



Risk Assessment Form

Workplace	Kindred -LCR CIC			Assessment Number	K001
Task / Activity	Workplace practises				
Date Conducted	03/01/2022	Review by Date	03/01/2023	Date Reviewed	26/01/2022
Assessment by:	Kindred -LCR Director				

1 Hazard	2 At Risk	3 Existing Control Measures	Risk			7 Further Control Measures	Risk		
			4 Severity	5 Probability	6 Risk		8 Severity	9 Probability	10 Risk
Spread of Covid 19	A (Any person that may physically come into contact with you in relation to your work/business)	<p>General – Management</p> <ol style="list-style-type: none"> Information on Covid Control measure must be communicated to all team members, visitors, and members of the public who you come into physical contact with during Kindred related business. Team members (and others) should be regularly reminded of the Covid control measures in place and the need to follow all the relevant procedures. The Kindred Director or appointed 'covid marshals' shall check to ensure that appropriate procedures are being followed and that facilities provided are maintained. <p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water are already in place at the Kindred Office – FF8 Northern Lights. 	3	3	6	<p>Posters, leaflets, and other materials are available for display in office premises and other working environments. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>(For more information see - https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm)</p> <p>Information to staff on hand washing (examples) https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)</p>	2	2	4



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		<ul style="list-style-type: none">• Additional facilities should be provided where necessary to allow for easy and frequent hand washing. Hand washing should be encouraged by managers / covid marshals. See hand washing guidance.• Materials are provided to allow drying of hands with disposable paper towels.• Pedal bins or opened topped bins will be used to reduce touch points.• Handwashing facilities will be cleaned, bins will be emptied and soap, paper towels and hand sanitiser replenished regularly.• Gel sanitisers is provided in any area where washing facilities are not readily available <p>Repeated washing can dry skin and lead to dermatitis. Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>Cleaning</p> <p>Surfaces Cleaning regimes in place to make sure surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, and meeting table using appropriate cleaning products and methods. (Consideration given to frequency, level of cleaning and who should be doing it.)</p>				<p>Team members to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Team members should also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>70% Alcohol based hand sanitisers are flammable and need to be used and stored correctly to reduce fire risks</p> <p>https://www.nhs.uk/conditions/emollients/</p> <p><i>(For more information see -</i> https://www.hse.gov.uk/coronavirus/cleaning/cleaning-workplace.htm<i>.)</i></p>			
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		<p>Shared Equipment Where possible equipment will be used only by one person. Where this is not possible, cleaning materials will be provided and must be used between each change of user.</p> <p>Persons with positive Covid-19 tests or persons informed they are close contacts Team members to be instructed not to attend work if they have developed Covid Symptoms or have been informed that they are a close contact of a Covid Positive individual in line with PHA guidance. The Kindred Director will maintain regular contact with team members during this time.</p> <p><u>Persons with symptoms of Covid-19 at work</u> If anyone becomes unwell with a new continuous cough, loss of taste or smell or a high temperature in the workplace they will be sent home and advised to follow the stay-at-home guidance.</p> <p>Put in place arrangements to clean if someone develops symptoms of coronavirus in work.</p>				<p>www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs</p> <p>Regular testing should take place to mitigate risk if person to person contact within 2m is necessary.</p>			
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If advised that a team member or visitor has developed Covid-19 and were recently on your premises (or where a member of staff has visited other workplace premises or domestic premises), the Kindred Director should contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.

Ventilation

The Kindred office at Northern lights is an unconfined space, which limits the risk of poor ventilation.

Poor ventilation increases the risk of spreading covid-19 and measure should be taken to ensure adequate ventilation is maintained.

Where possible good ventilation should be maintained using natural 'fresh air' ventilation (opening windows and 'non-fire' doors).

Mental Health

Management should promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help (For more information see -

For more information on decontamination see - <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Regular reminders to team members to ensure they are clear on the rules when using common areas and workstations.

<https://www.publichealth.hscni.net/>

<https://www.publichealth.hscni.net/news/covid-19-coronavirus>
<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>

<https://www.hseni.gov.uk/articles/ventilation-and-covid-19>

Additional information

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>)

Where possible heating will be adjusted to facilitate enhanced ventilation.

(For more information see - <https://www.hse.gov.uk/coronavirus/social-distancing/using-vehicles.htm>)

(<https://www.hse.gov.uk/coronavirus/social-distancing/unable-to-social-distance.htm>)

If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc . Portable fans and air handling units will be positioned to prevent air being blown from one individual towards others

(For more information see - <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>
www.hseni.gov.uk/stress)

Internal communication channels and cascading of messages through managers will be carried out regularly to reassure and support team members in a fast changing situation.



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						<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>The Kindred Director will offer support to team members who are affected by Coronavirus or has a family member affected.</p>			
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Additional Comments (Actions identified by team members on site, to make the task safer)

Legislation:

Health and Safety at Work Act 1974
 The Management of Health and Safety Regulation 1999
 The Food Information Regulations 2014
 The Health Protection (Coronavirus, Business Closure) (England) Regulations 2020

Government Guidelines

<https://www.nhs.uk/conditions/coronavirus-covid-19/>
<https://111.nhs.uk/covid-19/>
<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
<https://www.nhs.uk/conditions/coronavirus-covid-19>
<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
<https://www.gov.uk/guidance/coronavirus-covid-19-working-with-clients>

Authorised by: Kindred-LCR Director	Name (Print): Jennifer Van der Merwe	Signed: Jennifer Van der Merwe	Dated: 26/01/2022
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At Risk (column 2)	Severity (column 4 and 8)	Probability (column 5 and 9)	Risk Rating		
E - Employees	1 No Injury, property damage	1 Very Unlikely	Severity X Probability = 1 to 5	Low	Y – acceptable risk, work can start
C - Contractors	2 Minor Injury	2 Unlikely			
V - Visitors	3 +3 Day Absence	3 Likely	Severity X Probability = 6 to 14	Med	Y or N – may need further consideration
P - Public	4 Major Injury	4 Very Likely			
A - All	5 Death	5 Virtually Certain	Severity X Probability = 15 to 25	High	N – Unacceptable risk Do not start work