



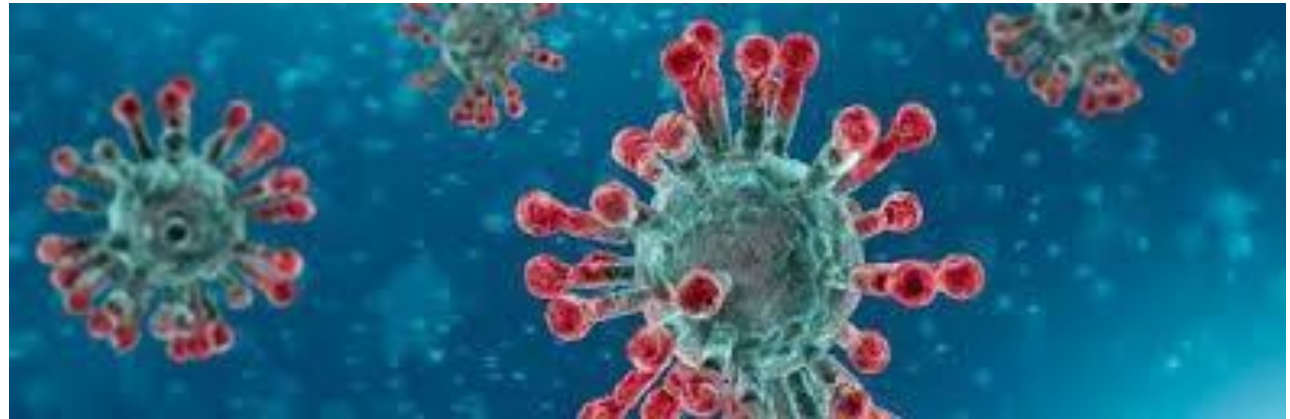
LIMM SKILLS ACADEMY LTD
Innovation | Creativity | Empowerment

COVID 19 - RISK ASSESSMENT FORM

Address	11/12 Church Lane Church Lane Chambers Leytonstone, London, E11 1HG	Location	Communal Areas, Office and external sites	RA Ref.	CVRA001	Date	2 nd July 2020
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Note:

This document is solely to identify Limm Skills Academy control of employees and visitors who could potentially be put at risk from our activities especially transfers to and from site.



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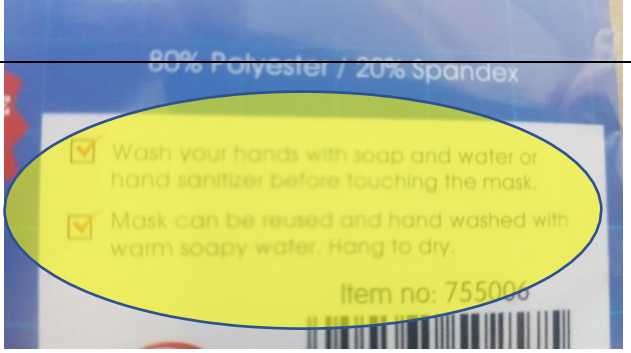
Company Name	Limm Skills Academy Limited
Office Address this assessment is in relation to	11/12 Church Lane, Church Lane Chambers, Leytonstone, E 11 1HG
Building Floor Levels	3-Storey and Limms offices are on the ground, 1 st and 2 nd floors
Welfare Facilities	a. Communal Kitchen, for making hot drinks and warming lunch. b. Toilets are cleaned regularly throughout the day
Maximum number of people at anyone time	10
Responsible Appointed Manager	Walter Mugisha



	Activity / Task	Risk / Hazard	Control Measures
1	Office Staff, and visitors	<ul style="list-style-type: none"> ✚ Persons infected with, exposed to, or carriers of the virus. ✚ Exposure to virus, leading to potential diagnosis of infection 	<ul style="list-style-type: none"> ✚ All, business is done remotely wherever possible via online meetings. ✚ Our main office is only for authorised persons. ✚ No visitors are allowed at our office facilities unless via a prior agreement. ✚ Anyone showing signs of symptoms are to inform their immediate manager. ✚ Dispose of paper towels after use. ✚ Microwave oven is to be wiped down with either anti-bacterial wipes or spray and cloth after use ✚ Tea & coffee is kept in a kitchen cupboard and hot drinks can be prepared in the communal kitchen which will be cleaned throughout the day. ✚ Tea cloths are to be washed at the end of each day to prevent build up and kill off any bacteria that can survive on surfaces. ✚ Crockery/ knives/forks/spoons/glasses etc. are to be cleaned immediately after use. ✚ Fridge is used by employees to keep until lunch time although we advise that they keep in sealed bag or container within the fridge. Fridge handle wiped down when the door is closed. ✚ All surfaces disinfected each day to prevent spread of virus. ✚ All touch points i.e. door access panels, handles, printers, etc. are to be wiped down with anti-bacterial wipes when used. ✚ Hand sanitisers provided and are to be used. ✚ All workstations are to be kept clear so desks can be wiped down throughout the day. ✚ Where social distancing cannot be maintained Perspex screens to be erected on desks. ✚ No hot desk facilities authorised. ✚ Wipe telephones with anti-bacterial wipes when you have used them. ✚ All authorised staff must wash hand every time they enter the building. ✚ Air conditioning to be serviced. ✚ Water system to be flushed through for Legionella checks due to office having been closed for a number of weeks. ✚ Coat rack is not to be used as people's coats would come into contact so coats, bags to be put on the chair of the individual.
2	Office Layout	<ul style="list-style-type: none"> ✚ Social distancing non – conformance 	<p>The Company will implement the following controls.</p> <ul style="list-style-type: none"> ✚ Only have personnel in the office that are required, and others work from home where they can. ✚ Create a bubble by having set teams, staggered breaks and start times ✚ All cups, plates, and cutlery to be washed when used so they are not left on desks or dirty. ✚ Put in the dishwasher at the end of the day or after last use so they can be cleaned overnight. ✚ No hot desk facilities allowed people will have to work from their designated desk. ✚ Seating arrangement are to be so no one is sitting next to each other as shown example on the following page.



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3	Employee ill health	<ul style="list-style-type: none"> Employees, visitors & contractors: Persons infected with, exposed to, or carriers of the virus. Exposure to virus, leading to potential diagnosis of infection 	<ul style="list-style-type: none"> All employees to ensure management are aware if they have symptoms. Hand sanitizer stations placed in the office. All employees have received guidance and information on the required precautions: <ul style="list-style-type: none"> wash your hands with soap and water often – do this for at least 20 seconds always wash your hands when you get home or into work use hand sanitiser gel if soap and water are not available cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze put used tissues in the bin straight away and wash your hands afterwards try to avoid close contact with people who are unwell 										
4	Working or visiting customer sites	<ul style="list-style-type: none"> Persons infected with, exposed to, or carriers of the virus. Exposure to virus, leading to potential diagnosis of infection 	<ul style="list-style-type: none"> Employees are to ask on arrival if anyone is showing signs of Coronavirus and if so, do not enter the customers premises and reschedule visit. All working surfaces that you come into contact with must be wiped down using sanitising wipes to prevent spread of virus. All touch points i.e. <ul style="list-style-type: none"> door handles, steering wheels, gear lever, etc. are to be wiped down with anti-bacterial wipes each time they leave the vehicle. Employees must carry hand sanitiser, which has been provided to them by Limms around with them at all times and sanitise their hands on a regular basis. Wipe mobile telephones with anti-bacterial wipes when you have used them. Employees must wash hand every time they enter a building. 										
5	Communal Area	<ul style="list-style-type: none"> Failure to maintain 2-metre distance Shared facilities potential viral spread. 	<ul style="list-style-type: none"> Display clear signage in communal areas such as main entrance, stairwells and corridors to warn people of Coronavirus controls and 2m distancing. Only persons who need to be in the building should be authorised to enter. Toilets are communal use so due to this toilet facilities are a problem area as it is important someone takes responsibility for a good cleaning regime. There is only one staircase leading to rooms and no passing places. Due to this employees are asked to wear face mask when using facilities and walking in communal areas 										

			<p>such as corridors and stairwells.</p> <ul style="list-style-type: none"> ✚ Hand sanitisers available on entering back into office. ✚ Where the PPE is solely to wear for virus protection there are washable re-useable masks available which are acceptable. ✚ When parking your vehicle try to park away from other vehicles but if not able to do so put your surgical mask on before you leave the vehicle. ✚ <div style="display: flex; justify-content: space-around;">   </div> <p>FFP2 masks can be cleaned by wiping the inside of the mask with anti-bacterial wipes or a diluted water and bleach solution. Also keep the mask in a sealed bag or container between uses.</p>
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Practicing Good Hygiene

We all have a role to play in keeping ourselves and each other safe and well, particularly in these uncertain times.

It is important to remember that for most people who become infected, they only experience mild illness and recover, however it can be more severe for others and we must all do our part to stop the spread of the virus.

Take care of your health and protect others by doing the following:

Wash your Hands

Regularly and thoroughly wash your hands with soap and water (do this for at least 20 seconds) or clean your hands with an alcohol-based hand rub when soap and water is not available.

Practice Good Hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. Wash your hands as soon as you can.

Avoid Touching Your Face

Avoid touching your eyes, nose, and mouth with unwashed hands, as this could spread the virus from your hands to your body if you have inadvertently touched an infected source.

Keep Work Areas Clean

Wipe down your desk regularly with antibacterial cleaner. This is important before and after preparing, handling and eating meals.

Stay Informed and Follow Advice

Follow advice given by your healthcare provider, your national and local public health authority or advice released by Limm Skills Academy on how to protect yourself and others from COVID-19.

Office Requirements:

- ✚ No visitors authorised unless absolutely critical and no other options. I.e. virtual meetings instead of people visiting the office. Deliveries collected at the door.
- ✚ Employees will wipe down any touch points with anti-bacterial wipes such as door access points when coming in to or, leaving the premises.
- ✚ Employees will wear the required surgical masks for infection spread reductions when in communal areas such as corridors and staircase or, in the office if they cannot maintain 2metre distancing.





Social distancing

- ✚ Only required number of people allowed in the office.
- ✚ No one authorised to work within 2 metre of anyone else.

Stagger break times

- ✚ Stagger break times to ensure everyone can maintain 2m distance between each other.
- ✚ Ensure time is given for desks to be cleaned down with disinfectant spray.
- ✚ Clean any metallic surface such as door handles and counter tops too.
- ✚ **Why?** This reduces the chance of people coming into contact with each other and reduces the chance of germs spreading.

Driving company vehicles

- ✚ Only ONE person only to be in the vehicle.
- ✚ If it is not possible and you carry a passenger you are both required to wear a mask and keep windows open.
- ✚ Employee are provided with face masks, disposable gloves, anti-bacterial wipes and hand sanitizer.
- ✚ Wipe down all door handles, etc. with anti-bacterial wipes every time you enter and leave the vehicle.

REMEMBER

- ✚ If you have a high temperature and/or a new continuous cough
- ✚ If you live alone and are showing symptoms of coronavirus, however mild, stay at home for **7 days** from when your symptoms started and please inform you line manager.
- ✚ If you live with others and you are the first in the household to have symptoms then you must stay at home for **7 days**, but all other household members who remain well must stay at home for **14 days**.
- ✚ For anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.

For further guidance please see [Public Health England](#)

Why? National and local authorities will have the most up to date information on the situation in your area. This will also protect you and help prevent spread of viruses and other infections.

Key Requirement:

The most common symptoms are **FEVER - COUGH - SHORTNESS OF BREATH - BREATHING DIFFICULTIES**.

In more severe cases infection can cause pneumonia, severe acute respiratory syndrome, and even death. The period within which the symptoms would appear is 2-14 days.



Please help stop the spread of the virus

DO NOT




- Make a drink for anyone else
- Share a teaspoon
- Do not sit other than where your designated desk is.

DO

- Wash the teaspoon after use.
- Follow the information and training provided
- Tell your manager if you have any symptoms to Covid19 or, feel unwell



Coronavirus: What you need to do

		
Wash your hands	Use a tissue for coughs	Avoid touching your face

Help each other to prevent spread of the virus



I confirm that I have read and understood this document

Name of Operative (Print)	Signature of Acceptance	Date of Signature