

Details	
Group	C London
Site	C London
Title	hygiene and social distance
Assessed By	suelen commendatore

Task	Completed date of assessment
COVID-19: hygiene and social distance	18-06-2020

COVID-19: hygiene and social distance
<b>Hazards?</b>
exposure to the virus due inadequate information
exposure to the virus due to inability to mantain social distancing
exposure to the virus due poor hygiene rules
<b>Who might be harmed and how?</b>
All persons within company
<b>Controls in place</b>
Work Activities And Risk Assessments Regularly Reviewed. Work activities regularly assessed to establish what are essential tasks critical to be continued.
Ventilation On Site Increased As Much As Possible. Windows and doors opened as much as possible to increase ventilation in all workspaces, where this does not compromise fire safety-related issues.
Where applicable urinals will be cordoned off from use to allow social distancing to be maintained. This may include condoning off middle urinal units to allow the end ones to remain in use if they are at least 2 metres apart.
Toilets/rest rooms Access limited to restrooms to allow for social distancing.
Start/Finish Times Staggered. Staggered start and finish times to reduce congestion and contact at all times.
Staff trained on controls and use of posters, signs, announcements, training courses, toolbox talks to ensure staff are clear on the essential control measures they must follow.
Staff Awareness & Training Staff communicated with on a regular basis on the hazards and controls in the workplace.
Signage In Place To Inform People Of Required Controls This includes following the twometer guidance, handwashing, PPE where applicable, covering of nose when sneezing etc.
hand sanitizer used where possible to reduce transmission.
The appropriate disinfectant used in line with COSHH assessment.
Where measures are not effective then these will be reviewed and actioned and communicated to staff accordingly.
Pro-active Monitoring In Place Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.
Organisation Of Workplace To Encourage Social Distancing Walkways around buildings to be organised to allow for social distancing such as one way systems around office spaces and stairwells where possible and doesn't create addition risks.
In some situations, it may be required to close these facilities if the risk cannot be controlled.
Kitchen / Rest Areas Controlled Access Kitchen and rest areas to be controlled so that social distancing can be adhered to.
Good Hand Washing/Hygiene Procedures Observed Good hand washing facilities available so staff can wash hands for 20 seconds using soap and water and/ or provision of sanitiser.
Sharing of desks and facilities will be avoided where at all possible and stringent cleaning measures taken if it cannot be avoided.
Break Times Staggered. Break times staggered throughout the day to reduce the number of people gathering in break areas.
use of own working tools. avoid sharing

Additional controls required	Action by whom	Action by when	Completion date - comments
Completed date of assessment:	18-06-2020		

Review date	Person completing review	Reason (e.g. annual review, following accident, changes)

**Task: COVID-19: hygiene and social distance**

Trained employees	Training date	Signature