
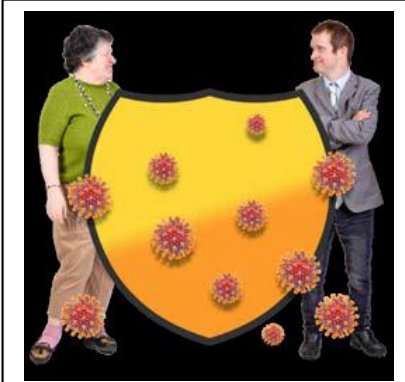


COVID-19 Phase 2 Risk Assessment

Name of Assessor	Faye Doncaster	Signed		Service Name and Location/Address	Offices where Achieve together employees work
Role	Head of H&S				
Date of Assessment	10 th July 2020			Brief outline of Work/Activities being carried out at this location	General administration/maintenance of IT equipment (server)
Review Date Due	6 th Sept 2020				
Persons affected / at risk	Office workers, visitors, contractors.				

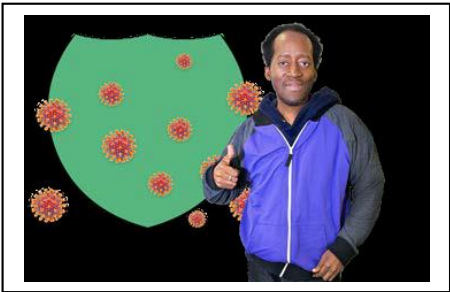
Context Of Assessment
<p>When you are at work, you must take personal responsibility for your actions to help prevent the spread of Coronavirus, COVID-19.</p> <p>A polite reminder to your colleagues and visitors who do not follow the guidelines is acceptable to help keep everyone safe.</p>

Hazard identified	What you must do to reduce the risk of C-19 transmission?
Transmission of COVID-19	<div style="display: flex; align-items: center;">  <div style="margin-left: 20px; border: 1px solid black; background-color: black; color: white; padding: 10px; width: fit-content;"> <p>Coronavirus means we have to keep a safe distance from other people. That means lots of people have been working from home for a few months now.</p> </div> </div>

COVID-19 Phase 2 Risk Assessment



You should still work from home if you can, this is the safest option.



If you have to go to work, there are lots of things you should do to stay safe.

COVID-19 Phase 2 Risk Assessment



Stay 2m apart from your colleagues and visitors at all times.

If you hold your arms out to the side, that's about 2m.

Remind your colleagues and visitors to do the same!



In some cases it is hard to stay 2m away from other people. Such as travelling on public transport, narrow corridors, small shops for example; wear a face mask to keep you safe.

Remind your colleagues and visitors to do the same!

COVID-19 Phase 2 Risk Assessment



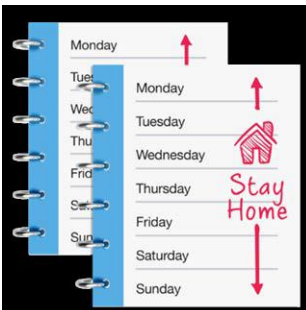
Wash your hands as often as possible.

Try not to touch your face and use sanitiser regularly.

Remind your colleagues to do the same!



Try not to touch things that other people have touched such as pens, door handles, bannisters, a desk other than yours. If you have to touch areas where other people have touched such as a photocopier, make sure you wash your hands properly afterwards.



If you have symptoms of Coronavirus, or someone in your house does, you must not go to work for at least 2 weeks.

COVID-19 Phase 2 Risk Assessment



Keep your desk virus free by cleaning your keyboard, mouse, screen and telephone receiver regularly. Don't forget your work and or personal mobile telephone. COVID-19 can live for a couple of days on hard surfaces and hands.

Keep your environment clean and wash your hands regularly.

Remind your colleagues and visitors to do the same!

Reviewed by:

Signature and Date:
