk of cross-contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by a coronavirus and create a risk to health.

Control Measures (existing):

1. Contract cleaning services have been increased. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification.
2. Supplies of soap and sanitising agents provided and regularly topped-up at all handwashing stations. NHS and Public Health hand washing advice posters displayed.
3. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
4. The staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc.) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to a manager.
5. Staff instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols from becoming airborne and contaminating the facilities with potential pathogens.
6. Staff are required to ensure that coats, scarfs and other outdoor items are stored on their chairs or drawers avoiding contact with other people's personal items.

Further Control Measures Required:	Assigned To:	Due Date:
Constant Monitoring	Building Manager	Ongoing

Hazard (hazard and hazard description):		
Waste. Ill-health as a result of the transfer of coronavirus and other pathogens through cross-contamination after contact with waste (accidental or otherwise).		
Control Measures (existing):		
<ol style="list-style-type: none"> Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff from being accidentally contaminated. All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home. Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues. Waste bins are provided at employee desk areas and within kitchen areas. 		
Further Control Measures Required:	Assigned To:	Due Date:
Constant Monitoring	Directors & Managers	Ongoing

Hazard (hazard and hazard description):		
Server Room, File Room, Finance Office		
Control Measures (existing):		
<ol style="list-style-type: none"> Only one member of authorised staff to enter at a time in the file or server room Access to the payroll/finance office is restricted, please leave any paperwork on the desk outside or pass messages by telephone or electronic mail 		
Further Control Measures Required:	Assigned To:	Due Date:
Constant Monitoring	Directors & Managers	Ongoing

Hazard (hazard and hazard description):		
Meeting rooms. The potential risk or transfer of virus on account of close contact with other persons.		
Control Measures (existing):		
<ol style="list-style-type: none"> 1. Staff instructed that meetings in enclosed spaces such as meeting rooms will not occur. 2. Staff using the Board room instructed to be no more than four persons. 3. Staff instructed that the same 2m distance rule must be applied to any meetings. 4. Staff told to avoid physical contact with other staff, clients and visitors, such as handshakes, hugs, etc. and to give a polite explanation of this policy if required. 		
Further Control Measures Required:	Assigned To:	Due Date:
Constant Monitoring	Directors & Managers	Ongoing

Hazard (hazard and hazard description):		
Workstations, IT and telephony equipment. Direct contact with potentially cross-contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.		
Control Measures (existing):		
<ol style="list-style-type: none"> 1. Staff instructed not to share phones, headsets and personal mobile phones with others to prevent accidental cross-contamination. 2. Telephone equipment is deep cleaned at the end of each working day by the contracted cleaning staff. 3. Staff instructed that they should not use each other's IT equipment, to prevent accidental cross-contamination. 4. Staff are instructed to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised regularly throughout the working day. Suitable wipes and cleaners that do not damage equipment are provided. 		
Further Control Measures Required:	Assigned To:	Due Date:
Constant Monitoring	Directors & Managers	Ongoing

Hazard (hazard and hazard description): Close contact with others. Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.		
Control Measures (existing): <ol style="list-style-type: none"> Staff instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m rule. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided. Where a distance of 2m cannot be achieved a face covering is to be worn that covers the nose and mouth. 		
Further Control Measures Required:	Assigned To:	Due Date:
Constant Monitoring	Directors and Managers	Ongoing

Hazard (hazard and hazard description): Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse effect on their health and wellbeing.		
Control Measures (existing): <ol style="list-style-type: none"> In accordance with Government policy staff who are in the vulnerable and high-risk categories are not allowed on the premises. They are either working from home or are furloughed. Staff with family members in at-risk categories have been instructed to inform their management team. Decisions on home working or furlough in accordance with Government policy are taken on a case by case basis. 		
Further Control Measures Required:	Assigned To:	Due Date:
Constant Monitoring	Directors & Managers	Ongoing

Hazard (hazard and hazard description):		
Cleaning and hygiene. Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.		
Control Measures (existing):		
<ol style="list-style-type: none"> Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, etc). Contract cleaning staff have been increased in line with the increased cleaning regimes. Suitable disinfectant cleaning products are used by the contracted cleaning staff. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building. Staff are required to report anything contaminated or spilt that requires cleaning. 		
Further Control Measures Required:	Assigned To:	Due Date:
Constant Monitoring	Directors & Managers	Ongoing

Hazard (hazard and hazard description):		
Personal hygiene. Poor personal hygiene standards pose a risk of passing or contracting the infection.		
Control Measures (existing):		
<ol style="list-style-type: none"> The importance of good personal hygiene has been explained to all staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean. Staff instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and gels are provided. Staff instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container. Staff instructed that disposable tissues should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal. 		
Further Control Measures Required:	Assigned To:	Due Date:
Constant Monitoring	Directors & Managers	Ongoing

Hazard (hazard and hazard description):

Legionella (biological hazard). Exposure to legionella bacterium in water droplets could lead to ill-health in those people exposed. On return to the working environment after COVID-19 leave an increased risk of biological waste would be present.

Control Measures (existing):

1. All water taps have been ran off before staff are to use the facility. Face masks are to be worn during this process.
2. Testing of water temperatures in place.
3. If hot or cold water temperature are identified as being between 20-45 degrees, which is suitable for bacterial growth specialist advice will need to be sought.
4. Filters in all air conditioning units have been replaced.
5. Building external door to be kept open to increase air circulation.

Further Control Measures Required:

Constant Monitoring

Assigned To:

Directors & Staff

Due Date:

Ongoing