

COVID-19 Health & Safety Inspection Checklist

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and businesses. This inspection checklist assists in identifying the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

Site: Home Instead UK - National Office
Site Address: Unit 2 Acres View, Walnut Tree Business Centre, Northwich Road, Lower Stretton, WA4 4PG
Company: Home Instead
Inspection Undertaken by: Laura Madders
Report to: Martin Jones

No of issues not closed out from previous inspection	15	No of issues that are repeated from previous report	9
--	----	---	---

Findings of Inspection
Level of compliance should be included in report using a Rag Rating - Green – Full compliance (no action required), Amber - breach identified (remedial action recommended), Red – significant breach (action required)

A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	Green	Anyone with a health condition will continue to work from home. Anyone who enters the office has been asked to complete a risk assessment.
2.	Are you tracking people who have been identified as high risk/are shielding.	Y	Green	Anyone with a health condition or a family member who is shielding will continue to work from home.
3.	Where practicable have staff been allowed to work from home/remotely.	Y	Green	Yes, currently all working from home. Staff are allowed to enter the office if they have a need.
4.	Can all staff maintain the government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). These could include but are not limited to the following:	Y	Green	COVID secure partitions and signage have been implemented to ensure safe distances are kept.
4a	Are you able to segregate staff's activities to promote 2 meters distance.	Y	Green	We will be working on a reduced team to ensure social distancing and there are partitions to ensure separation.
4b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less.	Y	Green	All staff will be advised to maintain a safe distance and restrict interactions.

4c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two meters distance.	N	Green	To implement this system would require the use of fire stairs this would increase the chance of slips, trips and need to touch door handles as they have fire doors at the top and bottom of the stairs.
5.	Have staff been trained / notified before returning to work on any new procedures.	Y	Green	All staff, not just those returning will be advised of procedures put in place.
6.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	All staff were trained in hand washing practices and posters remain in the toilets.
7.	Have staff been instructed on social distance where practicable while at work.	Y	Green	All staff, not just those returning will be advised of any procedures put in place.
8.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	All staff have been advised to seek medical assistance and update their Line Manager.
9.	Are daily alerts from government departments e.g. Public Health England / Devolved Agencies being sourced and shared with staff.	Y	Green	These are being communicated with all staff and the wider Home Instead Network.
10.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.	Y	Green	No unnecessary travel is taking place.

B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures.	Y	Green	Guidance has been provided on parking at a safe distance, leaving an empty space between vehicles where possible.
2.	Are workers using their own transport for work activities.	Y	Green	Currently, there are no visits to any other premises.
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	N/A	Green	N/A
4.	Have you considered staff that are required to car share for their role and whether this could continue.	N/A	Green	N/A
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	Only one point of entry/exit to and from the building for staff.
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	There should not be visitors to the building unless work has to be carried out on the premises.
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building.	Y	Green	Visitors would only access minimal areas.
8.	Have appropriate hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	Y	Green	Sanitiser is available in communal areas, offices and toilets.
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	Y	Green	This is in the main entries, toilets and kitchen.

10.	Are the signs displayed reviewed and replaced as necessary.	Y	Green	
-----	---	---	-------	--

C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Have you completed a deep clean of the property / site before returning.	Y	Green	Completed on 1 st May 2020, 7 th Dec 2020 – Pure Maison
2	Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when site/building/premises is occupied.	Y	Green	The office has been closed since mid December. Cleaning has been twice a week. Cleaning is due to increase to 5-8am and 2pm on 22 nd Feb 2021.
3.	Are all hand contact points cleaned on a frequent basis throughout the day including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	Y	Green	Cleaners will return to wipe down the high touch areas at 2pm . Toilets and kitchens have wipes provided to wipe down surfaces.
4.	Are appropriate cleaning products being used during daily preventative clean regime.	Y	Green	Cleaners working to the guidance provided on COVID19
5	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	Cleaners have full PPE and guidance on use of cleaning products
6	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	N	Green	Not practical to remove. Only one person will be in an office at one time. Staff have been advised to sanitise hands before touching blinds.
7	Can blinds be kept opened and locked if they cannot be removed.	N	Green	Staff provided guidance to sanitise hands before and after use.
8	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	N	Green	There are no rugs/mats in the building
9	Is it practicable to introduce a daily steam cleaning procedure for washrooms.	N	Green	Cleaners will be conducting a clean each morning, followed by an afternoon visit to high touch areas. Wipes are placed in toilets for people to wipe down the area.
10	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day.	Y	Green	Wipes provided for each floor.

D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.

Guidance on a suitable inspection can be [found here](#).

No	Issues	Y/N/NA	Rating R/A/G	Comments
----	--------	--------	-----------------	----------

Has your responsible person carried out checks on your building in the following areas:				
1.	Fire Safety Systems / Emergency Lighting.	Y	Green	Fire Marshalls conduct weekly tests.
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	All servicing checks have been completed and any issues reported and resolved.
3.	Gas Installations.	N/A	Green	No gas at this property
4.	Legionella Controls.	Y	Green	The cleaner have been making twice weekly checks of the building, including flushing all toilets and running all taps.
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	N/A	Green	Lift was serviced on schedule.
6.	Lift Statutory Inspections.	Y	Green	Lift was serviced on schedule.

E: Other Issues				
No	Issues	Y/N/ NA	Rating R/A/G	Comments
		Choose an item.	Choose an item.	

Inspection undertaken by:

Signed: L Madders

Date: 08.02.2021

Workplace Health & Safety Inspection Action Summary

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
Additional Comments				

Signed:

Date:

COVID-19 Health & Safety Risk Assessment

Company Name: Home Instead Senior Care Location: National Office

Ref No:

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Employee Safety –								
Psychological well being	Staff	Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.	E	Negligible	Very Unlikely	Low	Immediate	13.05.20
		New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and HR.	E					
		Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.	E					
		Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.	E					
		Concerns on workload issues or support needs are escalated to line manager.	E					
		Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.	E					
		Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs	E					
		Undertake a review of your stress risk assessment to reflect new working arrangements. Where you have made significant adjustments to employee's working practices, a review must be undertaken.	E					
	Staff		E					

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Psychological wellbeing – Continued		Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.	E					
Virus transmission in the workplace	Staff, visitors, contractors	<p><u>Specific individual worker risk assessment</u> been undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>An <u>inspection checklist</u> has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>Staff are requested to work remotely where possible and for the foreseeable future (provided it does not interfere with workload commitments).</p> <p>A tracking system/<u>InfoExchange reporting tool</u> is utilised to keep track of when staff can return to work after the symptom free period.</p> <p>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</p> <p>Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry (The latest Guidance on these measure can be found by clicking the following link <u>Social Distancing Guidelines</u>).</p> <p>Staff activities are segregated to promote 2 meters distance.</p>	E	Negligible	Very Unlikely	Low	Immediate	13.05.20
Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Staff face to face contact has been limited with each other to 15 minutes or less.</p> <p>A one-way flow system is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.</p>	E					

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Employees are educated on preventative care.</p> <p>Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</p> <p>Staff informed not to wear neck ties and scarves due to the risk of transmitting the virus when working in close proximity to colleagues.</p> <p>Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.</p> <p>Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen.</p> <p>Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.</p> <p>Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.</p> <p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.</p> <p>Staff bring their own provisions in for lunch.</p> <p>The canteen is only to be used to provide seating, with staggered entry to maintain social distancing rules.</p> <p>Social gathering amongst employees have been discouraged whilst at work.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>Staff have been separated into teams to reduce contact between employees.</p>	E E E P E E E E E E E E					

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Desks are arranged to maintain a minimum of 2 meters from each other, with employee's facing in opposite directions.</p> <p>PPE is considered for work processes where close contact is required.</p> <p>Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing.</p> <p>PHE quick guides for correct donning and doffing of PPE for <u>non-AGPs</u> as well as for <u>AGPs</u>. 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).</p> <p>The government's e.g. Public Health England / Devolved Agencies response page is monitored regularly for latest details on guidance and advice.</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e line managers, HR) and shared with staff.</p> <p>Business related travel is reduced</p> <p>All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.</p> <p>Staff discouraged from hand shaking and general close personal greetings</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p>	E N/A E N/A E E E E E E					

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Someone entering the workplace with COVID-19	Staff, visitors, contractors	<p>Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.</p> <p>Work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p> <p>Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations</p>	N/A Choose an item. N/A E N/A	Negligible	Very Unlikely	Low	Immediate	13.05.20
Someone entering the workplace with COVID-19	Staff, visitors, contractors	Staff will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms	E					

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Travel, Access & Egress								
Travelling to work	Staff, visitors, contractors	Sufficient parking restrictions to maintain social distancing measures in place. Workers will be instructed to use their own transport for work activities. Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc	E E E	Minor	Unlikely	Low	Immediate	13.05.20
Driving at work	Staff, Contractors	Staff roles that are required to car share are considered and whether this could continue.	N/A	Negligible	Very Unlikely	Low	N/A	13.05.20
Entry and exit to building	Staff, visitors, contractors	Entry and exits to the building/site are limited to the minimum number of points required. Access and exit from a building involving signing in/out at reception digitally managed, any touchscreen technology avoided. Access to the building/site been restricted to visitors and contractors etc. Visitors confined to strictly defined areas and unnecessary movements around the building avoided. Hand sanitiser pump action containers are available in every work area and on main travel routes through the building/site including access and egress areas	E E E N/A E	Negligible	Very Unlikely	Low	Immediate	13.05.20
Entry and exit to building – Continued	Staff, visitors, contractors	Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	E					

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		Signs displayed reviewed and replaced as necessary.	E					

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Cleaning and hygiene measures								
Environmental Cleaning	Staff, visitors, contractors	A deep clean of the property / site before returning is performed if required.	E	Negligible	Very Unlikely	Low	01.05.20	13.05.20
Cleaning Frequency	Staff, visitors, contractors	If practicable a daily steam cleaning procedure for washrooms is undertaken.	N/A	Negligible	Very Unlikely	Low	04.05.20	13.05.20
		The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken when site/building/premises is occupied.	E					
Commonly touched surfaces	Staff, visitors, contractors	All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	E	Negligible	Very Unlikely	Low	Immediate	13.05.20
		Where practical, curtains and blinds are removed to minimise the areas where viruses can be difficult or time consuming to remove.	E					
		Blinds be kept opened and locked if they cannot be removed.	E					
		Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier.	E					
		Appropriate cleaning products are used during daily preventative clean regime.	E					
		Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations.	E					
		Any use of common work equipment is restricted and managed.	E					
Use of cleaning products	Staff, Contractors	Persons undertaking the cleaning been instructed with clear safe usage instructions.	E	Negligible	Very Unlikely	Low	Immediate	13.05.20

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use Correct PPE is provided for the use of cleaning materials	E E					
Housekeeping	Staff, Contractors	Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day. Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents. Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.	E E E	Negligible	Very Unlikely	Low	Immediate	13.05.20

Work must continue alongside COVID-19 and you still have a duty to ensure a safe place of work for your staff, visitors etc. If you're intending to bring your staff back to your workplace and your workplace has been sat idle, we would suggest giving some consideration to the following topics:

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Fire Safety Systems / Emergency Lighting - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Fire, heat, burns, smoke inhalation	Staff, visitors, contractors	Responsible person has carried out checks on your building in the following areas: Emergency lighting suitable, sufficient and maintained. Suitable number fire extinguishers available in required locations. Fire hoses available and operational (if installed). The sprinkler system including head's maintained (if fitted). Dry / wet risers inspected and maintained (if installed). Fire blankets available in required location. Fire alarm and detection system for the building tested, inspected and maintained. Means of escape clear. Fire doors provided and maintained in good working order. Building has suitable lightning conductors / protection. The fire risk assessment suitable & sufficient / current.	E E E N/A N/A N/A N/A E E E E E	Negligible	Very Unlikely	Low	Immediate	13.05.20

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Ventilation / Humidity / Lighting & Heating Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, visitors, contractors	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius). Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.	E E	Negligible	Very Unlikely	Low	Immediate	13.05.20
Ventilation	Staff, visitors, contractors	Natural ventilation is available in the workplace, e.g. windows or open doorways. If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air. Air exchange rate of the air handling system meet standard requirements for the occupants in the building. Ventilation systems have been adequately maintained and serviced.	E E E E	Negligible	Very Unlikely	Low	Immediate	13.05.20

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Gas Installations - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Gas Installations	Staff, visitors, contractors	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies. Adequate ventilation available next to gas installations. Carbon monoxide detection available next to gas installations and in operation. Gas isolation control switches available and clearly identified. Supplier's emergency contact number clearly displayed, un-obscured and legible. Gas cylinders being used safely (if used).	N/A	Negligible	Very Unlikely	Low	Immediate	13.05.20

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Legionella/Water Systems/Hygiene - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Water outlets Legionella	Staff, visitors, contractors	Tanks, taps and shower outlets inspected and maintained. Suitable controls in place to reduce the risk of legionnaires disease. Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria.	E E E	Negligible	Very Unlikely	Low	Immediate	13.05.20
Drinking water	Staff, visitors, contractors	Drinking water facilities safe for use i.e. provided at refreshing temperatures (not warm). Drinking water should ideally be "live" from the potable water main or from storage that is properly designed, sealed from ingress of dirt, vermin etc. and with good circulation.	E E	Negligible	Very Unlikely	Low	Immediate	13.05.20

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Statutory Inspections	Staff, visitors, contractors	Responsible person has carried out checks on your building in the following areas: Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.	Choose an item. N/A	Negligible	Very Unlikely	Low	Immediate	13.05.20
Lift Statutory Inspections	Staff, visitors, contractors	The thorough examination, inspection, testing and maintenance records for the lifts in date.	E	Negligible	Very Unlikely	Low	Immediate	13.05.20
Plant and Equipment	Staff, visitors, contractors	There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date All fixed guards on machinery in place, secure and well maintained. The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation. Defective equipment been taken out of service awaiting repair. Enough space is available for personnel to undertake their tasks safely and comfortably.	Choose an item. N/A N/A N/A N/A	Negligible	Very Unlikely	Low	Immediate	13.05.20
	Staff, visitors, contractors	Personnel have the appropriate competences and/or trained to use machines/work equipment.	N/A					

HAZARD	AT RISK	CONTROL MEASURES			PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Signed:	<i>L Madders</i>	Assessment Date: 18.02.21	Further action required: N			Action Review Date(s):02.08.21				
Name:	Laura Madders					Next Review Date:02.08.21				