

## Risk Assessment- Exeter

Risk Identification				Risk Analysis	
Uncontrolled				Control Measure	
GROUP	Sub Section	Overview of Risk	Level of Risk	Current Mitigation for Risk	Risk after action
Shared surfaces	Main entrance door and lift	risk of virus spreading if surfaces not cleaned	3	Wipes and sanitisers located close to surfaces that may be touched by staff with posters reminding all to use them. Bin for PPE located just inside front door . Sanitiser on wall just inside front entrance door to block . Door activated with fob and then sanitiser to be used once entered. Exit automatic no	1
Shared surfaces	Lift buttons, toilets doors, taps, printers, doors, mail	risk of virus spreading if surfaces not cleaned	3	The building manager (Turner & Locker) has incorporated an increased cleaning schedule for common building areas - their cleaning contractors will attend daily to sanitise any high touch surfaces such as doors and handrails. All high-contact surfaces within the offices (door handles, microwave fronts, fridge doors, communal surfaces etc) will be cleaned twice-daily. A deep-clean will be carried out weekly. Only one person allowed in shared toilet area at one time .	1
Shared surfaces	Kitchen	risk of virus spreading if surfaces not cleaned	3	Wipe surfaces in kitchen after use, handles, buttons on kitchen equipment. Signs displayed in meeting rooms and kitchen. Only one person allowed in kitchen area at one time . No cups or other personal equipment to be left in kitchen area . Kitchen area cleaned regularly and cleaning materials available to be used .	1
Shared surfaces	Meeting rooms	risk of virus spreading if surfaces not cleaned	3	Meeting rooms will not be used for the foreseeable future .Clean cables, equipment after use in meeting room ,all surfaced to be wiped down before and after use .	1
Shared surfaces	Outside building	risk of virus spreading if surfaces not cleaned	3	Mask and gloves will be provided by own staff for when they wish to leave the building at breaktimes and for those travelling by public transport	1
Shared areas	2 metre social distancing in office, corridors, kitchens, stairs, entrances, meeting rooms	social distancing required in shared areas to avoid risk of virus	3	Communal areas are cleaned twice daily by cleaning contractors. Deep clean weekly .	1
Shared areas	2 metre social distancing in office, corridors, kitchens, stairs, entrances, meeting rooms	social distancing required in shared areas to avoid risk of virus	3	Flooring in all areas marked with defined walkways to maintain safe separation distance by putting 2 metre markings so only 1 person to be in each area. Desks moved to ensure 2 metres distance.	1
Shared areas	3 metre social distancing in office, corridors, kitchens, stairs, entrances, meeting rooms	social distancing required in shared areas to avoid risk of virus	3	Chairs in meeting rooms, kitchen and reception area have signs saying do not use to ensure appropriate distancing	1
Shared areas	2 metre social distancing in office, corridors, kitchens, stairs, entrances, meeting rooms	social distancing required in shared areas to avoid risk of virus	3	Only two people will be allowed in office at any one time with appropriate social distancing . Each person will have defined area see below .	1
Single use areas	Desk, chair, work surface i.e. mail, chair, desk	risk of virus spreading if office equipment is shared	2	Staff to use their own desk, chair, stationary and keep surfaces clean. If stationary shared then staff to wipe before and after use. Staff to use own defined cups and mugs . Use communal bins provided to dispose cleaning wipes, masks, gloves etc.	1
Travel to work	Public transport , shared car parks	Risk of spreading virus	3	No travel by public transport envisaged . Staff will use own cars and also use phone apps to pay for parking .	1