

FRENKEL TOPPING GROUP WORKPLACE RISK ASSESSMENT

COMPANY	AREA, ACTIVITY, TASK BEING ASSESSED	PERSON INVOLVED IN OR AFFECTED BY AREA/ACTIVITY/TASK BING ASSESSED	ASSESSMENT START DATE	ASSESSOR'S NAME	ASSESSMENT COMPLETION DATE
Frenkel Topping 15 Carolina Way, Salford, M50 2ZY	Covid – 19 Risk Assessment	<ul style="list-style-type: none"> • Employees • Public 	19.05.2020 April 2021 Updated: 20.07.2021	Tracey Atkinson	Ongoing

Assessment completed by Tracey Atkinson Director of HR, following consultation with all staff in the business and appointed Health & Safety Representatives Camila Disano and Raegan Whitehead.

This assessment has been updated following the removal of restrictions from 19th July 2021

What are the risks?	Who might be harmed?	Controls required: General	Cleaning measures	Good hygiene	Communication & Training
The transmission and spread of COVID – 19	Employees	Communicated with those staff who have currently been working from home to discuss their gradual return to the office.	The premises to be sanitised on a regular basis in Manchester, Leeds and Doncaster by trained World Health Operators.	Hand washing facilities with soap and water in place. Employees advised to wash their hands for 20 seconds with soap	Staff encouraged to take lateral flow tests. Encourage staff to respect their

		<p>Internal staff updated of when homeworkers will return.</p> <p>Extra consideration to be given to those individuals who are at high risk and working from will continue until further notice.</p> <p>Flexible working requests have been considered and approved where appropriate.</p> <p>Steps taken to review work schedules including start and finish times.</p> <p>Updated posters placed around the building</p> <p>Staggered lunch breaks to be agreed by team managers</p>	<p>Frequent cleaning and disinfecting of objects including touchpoints such as handrails, toilet taps and circulation areas</p> <p>Workstations to be disinfected daily including keyboard, mouse and monitor arm and phone .</p> <p>Antibacterial wipes on desks and individual's responsibility to clean their workspace</p> <p>Hand sanitisers and tissues on individual desks. Catch coughs and sneezes in tissues provided</p> <p>Clear desk working policy</p> <p>Automated hand sanitisers available at all entry and exit points</p>	<p>and water and the importance of proper drying with disposable towels</p> <p>Face masks are available to use if requested</p>	<p>colleagues in terms of social distancing</p> <p>Regular updates following government announcements</p> <p>Weekly meetings with those staff continuing to work from home. This allows staff to make us aware if there have been any changes to their physical health and wellbeing, working status.</p> <p>Promotion of Employee Assistance Program (EAP) to colleagues with access to a range of support materials including telephone advice line, counselling sessions etc.</p> <p>Ongoing engagement with colleagues via</p>
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			<p>Pool cues and darts to be cleaned with antibacterial wipes after usage</p> <p>Posters, leaflets, and other materials displayed on the premises reminding staff of the key infection prevention requirements.</p>		<p>internal communication channels</p> <p>Communications provided on a regular basis to all colleagues to remind them of frequent handwashing avoid touching their face etc.</p> <p>If anyone member of staff has been contacted by test and trace or in contact with someone who has tested positive, they will be sent home and advised to follow the stay-at-home guidance.</p> <p>If advised that a member of staff or member of public has developed COVID – 19 and have recently visited our premises, the management team will seek the latest guidance and</p>
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					<p>implement internal measures Health and Safety appointed reps on site</p> <p>Windows to be kept open where possible to allow for natural ventilation.</p>
	Visitors	<p>Visitors will be requested to complete COVID -19 questionnaire when entering the premises and records maintained for no longer than 14 days.</p> <p>Visitors will be requested to use the hand sanitisers when entering the premises.</p> <p>Separate WC facility for guests</p>			
	Travel	Client visits can take place however when			

		<p>arranging the visit check with the client health & safety requests. i.e., are face mask to be worn, social distancing measures required, is the client clinically vulnerable or high risk? COVID Form to be completed and client to be advised that will be kept on their record for 14 days following the visit if they are happy for this to be applied.</p>			
	<p>Contractors /deliveries</p>	<p>Hand sanitisers to be used.</p> <p>Risk assessment to be taken before any internal work is carried out and HR to be notified.</p>			

