

Purple Office Covid-19 Risk Assessment

Company name:	Purple Office
Responsible person:	Vikki Hart
Completion date:	19/05/2021

What are the hazards?	Who might be harmed and how?	How to control the risk	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Contracting or spreading coronavirus by not washing hands or not washing them adequately	Workers Customers Contractors Delivery drivers	<p>We have 2 hand washing stations in the bathroom and the kitchen, which is adequate for the size of the premises. The DoH posters have been provided at both stations advising people to follow appropriate technique.</p> <p>We have installed an electric hand-dryer in the bathroom.</p> <p>We have hand gel located at both front and rear exits, within the conference room, on the island unit and in the bathroom. Therefore it is freely available for frequent use and also for delivery drivers who may be unable to access the hand washing facilities.</p>	<p>We have a hand-towel in the kitchen as we do not have an electric dryer here. This is a possible Covid-19 transmission risk although it is changed daily therefore I think we will look at getting paper hand towels. We will need a dispenser for these in the kitchen.</p> <p>We need to ensure we set-up an ordering template for checking supplies of hand sanitiser, soap and paper towels at the end of each day to place an order if needed.</p>	Vikki	24/05/2021 - I have ordered the kitchen dispenser and towels for delivery early next week.

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<p>Getting or spreading coronavirus in commonly used or high traffic areas</p>	<p>Workers Customers Contractors Delivery drivers</p>	<p>The office is open plan so there are not too many pinch points and we will be tightly controlling the number of people entering the building. The kitchen is a possible congregating area, however the space is open enough that people in the office can see when it is in use or not. We have signs in place for people to maintain social distancing so we will monitor whether this becomes a problem.</p> <p>We have a one-way system in place so that people enter via the front door and exit via the rear and this is sign-posted. The space will be ventilated with the windows being opened. Certain desks will be blocked out to use so that social distancing is maintained whilst seated. Perspex screening is up on the island unit as this is 1.7m wide so not quite 2m distant.</p>	<p>We will monitor this to ensure that people are able to maintain social distancing and review as needed.</p>	<p>Vikki</p>	<p>24/05/2021</p>

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<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p>	<p>Workers Customers Contractors Delivery drivers</p>	<p>Contract cleaners will be coming to deep clean the premises whilst empty prior to opening every day. They will use all appropriate cleaning materials.</p> <p>We are unable to keep the doors open as these are both fire doors but the handles will be wiped down on opening, closing and at lunchtime. Alcohol hand gel is available by all doors.</p> <p>Contactless payment is available to minimise contact there. People will bring in their own devices to use to work so there is not a transmission risk.</p> <p>We have a policy in place asking people to wipe down their work stations with antibacterial wipes which are freely available on desks once they have finished.</p> <p>Bins will be checked and emptied 3 times a day however as it is a small office space we do not anticipate these becoming too full.</p> <p>We have plenty of coat hooks where people can hang their personal bags and coats to reduce the chance of them being left on work surfaces.</p>	<p>Remote control in the conference room is a possible transmission risk. Instead of using this we will generate some QR codes which people can scan to operate and navigate between what they need to do with the TV with their own decides to negate the need to use the remote.</p> <p>We have a general policy in place for opening-up, closing-up and lunchtime to ensure that the cleaning procedure is followed, that supplies of antibacterial wipes/ alcohol gel/ antibacterial spray are maintained.</p>	<p>James</p>	<p>24/05/2021</p>

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Contracting or spreading the virus by not maintaining social distancing	Workers Customers Contractors Delivery drivers	Access to the site is via a pre-booked system so that the number of customers can be tightly controlled. This means that there will only be people in the building that have seats to sit at. We have blocked out seats where the proximity is too close to ensure social distancing. Most seats are side-by-side. We also have perspex screening up on the island unit where customers are facing each other, but spaced 1.7m apart. We also have a one-way system in place so that people enter through the front door and exit via the rear.	We have put up signs to encourage people to maintain social distancing and we will monitor this.	Vikki	24/05/2021
Poorly ventilated spaces leading to risks of coronavirus spreading	Workers Customers Contractors Delivery drivers	We have a Lo-Carbon Quadra Vent-Axia extractor fan running which draws in fresh air from outside and provides good ventilation. To provide a better quality of ventilation we will keep the windows open ajar to provide fresh air and therefore reduce transmission. Opening and closing of these is included in our opening and closing procedures.	We will need to monitor this to ensure that we can maintain the space at a comfortable working temperature with the windows open.	Vikki	24/05/2021

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Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher-risk groups	Workers	We do not currently employ any staff and plan to run the business by the two directors who are not in a higher risk group. We would not anticipate those who are in the higher risk groups to use the office facility.	None needed.		