

Generic COVID-19 WORKPLACE Risk Assessment Form

PAPYRUS Prevention of Young Suicide

We have attempted to cover all of our main working areas (see below) and our own circumstances. The details presented in the Table are a valid record of the controls / mitigation measures that are currently in force. As with all risk assessments, it is essential that the prevailing circumstances are kept under ongoing review by the Company management. Any material changes, of course, shall be brought to the notice of the workforce.

What are the Hazards?	Who might be harmed?	The Controls / Mitigations in Place (as at May 2020)	Any Additional Considerations or Controls?	Action by who?	Action by when?	Done by initials
<p>Covid-19 is a new illness that can affect the lungs and respiratory system. It is caused by a virus called Coronavirus.</p> <p>The transmission of Covid-19 virus is seeing a rise in mild, moderate and severe health conditions that can prove fatal.</p>	<p>Staff</p> <p>Visitors</p> <p>Contractors</p> <p>Vulnerable groups – Pregnant those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to this business</p>	<p>Hand Cleansing etc</p> <p>Alcohol-based hand sanitiser solution is placed at the entrance of each building. Additional containers are located in the kitchen and dining areas, at each sink (including bathrooms).</p> <p>Suitable and sufficient hand and face washing facilities are available in the bathrooms and kitchen areas.</p> <p>There are hand gels, soap and disposable hand towels available.</p>	<p>Hand Cleansing etc</p> <p>Employees are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper hand drying.</p> <p>Also, they are reminded to catch coughs and sneezes in tissues – Follow 'Catch it, bin it, kill it' - and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>	All Staff	Immediately upon return and ongoing	

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		<p>All managers must work together to ensure shift workers and non-shift workers are following staggered break times.</p> <p>Cleaning the Premises and Work Equipment</p> <p>The main working areas, the main surface areas, fixtures, fittings, including desks are cleaned three times per week. The dedicated cleaner uses standard cleaning agents such as disinfectants.</p> <p>All staff are responsible for cleaning surfaces after use and will be expected to clean their own desks and equipment with anti-bacterial products at the start and end of their working day.</p> <p>Bathrooms and meeting rooms are included in the cleaning schedule.</p> <p>It is the responsibility of all staff to ensure they are cleaning up after themselves in all areas of the working environment and disposing of paper towels appropriately. All bins must be emptied at the end of each working day.</p>	<p>Cleaning the Premises and Work Equipment</p> <p>The responsibility of ensuring that the cleaner is available and attending as planned will lie with a dedicated person/team. They will also ensure that offices have adequate supply of cleaning agents and alcohol gels.</p> <p>Whilst the dedicated person/team will oversee these requirements, regional offices will need to keep head office informed of their own supply needs and ensure these are ordered timely.</p>	<p>Central Admin</p> <p>All staff to also manage own areas</p>	<p>Already ongoing from 20.3.20 and will continue</p>	
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Note. We are aware that the risk assessment has to be 'suitable and sufficient', to thereby demonstrate that we have taken all reasonable precautions, taking into account what we do in our workplace, our workforce, and the published official health guidance. The residual risk we consider to be as low as is reasonable and practicable in the prevailing circumstances; but it is not an absolute guarantee of no risk. That's why this COVID-19 Risk Assessment shall be kept under review. It will also be brought to the notice of all employees.

Signed:



Ged Flynn

Chief Executive

For and on behalf of

PAPYRUS Prevention of Young Suicide

Head Office

Lineva House

Milner Street

Warrington

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WA5 1AD

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