

RISK ASSESSMENT



SYNECTICS
SOLUTIONS

Company: Synectics Solutions Ltd

Reference Number: COVIDRA001

Assessment of Process / Risk: Control of Coronavirus

Date of Assessment / Last Review: 26/05/2020

Assessed By: SSL COVID-19 Taskforce

Relevant Departments: All Departments

Persons at Risk: Employees, those in contact with employees, visitors to site and any person affected by our business activities

The below assessment details the key measures being taken to protect employees, visitors and anyone affected by our business activities.

Hazard / Consideration	Initial Risk Rating	Control measures being implemented and steps being taken to reduce risk to the lowest possible level	Further actions / comments	Residual Risk Rating
Information and training	HIGH	<ol style="list-style-type: none"> 1. Management regularly check, review and act on information supplied by the Government. 2. Any information obtained is cascaded down to employees via internal communications channels. 3. Continual monitoring to ensure social distancing guidelines are being adhered to. 4. Employees are provided with information and training in the form of; <ul style="list-style-type: none"> - The risk management plan - Risk assessment - Internal communications - Wellbeing awareness - Mental health first aider support - Frequent wellbeing surveys - Employee feedback surveys - Safety signs, posters and notices - Training (COVID-19 return to the workplace induction) 	<ul style="list-style-type: none"> - Employees are encouraged to regularly check information from the company intranet. - Communication to be refreshed as new information / guidance is made available. - Awareness and focus on the importance of mental health at times of uncertainty. 	LOW
Vulnerable people	HIGH	<ol style="list-style-type: none"> 1. Where employees have been classified as clinically vulnerable, every effort possible will be made to restrict the need for them to be in work. 2. Home working will continue to be utilised. 3. Synectics will consider circumstances where an employee lives with clinically vulnerable individuals and make reasonable adjustments where possible. 	Employee communicating needs with Management and People Success.	LOW
Accidents, security and other incidents	HIGH	<ol style="list-style-type: none"> 1. During incidents, safety will be prioritised. 2. In an emergency (fire, accident) people do not have to stay 2m apart if it would be unsafe. 3. People involved in the provision of assistance to others (First aiders) should pay particular attention to sanitation measures immediately afterwards, including washing hands. 	Awareness for all employees.	LOW

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Social distancing	HIGH	<ol style="list-style-type: none"> 1. Synectics has taken all reasonable steps to ensure a 2m distance can be maintained between employees on site - this includes: <ul style="list-style-type: none"> - Limiting the number of employees on site - maximum occupancy 50%. - Continuous review of work schedules including start & finish times / shift patterns, working from home etc. to reduce number of employees on site at any one time. This will be managed per team by line managers and monitored overall by HR. - Using designated drop off / delivery points. - Additional hand sanitising stations introduced. - Displaying signs, notices and posters. - Use of floor markings in key areas where appropriate. 2. Conference calls will be the primary method of communicating; <ul style="list-style-type: none"> - If meetings take place in person, social distancing measures shall be maintained throughout. - During meetings, equipment should not be shared, and hand sanitiser will be available. 3. Number of employees using rest or welfare facilities to be restricted based on available space. 4. Details of what should be done to assist with social distancing has been communicated to employees. 5. Restrictions on number of visitors on site; <ul style="list-style-type: none"> - Any information regarding social distancing, which is relevant to visitors, will be communicated to visitors by employee/s organising the visit. 	One-way system and separate entrance / exits to be reviewed as capacity increases.	LOW

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Hygiene / cleanliness / welfare	HIGH	<p>1. To assist with reducing risk, the following steps have been taken:</p> <ul style="list-style-type: none"> - Prior to re-opening, the workplace will be disinfected by an industrial cleaner. - Water systems will be serviced and checked in line with legionella control. - Installed additional hygiene stations at building entry / exit point and throughout the building. - Increased frequency of cleaning / sanitising of work areas and work equipment. - Obtained additional stock to ensure adequate supplies are available. - Increased checks of hygiene provisions / stations. - Displayed posters / notices to remind of good hygiene practices. - Provided employees with information and instruction on following good hygiene standards. <p>2. Those with symptoms or living with other individuals with symptoms should self-isolate in line with current government guidelines.</p> <p>3. Management promote mental health and wellbeing awareness to employees during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>References</p> <ul style="list-style-type: none"> - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ - www.hseni.gov.uk/stress - www.hse.gov.uk/stress 	<ul style="list-style-type: none"> - Continual hand washing / sanitising to be encouraged. <p>Confirmed COVID-19 diagnosis</p> <ul style="list-style-type: none"> - If advised that an employee or visitor has developed COVID-19 and were recently on our premises (including where an employee has visited other work place premises), we will follow current government guidelines. - Management to continually monitor the wellbeing of all employees. 	LOW

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General work activities and work areas	HIGH	<ol style="list-style-type: none"> 1. Employees can continue to work from home. 2. Number of employees on site to be limited. 3. Where possible, the use of shared equipment has been prohibited or restricted. 4. Hot-desking is discouraged. Where this is unavoidable, additional cleaning will be arranged. 5. Work activities and work areas are monitored to ensure employees are following procedures and adhering to control measures. 6. Where wearing gloves is a requirement of the job, an adequate supply of these will be provided. <ul style="list-style-type: none"> - Employees to be reminded that wearing of gloves is not a substitute for good hygiene. 7. Personal protective equipment should be used, and will be provided where social distancing is not an option due to the nature of the work being carried out, for example, maintenance / kitchen employees working within close proximity. 8. If employees wish to use Personal protective equipment, this is currently a personal preference, employees will need to provide their own mask and ensure that they are disposed of / washed appropriately. 		LOW
Off-Site Working (Client visits)	HIGH	Off-Site working is currently suspended.	This decision will be reviewed and the risks associated will be assessed accordingly.	LOW