

 BusinessWatch [®] <i>Our Passion is Your Safety & Security</i> Coronavirus- (COVID-19) Risk Assessment	Assessed by:	Date:	RISK	
	Michael Hardaker	12/03/20	(L) LIKELIHOOD	(S) SEVERITY
	Review: On establishing a site or Annually		1. Extremely Unlikely	1. Minor Injury/disease no lost time
	No.		2. Unlikely	2. Injury/disease up to 3 days lost
	Title: Coronavirus – (COVID-19)		3. Likely	3. Reportable under RIDDOR over 7 days
		4. Very Likely	4. Major Injury/Long term absence	
		5. Almost Certain to happen	5. Death	

LIST HAZARDS HERE	LOCATION OF HAZARD WHO AFFECTED	INITIAL RISK				CONTROL MEASURES	RESIDUAL RISK			
		L	S	LxS	RISK CAT		L	S	LxS	RISK CAT
Passing on the virus by visitors to Businesswatch Group premises and vice versa	Visitors, Office staff, ARC staff,engineering staff	2	5	10	M	All visitors to be limited to essential visits only within the Businesswatch Offices. Visitors must use hand sanitiser upon entering the premises and on leaving the premises. All staff encouraged to wash hands on a regular basis and follow Government guidelines. Shaking hands must not take place. All persons involved with or in the business to be asked if they have symptoms of the virus. e.g: a high temperature or a new persistent cough.	1	5	5	L
Passing on the virus between Businesswatch Group branches	Visitors, Office staff, ARC staff, engineering staff	2	5	10	M	Staff members must disclose if they have been in close contact with persons tested positive for Coronavirus. Office staff with the ability to work from home must do so with immediate effect. Site visits between Businesswatch branches by staff is to be limited to essential visits only. Engineering staff must not enter Businesswatch buildings and materials will be left in car parking areas or external containers. Personal equipment such as telephone headsets and mobile phones must be cleaned regularly and should not be shared. Thermal Cameras implemented with restrictive access to BusinessWatch premises. Refer to Virus Transmission Reduction and Fever Screening Procedure.	1	5	5	L

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Businesswatch Group vulnerable staff catching the virus	Vulnerable staff	2	5	10	M	All staff that have underlying health issues, or pregnant workers, are to work from home and follow Government guidelines on self-isolation. Staff with vulnerable people at home must be encouraged to inform the business.	1	5	5	L
Virus contaminating office surfaces	Visitors, Office staff, ARC staff, cleaners	2	5	10	M	All work surfaces to be thoroughly cleaned on a regular basis. Handrails, door handles and door push plates to be thoroughly cleaned on a regular basis by the cleaners. All crockery and cutlery to be washed immediately and not left on worktops or in sinks.	1	5	5	L
Staff returning from overseas carrying the virus	Visitors, Office staff, ARC staff, engineering staff	2	5	10	M	All staff and visitors must disclose if they have been overseas in the last 14 days and if so where they have visited. Staff and visitors will also be asked if they have a high temperature or a new cough. If travel overseas has occurred, or symptoms of the virus are present, then the HR department will advise if they can return to normal work/enter the premises, taking into consideration Government guidelines.	1	5	5	L
Poor hygiene by Businesswatch Group staff.	Clients staff, Businesswatch Group staff, ARC staff, visitors	2	5	10	H	All Businesswatch staff to be well informed of personal hygiene including, coughing, face touching and hand washing techniques. Engineers and sales surveyors to be issued with hand sanitiser, antibacterial wipes/antibacterial sprays, gloves and cloths.	1	5	5	L
Passing on the virus when visiting client's premises.	Clients staff, Businesswatch Group staff, visitors	2	5	10	H	Visits will be arranged between clients and the Businesswatch Group. Businesswatch Group staff will not turn up un-announced. All Businesswatch Group staff will be well informed of personal hygiene including hand washing techniques. Engineers and surveyors to be issued with hand sanitiser, antibacterial wipes, sprays and cloths. Electronic keypad surfaces will be cleaned before and after use by engineers. Businesswatch Group	1	5	5	L

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		L	S	LxS	RISK CAT		L	S	LxS	RISK CAT
						will follow Government guidelines regarding keeping a distance from others where possible. Clients are encouraged to inform the Businesswatch Group of any guidelines of the premises being visited. All Government guidelines must will be followed at all times.				

Risk Categories 1-8 Low, 9-12 Medium, 13-25 High

The contents of this risk assessment and the resulting Safe System of Work should be shared with all employees as appropriate to its contents. Record Signatures of personnel on Form HSF 13