

# Covid-19 Risk Assessment

**Company name:** Sova Capital Limited / London Headquarter

**Assessment carried out by:** Narine Avanesyan

**Position:** Office Manager

**Date assessment was carried out:** 7<sup>th</sup> September 2020

**Date of next review:** 12<sup>th</sup> October 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Getting or spreading coronavirus by not washing hands or not washing them adequately.</b></p>	<p>Employees Visitors Contractor</p>	<p>1. Providing water, soap and drying facilities at communal wash room areas</p> <p>2. Providing information on how to wash hands properly and posters are available on display in communal wash rooms throughout the building.</p>	<p>1. Put in place monitoring and supervision to make sure people are following controls.</p> <p>2.1 Put signs up to remind people to wash their hands. 2.2 Provide information to Sova Capital's employees about when and where they need to wash their hands. 2.3 Identify if and where additional hand</p>	<p>1. Building management</p> <p>2. Building management/Office management</p>	<p>1. Beginning of pandemic</p> <p>2. Beginning of pandemic and throughout</p>	<p>1. Action ongoing</p> <p>2.1 Action completed 2.2 Continuous reminders 2.3 Completed</p>

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		<p>3. Providing hand sanitisers for the occasion when people cannot wash their hands.</p>	<p>washing facilities may be needed. 2.4 Identify how to replenish hand washing/sanitising facilities.</p> <p>3. Remind staff to report to office manager if they experience discomfort/have an allergic reaction to the hand wash. .</p>	<p>3. Office management</p>	<p>3.Ongoing</p>	<p>2.4 Completed</p> <p>3. Continuous</p>
<p><b>Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to</b></p>	<p>Employees Visitors Contractor</p>	<ul style="list-style-type: none"> <li>- Posters on how to wash hands properly and social distancing signs displayed throughout the building including entrances, lifts, corridors and all communal areas.</li> <li>- Antibacterial surface cleaning wipes are</li> </ul>	<p>4. Identify:</p> <ul style="list-style-type: none"> <li>➤ areas where people will congregate, e.g. rest rooms, changing rooms, reception, meeting rooms, kitchens, etc.</li> <li>➤ areas where there are pinch points meaning people can't meet the social distancing rules, e.g. narrow corridors, doorways, lifts</li> </ul>	<p>4. Office management/ Building management</p>	<p>4. Beginning of pandemic and with staff return to the office</p>	<p>3. Continuous and regularly reviewed.</p> <p>Posters and social distancing reminding signs applied on display; one way system implemented in high traffic area:</p>

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<b>facilities, lifts, changing rooms and other communal areas</b>		<ul style="list-style-type: none"> <li>- available on each desk.</li> <li>- Providing hand sanitisers for the occasion when people cannot wash their hands, at desks and through 2 installed hand sanitiser stations in front and back office.</li> <li>- Posters on display reminding about social distancing in the office (kitchen, reception, meeting rooms).</li> <li>- Providing welfare and washing facilities to contractors.</li> </ul>	<ul style="list-style-type: none"> <li>➤ areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, shared condiments, etc.</li> <li>➤ areas and surfaces that are frequently touched but are difficult to clean</li> <li>➤ communal areas where air movement may be less than in other work areas, e.g. kitchens with no opening windows or mechanical ventilation.</li> </ul>			
<b>Mental health and wellbeing affected through isolation or anxiety about coronavirus</b>	Employees	Follow government guidance on stress and mental health and sharing with line managers and staff. <ul style="list-style-type: none"> <li>- Have regular keep in touch meetings/calls with people working at</li> </ul>	Consider training of mental health first aiders.	HR / Line managers	Ongoing	Ongoing

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		<p>home to talk about any work issues</p> <ul style="list-style-type: none"> <li>- Provide employees with details on EAP and mental health helplines, remind them about these services and encourage them to raise concerns.</li> <li>- Considering staff comments/views with regards to identifying potential problems and solutions</li> <li>- Keep workers updated on what is happening so they feel involved and reassured</li> <li>- Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</li> </ul>				
<b>Increased risk of infection and complications</b>	Employees	Identify who in your work force fall into one of the following	Put systems in place so people know when to notify you that they fall	HR/ Health and Safety Manager	Ongoing	Ongoing

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<b>for vulnerable workers</b>		<p>categories: &gt; Clinically extremely vulnerable            &gt; People self-isolating            &gt; People with symptoms of coronavirus            &gt; Groups who may be at higher risk of poorer outcomes</p> <p>Discuss with employees what their personal risks are and identify what you need to do in each case</p> <p>Identify how and where someone in one of these categories will work in line with current government guidance. If they are coming into work identify how you will protect them through social distancing and hygiene procedures</p>	into one of these categories			
<b>Contracting or spreading the virus by not</b>	Employees Contractors	Identify places where, under normal circumstances,	Ensure social distancing rules are followed Provide information,	Office Management / HR	Ongoing	Ongoing

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<b>social distancing</b>	Visitors	<p>employees would not be able to maintain social distancing rules</p> <p>Identify how you can keep people apart in line with social distancing rules in the first instance by implementing following measures</p> <ul style="list-style-type: none"> <li>➤ using marker tape on the floor</li> <li>➤ holding meetings virtually rather than face-to-face</li> <li>➤ staggering start/end times</li> <li>➤ limiting the number of people on site at one time</li> <li>➤ rearrange work areas and tasks to allow people to meet social distancing rules</li> </ul>	<p>instruction and training to people to understand what they need to do.</p>			