

COVID-19 Risk Assessment

Covid-19 is a virus that can affect your lungs and airways. [Symptoms](#) can be mild, moderate, severe or fatal. This risk assessment relates to our five locations situated across the Eastern Region of the UK.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place • Stringent hand-washing taking place regularly • See hand-washing guidance • Drying of hands with disposable paper towels or hand-dryers • Gel sanitisers at entry and exit areas and in any area where washing facilities are not readily available 	<ul style="list-style-type: none"> • Employees reminded regularly to wash their hands for 20 seconds with soap and water and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues –Catch it, Bin it, Kill it, and to avoid touching face with unclean hands. Tissues will be available throughout the workplace • Reminding everyone of the public health advice on the Government website to help reduce the spread of COVID-19 • Posters, leaflets and other materials are available for display from the government website
		<p>Cleaning</p> <ul style="list-style-type: none"> • Frequently cleaning and disinfecting objects and surfaces that are touched regularly such as door handles, light switches and reception areas. Our team will be discouraged from moving work stations and will be provided with antibacterial cleaning wipes to wipe down their work area at the end of each day 	<ul style="list-style-type: none"> • Regular checks and reminders will be carried out by line managers to ensure the necessary procedures are being followed

Last Modified - 07 September 2020
By - Ellie Steinfeldt



T 01223 209888
E gill.buchanan@prs.uk.com

www.prs.uk.com

		<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Reducing the number of persons in work and communal areas to comply with the 2-metre (6.5 foot) gap recommended by the Government • Taking steps to review work schedules including start & finish times, working from home etc. to reduce number of Pure employees on site at any one time • Reviewing processes and procedures to ensure social distancing can be observed • Conference calls to be used instead of face to face meetings unless under exceptional circumstances 	<ul style="list-style-type: none"> • Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it
		<p><u>Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> • If anyone becomes unwell with any of the Covid-19 symptoms in the workplace they will be sent home and advised to follow the isolation guidance. Line managers will maintain regular contact with employees during this time • If advised that an employee or someone an employee has come into contact with recently has developed Covid-19 symptoms, the management team will identify people who have been in contact with them and will take advice on any actions or precautions that should be taken • Our team should not share vehicles 	<ul style="list-style-type: none"> • Regular communication from line managers will be carried out to reassure and support employees in a fast changing situation • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected



		<p>Mental Health</p> <ul style="list-style-type: none"> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can using reliable sources 	<ul style="list-style-type: none"> Regular communication of mental health information for those who need additional support
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Specific Office Risk Assessments:

[Cambridge office - The Workspace](#)

[Chelmsford office - Marlborough House](#)

[Ipswich office - 11-13 Princes Street](#)

[Norwich office - 16 Queen Street](#)

All of the above procedures are being carried out in line with government guidelines. If you would like any further information, please contact Gill Buchanan at gill.buchanan@prs.uk.com.

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