



## **COVID 19 - RISK ASSESSMENT**

**Date compiled: 5 January 2021**

**Review Date: To be updated and re-circulate with changes monthly**

**Type of business: Co-working space**

As a business we have assessed and identified the risks to our members of catching and potentially spreading Covid -19 in the workplace.

### **1. RISK**

**Contracting or spreading coronavirus by not washing hands or not washing them adequately**

#### **ACTION TAKEN**

- Provide water, soap and drying facilities at wash stations
- Provide hand sanitiser for the occasions when people can't wash their hands
- Provide disposable towels
- Hand washing stations available in the loos and in the kitchen area - one person to use at a time

### **2. RISK**

**Spreading corona virus by not having adequate cleaning procedure in place**

#### **ACTION TAKEN**

- External cleaning company to come into the building wearing PPE and clean x 2/3 times a week
- Operate a clear desk policy so cleaners can clean efficiently
- Have Covid-19 approved cleaning products /spray available for members to clean down any surfaces they use in the day

### **3. RISK**

**Members using communal areas to potentially heighten the risk of spreading Covid-19**

#### **ACTION TAKEN**

- Kitchen area out of use - members will have access to hot drinks account at local cafe providing takeaway
- Only 2 people to use the communal area at any time to allow for 2 meters rule
- Members will wear masks when moving around the building
- All visitors to the Ho House will wear masks

### **4. RISK**

**Spreading Covid-19 by using same door handles and touching same surfaces**

#### **ACTION TAKEN**

- Provide hand sanitiser by the entrance and exits
- Prop door open where safe to do so to allow for minimum touching
- Provide sanitiser and wipes near high touch areas
- Non-touch hand sanitizer to be placed outside the building

#### **5. RISK**

##### **Mental health and anxiety heightened for members over COVID -19**

#### **ACTION TAKEN**

- Provide clear, precise and up to date messaging on procedures
- Ask for feedback on any procedures and stay in communication with members over anything we can help/change

#### **6. RISK**

##### **Spread Covid-19 by not following adequate social distancing**

#### **ACTION TAKEN**

- Provide information, clear instruction and training if necessary for people to understand what they need to do
- Provide clear signage in areas where social distancing maybe an issue
- Ask members to stagger work times to lower the number of people in the building
- Ask members to wear masks in areas where social distancing maybe an issue

#### **7. RISK**

##### **Spread Covid-19 through members being unwell**

#### **ACTION TAKEN**

- All members asked to not to come into the building if they have any symptoms of COVID -19
- All members to use the track and trace when entering the building
- If anyone becomes unwell with covid-19 we will close the building immediately for 3 days and wait for test results

#### **8. RISK**

##### **Risk to external people , for example postman, deliveries**

#### **ACTION TAKEN**

- Ask all members to limited deliveries and collections to essential only
- Ask deliveries to be left in a secure area and members to leave them for 24 hours before collecting where possible

#### **9. RISK**

##### **Spread Covid-19 by not providing adequate ventilation in the building**

#### **ACTION TAKEN**

- Open windows and doors where possible
- Ask members to add an extra layer for warmth
- We are adapting the main door to be able to have vents permanently in place (to be updated)

