

Risk assessment template

Company name: Paragon Clothing Ltd.

Assessment carried out by: Carina Varmaga

Date of next review: 14/06/2022

Date assessment was carried out: 14/06/2021

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|--|---|---|---|------------------------------------|-------------------------------|------|
| <p>Contracting and/or Spreading coronavirus</p> <p>Anywhere on the premises – close contact / touching communal spaces such as computers, doors, handles etc</p> | <p>Staff</p> <p>Visitors</p> <p>Customers</p> | <p>There are touch free hand sanitisers mounted on the wall of each floor as well as each entrance into the building. We encourage all staff to constantly use those as well as wash their hands and wear a face mask.</p> <p>There are face masks also provided to visitors that do not have one.</p> <p>Each floor has a washroom facility for everyone that enters the building.</p> | <p>No further action</p> | <p>Everyone</p> | | |

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|---|---|--|---|------------------------------------|-------------------------------|------|
| | | <p>We have a virtual meeting room that we encourage staff to use in a limited number of participants, to help reduce contact.</p> <p>We have big windows that can be open for ventilation on each floor.</p> <p>All areas & surfaces are cleaned regularly using disinfectant. There is extra cleaning on all commonly used surfaces such as door handles, light switches, hand rails etc.</p> | | | | |
| <p>Contracting and/or Spreading coronavirus</p> <p>Communal spaces – touching / close contact</p> | <p>Staff</p> <p>Visitors</p> <p>Customers</p> | <p>Masks are worn in all communal spaces.</p> <p>One person in the lift at one time.</p> <p>We have signs to remind staff of this.</p> <p>All communal spaces are being cleaned regularly.</p> | <p>No further action</p> | <p>Everyone</p> | | |

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| | | Staff adhere to social distancing and covid regulations. | | | | |
| Contracting and/or Spreading coronavirus Kitchens / Washrooms – touching door handles / toilet doors etc | Staff Visitors Customers | Staff are using sanitising wipes to clean after themselves as an extra layer of safety. This includes their desks, keyboards and stationery. All work areas, as well as communal areas are cleaned daily. | No further action | Everyone | | |
| Contracting and/or Spreading coronavirus Office floor – close contact / touching door handles etc | Staff | We have an open plan office floor, with plenty of space for social distancing. Employee’s desks are spaced out and there are very few people per sq metre. Members of staff are also responsible to keeping in their working area as much as possible to avoid close contact with colleagues or customers. | No further action | Everyone | | |

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|---|--|---|---|--|-------------------------------|------|
| | | Our cleaner ensures all desks and equipment as well as door handles, light switches and lavatories doors are cleaned regularly | | | | |
| Contracting and/or Spreading coronavirus Deliveries – close contact/ touching packages | Staff Visitors Customers | All our deliveries/pick ups are left/dealt with on the ground floor reception area to reduce close contact. Anyone that handles the post and other deliveries washes their hands regularly whilst using hand sanitiser provided. | No further action | Everyone / person responsible for the post or deliveries | | |

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/